



Government of the District of Columbia
DEPARTMENT OF CORRECTIONS
9501 Furnace Road
Lorton, Virginia 22199

Office of Compliance
and Accreditation

September 15, 1997

93-2052

Tracy A. Thomas, Esquire
Covington & Burling
1201 Pennsylvania Avenue, NW.
Washington, D. C. 20044-7566

FILED

JUN 22 1998

NANCY MARY WHITTINGTON, CLERK
U.S. DISTRICT COURT

RE: Women Prisoners of the District of
Columbia Department of Corrections
v. District of Columbia, et al.
Civil Action No. 93-2052

Dear Ms. Thomas:

Enclosed is the August 1997, report responding to the United
States District Court's Order dated June 18, 1997, regarding the
above-referenced civil action.

Sincerely,

Gloria D. Thaxton-Fox

Gloria D. Thaxton-Fox
Senior Compliance Monitor

Enclosures

cc: Brenda V. Smith, Esquire, National Women's Law Center
Maria Amato, Assistant Corporation Counsel
Regina Gilmore, Acting Contract Monitor
Judy Kleiman, Executive Compliance Officer
GDTF/gdtf



AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPARTMENT/OFFICE: Office of Policies and Procedures		INITIATIVE: <u>Women Prisoners of DCDC v. D. C.</u> Civil Action No. 93-2052			
LEAD PERSON: Ronald J. McClain Chief, Office of Policies & Procedures		TELEPHONE: (202) 673-7410		DATE OF UPDATE: September 5, 1997	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		STATUS: Compliance or Non-Compliance If Compliance state how achieved and attached supporting documentation, if any. If Non-compliance state reason, remedy, and new completion date.	
		PLANNED	ACTUAL		
1. SEXUAL HARASSMENT					
4.	Within 60 days, the Defendants shall write and follow a Department Order prohibiting sexual harassment involving District of Columbia Department of Corrections (DCDC) employees and women prisoners. The Defendants shall post and circulate the Department Order in accordance with departmental policy.	Betty Green		3/20/95 5/15/95 - (Revised)	Compliance: DO 3350.2A, "Sexual Misconduct Against Inmates" dated 5/15/95 distributed to DCDC employees. Draft DO 3350.2B revision based upon U. S. Appeals Court's Decision submitted to DOC General Counsel on 2/3/97.
5.	Under this policy the DCDC has the obligation to take appropriate steps to prevent and remedy sexual harassment committed by its own employees.	Betty Green		3/20/95	Compliance. Contained in DO 3350.2A. Staff refresher training expected to start by March 1997 based upon changes to Department Order resulting from the U. S. Appeals Court's decision.
7.	Penalties for prohibited conduct under the policy shall be determined by the Director of the DCDC within 30 days.	Betty Green		2/11/95	Compliance. Contained in DO 3350.2A.

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		PLANNED	ACTUAL		
I. SEXUAL HARASSMENT					
11.	Failure of an employee to report any allegation of sexual misconduct or any facts and circumstances which would lead a reasonable employee to believe that sexual misconduct is occurring or has occurred shall subject the employee to discipline.	Betty Green		3/20/95	Compliance. Original language contained in DO 3350.2A. Procedures being followed. Court Order dated 8/14/95, language included in 1995 and 1997 employee sexual misconduct training and in revised draft DO 3350.2A.
14.	Any prisoner who is dissatisfied with any investigation or resolution of an allegation of sexual harassment may appeal to the Director of DCDC within 15 days. The Director must respond within 15 days.	Betty Green		3/20/95	Compliance. Procedures contained in DO 3350.2A. Inmates notified in training and in Inmate Bulletin, "Preventing Sexual Misconduct."

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPARTMENT/OFFICE: Training Academy		INITIATIVE: <u>Women Prisoners of DCDC v. D. C.</u> Civil Action No. 93-2052			
LEAD PERSON: Earthal Foster Training Academy		TELEPHONE: (703) 643-6462		DATE OF UPDATE: September 5, 1997	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		STATUS: Compliance or Non-Compliance If Compliance state how achieved and attached supporting documentation, if any. If Non-compliance state reason, remedy, and new completion date.	
		PLANNED	ACTUAL		
I. SEXUAL HARASSMENT					
15.	The Department shall conduct mandatory training using certified trainers on sexual misconduct for all DCDC employees. A consultant from the National Institute of Corrections (NIC), mutually agreed upon by the parties, shall develop the training plan and material. A "certified trainer" is defined as any person who has completed the "Train-the-Trainer" course developed by the NIC consultant. a. The training shall include education concerning the Defendants' policies regarding reporting, investigating, and preventing sexual harassment, and the consequences for violating any policy concerning sexual harassment; and	Glorious Burress	8/30/95	8/28/95	Compliance. Training began 8/22/95. Annual staff refresher training began 2/3/97.
	a. The training shall include education concerning the Defendants' policies regarding reporting, investigating, and preventing sexual harassment, and the consequences for violating any policy concerning sexual harassment; and	Glorious Burress	8/30/95	8/28/95	Compliance. Training includes education, policies, reporting, investigating, preventing sexual harassment, and consequences for violating policy.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPARTMENT/OFFICE: Training Academy		INITIATIVE: <u>Women Prisoners of DCDC v. D. C.</u> Civil Action No. 93-2052		
LEAD PERSON: Earthal Foster Training Administrator	TELEPHONE: 703/643-6462		DATE OF UPDATE: September 5, 1997	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		STATUS: Compliance or Non-Compliance If Compliance state how achieved and attached supporting documentation, if any. If Non-compliance state reason, remedy, and new completion date.
		PLANNED	ACTUAL	
1. SEXUAL HARASSMENT				

15.	b. All staff who work with female prisoners shall be trained by certified trainers within six months, commencing no later than August 30, 1995. After the initial training of staff, the training will be included in the pre-service training of all staff. Annual retraining shall be conducted to refresh staff on the Department Order regarding sexual misconduct.	Glorious Burress	10/95	10/95 1/97	Compliance. Implemented in Pre-Service curriculum 10/95. Annual refresher training for all employees began 2/3/97. 60 minute education as part of In-Service training being held weekly and simultaneously at two (2) training sites.
	c. Within one year, selected employees working with female prisoners shall receive a forty-hour training program on working with female offenders. A semi-annual, enhancement training on special issues related to working with females offenders will be offered to selected employees.	Glorious Burress	10/97	7/24/96	Non-compliance. "The Training Academy requested and received lesson plan from the National Institute of Corrections (NIC) regarding "Working With Female Offenders." The Training Academy has begun creating lesson plans for Department of Corrections employees. The expected completion date is 10/97.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

LEAD PERSON: Patricia Jackson		INITIATIVE: Women Prisoners of DCDC v. D. C., et al		DATE OF UPDATE: September 7, 1987	
REASON TASK		RESPONSIBLE PERSON / AGENCY		COMPLETION DATE	
				PLANNED	ACTUAL
Issue #8a. Women prisoners shall be able to report instances of sexual harassment through the existing Inmate Grievance Procedure (IGP) as specified in Department Order 4020.14.		Marie Rando		1/83	3/85
Issue #8b. The Department shall advise all of the Inmate Grievance Procedure and will establish an Inmate Grievance Advisory Committee (IGAC) as required by Section V(B)(1) of Department Order 4020.14.		Marie Rando		1/83	10/85
Issue #8c. Women prisoners shall also be able to submit IGP's or complaints concerning sexual harassment in any form, orally or in writing, to any DCDC employee.		Marie Rando		1/83	3/85
Issue #8d. DCDC employees must submit the information, in writing, to the Warden of the facility within 24 hours of receiving the information.		Marie Rando		1/83	3/85

Completion of Item Completion
of Item Completion Date Number. Number. New Completion Date
Completion Date Item Number and each description

Completion as contained in D.O. 4020.14, Section VII, Subsection P.1. Whereas an inmate has a dispute or complaint to effect the Inmate Grievance Procedure (IGP) as specified in Department Order 4020.14. These informal dispute resolution of verbally resolving and discussing the complaint with the relevant parties or an appropriate DCDC employee.

Completion IGAC meeting was held on August 23, 1987. Next meeting scheduled for September 30, 1987.

Completion As contained in P.O. 4020.14, Inmate Grievance Advisory Committee (IGAC) as required by Section V(B)(1) of Department Order 4020.14. Inmate Grievance Advisory Committee (IGAC) as required by Section V(B)(1) of Department Order 4020.14.

Completion As contained in D.O. 4020.14, Subsection P.1. Each employee who receives any information, in writing, concerning sexual harassment is required to report the information in writing to the Warden of the facility within 24 hours of receiving the information. Each employee shall submit the report of sexual harassment within twenty-four (24) hours of receiving the information.

AGENCY IMPLEMENTATION PLAN/STATUS REPORT

EFT OFFICE: D.C. Question Facility City of the Prince		TELEPHONE: 672-1201		INITIATIVE: Women Prisoners of DDC v. D.C. as a Civil Action No. 89-2062	
LEAD PERSON: Paula Jackson		COMPLETION DATE		DATE OF UPDATE: September 7, 1997	
MAJOR TASK	RESPONSIBLE PERSON / AGENCY	PLANNED	ACTUAL	COMPLETION STATUS: Non-Compliance (If Non-Compliance Status Review, Review, New Completion Date). (If Completion status has changed, add status description)	
Issue #10: Women prisoners may also submit MP's if complaints to a prison representative to the BAC.	Maria Rando	12/95	11/6/96	Compliance: The 'female inmate population was advised that actual release/complaints can be submitted to a prison representative for the BAC. Inmate receives actual release/complaints.	
Issue #11: Failure of an employee to report any allegation of sexual harassment or any form of discrimination may result in a reasonable employee to believe that sexual harassment is occurring or has occurred and subject the employee to discipline.	Maria Rando	12/95	3/96	Compliance: As contained in DC 3950.2a, all inmate reports of sexual harassment report and within the prison filed 24 hours of receiving the information.	
Issue #12: Upon receipt of any allegation of an act of harassment sexual harassment or any allegation of workplace sexual harassment, the defendant shall cooperate with the law enforcement agency. The defendant shall cooperate with the law enforcement agency concerning disclosure of any investigation. The defendant must periodically document the status of such investigations. The occurrence of a police investigation does not relieve the defendant of the duty to investigate.	Paula Jackson	12/95	3/96	Compliance: Women receive the proper law enforcement agency as contained in D.C. 3950.2a.	
Issue #13: The identity of the target of the alleged sexual harassment shall be revealed only to those who have any reasonable need to know, including the defendant, the alleged harasser or defendant and any witnesses. All parties concerned in the course of an investigation will be advised that any revelation, report, or breach of confidentiality is a separate actionable offense as provided in the schedule of penalties.	Maria Rando	12/95	3/96	Compliance: as contained in D.C. 3950.2a. Employees are advised in 20 hours of receiving the training that such acts are strictly prohibited by all employees for offenses of the D.C.	
Issue #14: Any person who is identified with any investigation or occurrence of an allegation of sexual harassment may appeal to the Director of the DDC within 15 days of receiving written notice of the outcome of the investigation. The Director must respond within 15 days.	Maria Rando	12/95	3/96	Compliance: as contained in D.C. 3950.2b. Inmate are informed during actual release/complaints of appeal procedure and the time frame.	

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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DEPARTMENT/OFFICE: CCA/Warden's Office		INITIATIVE: <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052			
LEAD PERSON: Lonnie Moore		TELEPHONE: (202) 698-3000		DATE OF UPDATE: September 7, 1997	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation	
		PLANNED	ACTUAL		
I. Sexual Harassment					
8.	Women prisoners shall be able to report instances of sexual harassment through the existing Inmate Grievance Procedure (IGP) as specified in Department Order 4030.ID. The Defendants shall strictly adhere to the Inmate Grievance Procedure and shall establish an Inmate Grievance Advisory Committee (IGAC) as required by Section VII(c) of Department Order 4030.ID.	Lonnie Moore		March 16, 1997	COMPLIANCE: The women prisoners are able to report instances of sexual harassment through the grievance policy outlined in CCA Policy 14-5, Inmate Grievance Procedures. See attachment 8-A. The inmate grievance committee meeting for the month of August was held on September 5, 1997 at 10:00 am. See attachment 8-B of report dated 9/19/97.
11.	Failure of an employee to report any allegation of sexual misconduct or any facts and circumstances which would lead a reasonable employee to believe that sexual misconduct is occurring or has occurred shall subject the employee to discipline.	Lonnie Moore		March 16, 1997	COMPLIANCE: All staff have been given a briefing of DC Department of Corrections Department Order 3350.2A, Sexual Misconduct Against Inmates in pre-service training. In-service trainings will begin once pre-service training for new hires is completed.
12.	Upon receipt of any allegation of an act of unwelcome sexual intercourse or any allegation of unwelcome sexual touching, the Defendants must notify the proper law enforcement agency. The Defendants shall communicate with the law enforcement agency concerning the status of any investigation. The Defendants must periodically document the status of police investigations. The occurrence of a police investigation does not relieve the Defendants of the duty to investigate.	Lonnie Moore		March 16, 1997	COMPLIANCE: CCA will handle any allegation of sexual misconduct through the procedures set forth in the DC Department of Corrections Department Order 3350.2A, Sexual Misconduct Against Inmates. Follow-up on pending investigations will be conducted once a month by the Grievance Officer.

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13.	The identity of the target of the alleged sexual harassment shall be revealed only to those who have an immediate need to know, including the alleged harasser(s) or retaliator(s) and any witnesses. All parties contacted in the course of an investigation will be advised that any retaliation, reprisal, or breach of confidentiality is a separate actionable offense as provided in the schedule of penalties.	Lonnie Moore		March 16, 1997	COMPLIANCE: All supervisors have been briefed on the DC Department of Corrections Department Order 3350.2A, Sexual Misconduct Against Inmates, in pre-service training and are aware of the confidentiality issues involved in investigations. Investigators are instructed to inform all investigated parties of the penalties of reprisals.
14.	Any prisoner who is dissatisfied with any investigation or resolution of an allegation of sexual harassment may appeal to the Director of the DCDC within 15 days of receiving decision.	Margaret Moore, Director, Dept. of Corrections		March 16, 1997	COMPLIANCE: All inmates are informed, according to Department of Corrections Department Order 3350.2A, Sexual Misconduct Against Inmates, of their rights to appeal when they receive a decision.
17.	The Defendants shall make necessary alterations at both the Correctional Treatment Facility (CTF) and the Minimum Security Annex (Annex) within 60 days to ensure that women have privacy in their living, sleeping and shower areas.	Marvin Voss		March 16, 1997	COMPLIANCE: A contractor has covered the cell windows of units 40, 57, 74, and 92 in the E and D buildings with a beige colored vinyl for privacy.

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II. Obstetrical and Gynecological Care			

18.	The Defendants shall develop and implement a protocol concerning restraints used on pregnant and postpartum women which provides that a pregnant prisoners shall be transported in the least restrictive way possible consistent with legitimate security reasons. Specifically, the protocol shall provide: a. The Defendants shall use no restraints on any woman in labor, during delivery, or in recovery immediately after delivery; and b. During the last trimester of pregnancy up until labor, the Defendants shall use no restraints when transporting a pregnant woman prisoner unless the woman has demonstrated a history of assaultive behavior or has escaped from a correctional facility, in which case, only handcuffs shall be used.	Lonnie Moore		April 4, 1997	COMPLIANCE: When medical staff notes on the trip ticket that the female inmate is either in the third trimester of pregnancy, or in labor, the Director of Transcor (the transportation unit) ensures that no restraints are used on the traveling inmate. After delivery, when the inmate is placed in the recovery room, restraint use is resumed. A memorandum that outlines these directions has been distributed, posted, and read in roll call to all officers. In addition, all escorting officers must sign for receipt of the memorandum. See attached memorandum dated June 6, 1997 and numbered 18-A.
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IV. PROGRAM EVALUATION					
19.	The Defendants shall provide diagnostic evaluations for women prisoners similar to those currently provided for men in the Reception and Diagnostic Unit at CTF to determine women prisoners' needs, interests, and requirements for increased programs and opportunities in education and vocation. The procedure for the needs assessment shall be done by an approved scientific method. These evaluations shall be completed in a manner and time frame equivalent to the males in the diagnostic unit, but shall not exceed 120 days from the date of the female prisoner's transfer to CTF. The evaluations shall include educational and vocational testing. The Defendants shall provide women with the appropriate available programming called for by this evaluation within 30 days of completion of the diagnostic evaluation.	Jaye Smith, Reception and Diagnostic, Program Manager		June 1, 1997	COMPLIANCE: The female inmates who meet the requirements of diagnostic evaluation have been identified. Diagnostic studies are being conducted on those female inmates in accordance with the mandates of this order.
20.	The Defendants shall coordinate the scheduling of academic educational classes, higher education classes, and vocational training for women in such a manner as to maximize women prisoners' participation in as many areas as possible.	Mance Langham		March 24, 1997	COMPLIANCE: All academic and vocational classes are scheduled to provide a minimum of three hours of instruction daily from 8:00-11:00am and 12-3:00pm. See attachment 20-A of report dated 4/7/97.

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22.	The Defendants shall develop and implement quality assurance programs for monitoring program delivery to ensure the continued provision of equal and adequate education and vocation programs to women prisoners.	Mance Langham		May 31, 1997	COMPLIANCE: A quality assurance evaluation system was developed by CCA for another program. The evaluation form will be revised and adapted as our quality assurance tool for educational and vocational programs. The Principal will conduct the assurance evaluations bi-monthly.

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IV. PROGRAM EVALUATION					
23.	The Defendants shall ensure that women prisoners are escorted to an arrive at educational and vocational programs in a timely manner as scheduled in a manner that does not prevent the programming staff from performing any of their duties.	Charles Howard		March 16, 1997	COMPLIANCE: The elevator to the education department of the facility is manually operated by correctional officers between the hours of 8:00am and 5:00pm in order to escort all inmates to classes in a timely manner.
25.	The Defendants shall provide women prisoners at CTF with a range of academic education programs that is equivalent to the range of academic programs provided to male prisoners at the Occoquan, Central and Medium facilities.	Mance Langham		March 16, 1997	COMPLIANCE: Women prisoners at CTF are provided the same educational programs that are offered at the Lorton facilities i.e. ABE, GED, and Life Skills. See attachment 20-A of 4/7/94 report.
26.	Women prisoners at CTF shall be provided with the opportunity for full-time (three hours per day, five days per week at CTF) basic education to include ABE, GED, and Special Education classes.	Mance Langham		March 16, 1997	COMPLIANCE: Women prisoners at CTF are provided full time access to three educational classes: ABE, GED, and Life Skills. See class schedule attachment 20-A of the 4/7/97 report. Low functioning inmates are provided special instruction in smaller groups.

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IV. PROGRAM EVALUATION					
27.	Women prisoners at CTF shall have access to on-site higher education programs which shall include a four years B.A. and/or B.S. degree program, and A.A. degree program, and precollege program. At a minimum, bachelor programs shall be offered in one area of study, and associate programs in two different areas of study leading to a degree. Defendants shall comply with the precollege requirement of this provision within 90 days.	Mance Langham	September 15, 1997		NON-COMPLIANCE: Corrections Corporation of America signed and delivered a contract for services agreement to the University of District of Columbia on June 17, 1997. We have made several inquiries to the University to sign the contract. Although the contract has not been returned, UDC staff have conducted two registration sessions with CTF females.
28.	The Defendants shall offer prisoners financial arrangements for these education programs that are the same as those arrangements available to similarly situated male prisoners.	Mance Langham	September 15, 1997		NON-COMPLIANCE: The contract being negotiated with UDC will provide college courses at no cost to women prisoners. See attachment 27-A of 4/7/97 report.
29.	Within 90 days, the Defendants shall provide appropriate substitute teachers or instructors during absences of regular teachers or instructors of more than three working days. The provision of a substitute teacher or instructor shall not result in increasing the class size beyond acceptable community standards for a period of time exceeding 15 consecutive school days.	John Henderson		April 11, 1997	COMPLIANCE: A certified teacher has been designated to cover teacher absences. See attachment 29-A of 5/7/97 report.

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IV. PROGRAM EVALUATION					
30.	Defendants shall provide women prisoners at CTF with a range of vocational education programs that is equivalent to the range of vocational education programs provided to male prisoners at the Occoquan, Central and Medium facilities.	Mance Langham	September 22, 1997		NON-COMPLIANCE: Women prisoners at CTF are presently provided with three vocational programs: Computer Literacy (6 months) and Graphic Arts (12 months) and Commercial Cleaning (4 months). A curriculum has been developed to include one additional vocational program (Interior Renovation). Interviews for an instructor have been conducted by a panel. The panel has submitted its recommendation to the Warden for the final decision.
31.	Defendants shall provide women prisoners at CTF with two prevocational programs each to be at least six weeks in duration. Prevocational programs include those courses which teach personal development skills, living skills, and/or employment skills such as Employment Techniques, Awareness and Preparation (ETAP) and Lifeskills.	Mance Langham		March 26, 1997	COMPLIANCE: Prevocational skills are provided in the Life Skills and ETAP classes. The classes are held three hours daily, five days a week. The programs include modules in personal development skills, living skills, and employability skills. See attachment 31-A of report dated June 7, 1997.

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32.	Defendants shall provide women prisoners at CTF with a minimum of four vocational education programs, including the one program currently in place (Docutech). These programs shall be available to female prisoners of all custody levels. A vocational education program is any program of 12 to 24 months in duration that teaches employable skills and contains both a classroom component and an on-the-job-training component. Two programs shall be operative within 120 days of the entry of this Order.	Mance Langham	September 22, 1997		NON-COMPLIANCE: Women prisoners at CTF are presently provided with three vocational programs: Computer Literacy, Commercial Cleaning, and Graphic Arts. CCA is developing curriculum to include one additional vocational program: Interior Renovation. A panel has been assembled to select the candidates that qualify for the position. The Warden will make the final selection. The projected start-up date for the interior renovation program is September 22, 1997.
33.	Defendants shall provide women prisoners at CTF with at least one apprenticeship programs as defined by Department Order.	Mance Langham	September 1, 1997		NON-COMPLIANCE: There is no accredited apprenticeship program available to the female inmates due to the lack of an accredited employer. The desired program for apprenticeship has been identified as Commercial Cleaning and the guidelines have been submitted to the District of Columbia Apprenticeship Council for review on August 25, 1997. A response is still pending.
34	All prevocational programs, vocational programs, and apprenticeships added for women prisoners at CTF shall have the potential for providing women with job skills marketable in the local labor market. An important consideration in the Defendants' selection of programs shall be the wage-earning capacity upon completion of the program.	Mance Langham		March 16, 1997	COMPLIANCE: The current pre-vocational and vocational programs implemented provide the female inmates with computer, printing, interviewing, and marketability skills that are valuable in the local job market. The orientation stage of these programs emphasize the value of these skills in the job market.

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35.	Defendants shall conduct affirmative outreach to women during the enrollment period for vocational training. This outreach shall entail DCDC staff meeting with women at least one month before the deadline for program enrollment to inform the women that the new programs are available and to offer a full description of the available programs and any applicable criteria for participation.	Mance Langham		March 16, 1997	COMPLIANCE: Alternative outreach services for women are provided during orientation and initial program enrollment by the program instructors. A pamphlet which includes specific programs is given to each female to assist the selection of a new program after completion of the program. See attachment(s) 35-A of April 7, 1997 report.
36.	Defendants shall ensure that all contractual programs used to provide services to women prisoners are compatible with and fulfill the provisions of this Order.	John Henderson		March 16, 1997	COMPLIANCE: All contractual programs receive a legal review from CCA's Legal Affairs office. Also contracts are cleared by the Contract Monitor of the Department of Correction prior to approval.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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DEPARTMENT/OFFICE: CCA/Warden's Office		INITIATIVE: <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052			
LEAD PERSON: Lonnie Moore		TELEPHONE: (202) 698-3000		DATE OF UPDATE: September 7, 1997	
MAJOR TASK	RESPONSIBLE PERSON/ AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion If "Compliance" state how achieved and attach documentation	
		PLANNED	ACTUAL		
IV. ENVIRONMENTAL HEALTH					
51.	Within 90 days, the Defendants shall hire a qualified air balancing contractor to service the CTF air handling system so that it provides an acceptable level of air quality to all areas of the facility inhabited by prisoners.	Marvin Voss		March 16, 1997	COMPLIANCE: As reported in previous reports, air balancing was done by the Department of Corrections in the past however, CCA has hired a private contractor to rebalance the air system at CTF. Contractors will be repairing and upgrading the air handling. See attachment memorandum #51-A of April 7, 1997 report.
52.	In the event that the air balancing and other recent repairs to the heating system at CTF fail to maintain a minimum cell temperature of 65 degrees F in every cell, measured at the perimeter wall, the Defendants shall immediately: a. cease housing women in the end cells of each tier; b. provide each woman prisoner with two extra blankets, two pairs of thermal underwear, and two pairs of wool socks; c. explore means of insulating or heating the perimeter walls of the cells; and d. report back to the Court.	Marvin Voss Carolyn Cross/ John Henderson Cross/Henderson Marvin Voss		March 16, 1997	COMPLIANCE: The temperature in the cells have not fallen below 65 degrees during this period. In the event of that occurrence, the Assistant Warden will provide additional clothing and blankets and ensure that inmates are not housed in end cells. Means of insulating or heating the perimeter walls have been explored, however, insulating the walls would make the rooms smaller and violate ACA standards and heating the walls would violate fire regulations. Therefore, we are currently unable to develop a feasible plan. A new strategy will be devised if air rebalancing does not preclude the need to modify the walls.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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DEPARTMENT/OFFICE: CCA/Warden's Office			INITIATIVE: <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052		
LEAD PERSON: Lonnie Moore		TELEPHONE: (202) 698-3000		DATE OF UPDATE: September 7, 1997	
MAJOR TASK	RESPONSIBLE PERSON/ AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion If "Compliance" state how achieved and attach documentation	
		PLANNED	ACTUAL		
IV. ENVIRONMENTAL HEALTH					
53.	The Defendants shall develop and implement an effective rodent prevention program.	Gladys Thomas		April 23, 1997	COMPLIANCE: A contract with the Orkin Chemical Company has been negotiated and initiated. The contract includes a monthly rodent prevention plan. See attachment 53-A of May 7, 1997 report.
54.	Effective immediately, the Defendants shall ensure that all housing units at CTF are issued a timely, adequate and appropriate amount of cleaning supplies.	Larry Colburn		April 30, 1997	COMPLIANCE: The cleaning supply is sufficiently stocked and PortionPac has instructed the inmates on the proper use of the materials. The supply of materials is monitored and distributed to the housing units on a weekly basis.
55.	The Defendants shall use cart liners or disposable or washable laundry bags to transport laundry between CTF and the Jail.	Gladys Thomas		May 2, 1997	COMPLIANCE: A linen service agreement was signed between CTF and Sterling Cleaners on April 4, 1997 and service began on April 7, 1997. Therefore, laundry is no longer transported between CTF and the Jail. See attachment #55-A of May 7, 1997 report.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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DEPARTMENT/OFFICE: CCA/Warden's Office		INITIATIVE: <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052			
LEAD PERSON: Lonnie Moore		TELEPHONE: (202) 698-3000		DATE OF UPDATE: September 7, 1997	
MAJOR TASK	RESPONSIBLE PERSON/ AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation	
		PLANNED	ACTUAL		
IV. ENVIRONMENTAL HEALTH					
56.	Effective immediately, the Defendants at CTF shall monitor the food temperature and delivery times of all food, including special diet meals, delivered to the satellite kitchen.	Carolyn Cross		March 16, 1997	COMPLIANCE: Food temperature is manually monitored by the culinary officers and the sanitation manager who use food thermometers and randomly select the trays to sample at each meal time. Delivery times are monitored by the correctional officers who receive the food on the units.
57.	The Defendants shall promulgate and follow a written preventive maintenance plan for the CTF that includes maintenance of structures, systems, and equipment.	Mervin Voss		March 16, 1997	COMPLIANCE: CCA is following the preventive maintenance plan for the facility that was developed by the Department of Corrections. However, once renovative construction and other modifications are completed, a new preventive maintenance plan will be promulgated.
58.	The Defendants shall ensure that the correctional officers inspect all plumbing fixtures that requires repair will be reported immediately upon discovery, and repaired in a timely manner. The Defendants shall maintain logs demonstrating compliance with this requirement.	Mervin Voss	September 10, 1997		NON-COMPLIANCE: A protocol for inspecting plumbing fixtures is not currently in place. An operations memorandum will be developed for the daily inspection of plumbing fixtures with immediate reporting to maintenance upon completion of current construction in the facility.

DEPARTMENT/OFFICE: CCA/Warden's Office		INITIATIVE: <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052	
LEAD PERSON: Lonnie Moore		TELEPHONE: (202) 698-3000	
		DATE OF UPDATE: September 7, 1997	
MAJOR TASK		RESPONSIBLE PERSON/ AGENCY	COMPLETION DATE
		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion If "Compliance" state how achieved and attach documentation	
59.	Two times per year, the Defendants shall cause the District of Columbia DCRA to conduct inspections of the CTF for compliance with the requirements of environmental sanitation, maintenance and food service delivery. Within 30 days of each inspection, the Warden of CTF shall obtain the DCRA findings. The Warden shall repair, clean, or otherwise remedy any unsanitary, unsound, or unsafe practice or condition identified by DCRA as soon as feasible but in no event later than 30 days following the receipt of the DCRA report.	Gladys Thomas	March 16, 1997
		COMPLIANCE: The DCRA inspection was conducted on May 19 and May 20, 1997. The facility received a rating score of 84%. (See attached memorandum 59-A of report dated June 6, 1997.) The identified violations have been corrected and supporting documents have been attached. See attachment number 59 of report dated June 6, 1997.	

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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DEPARTMENT/OFFICE: CCA/Warden's Office			INITIATIVE: <u>Women Prisoners of DCBC v. D. C., et al.</u> Civil Action No. 93-2052		
LEAD PERSON: Lonnie Moore		TELEPHONE: (202) 698-3000		DATE OF UPDATE: September 7, 1997	
MAJOR TASK	RESPONSIBLE PERSON/ AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation	
		PLANNED	ACTUAL		
V. FIRE SAFETY					
65.	The Defendants shall conduct and document mandatory semi-annual training on fire safety procedures for all correctional officers.	Carolyn Cross	October 29, 1997		NON-COMPLIANCE: When CCA begins its semi-annual training for correctional officers in October 1997, fire prevention procedures will be included.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v.D.C., et al Civil Action No. 93-2052 PAGE 1		
LEAD PERSON: James F. Murphy	TELEPHONE: (703) 643-1019	DATE OF UPDATE: 09/10/97		
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and New Completion Date)(If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
8. Women prisoners shall be able to report instances of sexual harassment through the existing Inmate Grievance Procedure (IGP) as specified in Department Order 4030.1D. The Defendants shall strictly adhere to the Inmate Grievance Procedure and shall establish an Inmate Grievance Advisory Committee (IGAC) as required by Section VII (C) of Department Order 4030.1D.	Murphy		On-going	Compliance-Committee in place as required by Department Order.
9. Women prisoners shall also be able to submit IGP's or complaints concerning sexual harassment in any form, orally, or in writing, to any DCDC employee, who must submit the information, in writing, to the Warden of the facility within 24 hours of receiving the information. Women prisoners also submit IGP's or complaints to prisoner representative to the IGAC.	Murphy (Moore)		On-going	Compliance-ensure IGP forms are available to everyone.
11. Failure of an employee to report any allegation of sexual misconduct or any facts and circumstances which would lead a reasonable employee to believe that sexual misconduct is occurring or has occurred shall subject the employee to discipline.	Murphy (Riley) (Moore)		On-going	Compliance-Ensured all staff received training and are aware of reporting policy, in accordance to D.O. 3350.2A, Sexual Misconduct Against Inmates.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v.D.C., et al Civil Action No. 93-2052 PAGE 2		
LEAD PERSON: James F. Murphy	TELEPHONE: (703) 643-1019	DATE OF UPDATE: 09/10/97		
PLAN TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and New Completion Date)(If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
12. Upon receipt of any allegation of an act of unwelcome sexual intercourse or any allegation of unwelcome sexual touching, the Defendants must notify the proper law enforcement agency. The Defendants shall communicate with the law enforcement agency concerning the status of any investigation. The Defendants must periodically document the status of police investigations. The occurrence of a police investigation does not relieve the Defendants of the duty to investigate.	Murphy (Riley and Moore)		On-going	Compliance-- No incidents this reporting period.
13. (b) All parties contacted in the course of investigation will be advised that any retaliation, reprisal, or breach of confidentiality is a separate actionable offense as provided in the schedule of penalties.				Compliance -As contained in Department Order 3350.2A, employees are advised that such acts are strictly prohibited by all employees for offenses of this D.O.
14. Any prisoner who is dissatisfied with any investigation or resolution of an allegation of sexual harassment may appeal to the Director of the DCDC within 15 days of receiving written notice of the investigation. The Director must respond within 15 days.	Murphy			Compliance-At Institutional Level-This mainly applies to Executive Staff.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v.D.C., et al Civil Action No. 93-2052 PAGE 3		
LEAD PERSON: James F. Murphy	TELEPHONE: (703) 643-1019	DATE OF UPDATE: 09/10/97		
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and New Completion Date)(If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
20. Coordinate the scheduling of academic educational classes, higher education classes, vocational training, to maximize women's participation in as many areas as possible.	Murphy (Moore)		2/95	Compliance-UDC classes are held evenings which maximizes the inmates' opportunity to work.
23. The Defendants shall ensure that women prisoners are escorted to and arrive at educational and vocational programs in a timely manner as scheduled in a manner that does not prevent the programming staff from performing any of their duties.	Murphy (Riley)		2/95	Compliance-A Patrol & Escort Officer is assigned daily to ensure compliance. Post Orders are in place for escorting inmates to programs.
24. Provide women prisoners academic education programs equivalent to the range of academic programs provided to male prisoners at the Minimum Security Facility.	Murphy (Moore)		1/95	Compliance-January 8, 1995, an additional full time teacher was assigned to Annex, but she has been returned to shift due to a mandate from personnel and small class size. UDC college has always been coed.
26. Women prisoners at the Annex and CTF shall be provided with the opportunity of full-time (three hours per day, five days per week at CTF and five hours per day, five days per week at the Annex) basic education to include ABE, GED, and Special Education classes.	Murphy (Moore)		1/95	Compliance. Effective 8/17/97, Dr. Onyemenem's detail as teacher was cancelled due to mandate from D.C. Personnel Office regarding personnel details. Mrs. Emma Gray is teaching Dr. Onyemenem's class.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v.D.C., et al Civil Action No. 93-2052 PAGE 4		
LEAD PERSON: James F. Murphy	TELEPHONE: (703) 643-1019	DATE OF UPDATE: 09/10/97		
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and New Completion Date)(If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
29. Within 90 days, the Defendants shall provide appropriate substitute teachers or instructors during absences of regular teachers or instructor of more than three working days. The provision of a substitute teacher or instructor shall not result in increasing the class size beyond acceptable community standards for a period of time exceeding 15 consecutive school days.	Murphy (Moore)		On-going	Compliance. When a substitute teacher is needed, a teacher from the existing staff is assigned to instruct the women. See memos attached to June reporting. Mrs. Gray's a.m. class size is 3 students for GED class. Eighteen students are in the p.m. ABE class. The community standard for GED and ABE class size is 30 students. (Verified with Kathy McCormick of D.C. Public School System.)
35. The Defendants shall conduct affirmative outreach to women during the enrollment period for vocational training. This out reach shall entail DCDC staff meeting with women at least one month before the deadline for program enrollment to inform the women that the new programs are available and to offer a full description of the available programs and any applicable criteria for participation.				Compliance - Not applicable to the Minimum Annex.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v D.C., et al Civil Action NO. 93-2052 Page 5		
LEAD PERSON: James F. Murphy	TELEPHONE: (703) 643-1019	DATE OF UPDATE: 09/10/97		
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and New Completion Date) (If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
40. Within 60 days, the Defendants shall provide each woman prisoner housed in the Annex dormitories at least one vertical locker and one foot locker.	Murphy (Riley)		3/95	Compliance-OIC of the dormitory inspects dormitories and reports any deficiencies in this area to the Property Officer. The Property Officer in turn provides a vertical and/or foot locker.
41. Within 30 days, the Defendants shall replace all torn mattresses and pillows at the Annex with clean, untorn, fire-retardant mattresses and pillows. The Defendants shall conduct a regular inspection of all mattresses and pillows and shall, at that time, immediately replace any mattresses that are damaged to a degree that prevents adequate cleaning.	Murphy (Riley)	12/95		Compliance - Sanitation & Environmental Officer inspects mattresses and pillows weekly. All items comply with specifications in this area. Torn mattresses and pillows are replaced.
42. The Defendants shall immediately use cart liners or disposable or washable laundry bags to transport laundry at the Annex.	Murphy (Riley)		1/95	Compliance-Laundry is transported in lined laundry carts. Female R&D Officer places laundry in plastic bags for storage. Laundry is placed on shelves that are lined in plastic.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v D.C., et al Civil Action NO. 93-2052 Page 6		
LEAD PERSON: James F. Murphy	TELEPHONE: (703) 643-1019	DATE OF UPDATE: 09/10/97		
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and New Completion Date) (If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
44. Effective immediately, the Defendants shall ensure that all housing units at the Annex are issued a timely, adequate and appropriate amount of cleaning supplies.	Murphy (Riley)		1/95	Compliance - Supplies are issued weekly to the dorms by the Supply Officer.
63. Ensure all bed linen, blankets, and curtain or draperies in Annex dormitories are of fire retardant material.	Murphy (Riley)	10/95	3/97	Compliance - Bed linen & blankets are fire retardant. They are made at Industries out of materials that are fire retardant. Venetian blinds were installed March 1997.
64. Conduct fire drills monthly and document.	Murphy (Riley)	11/13/96	7/31/97	Compliance - Minimum Security Facility Fire Marshall conducts fire drills monthly. Fire drill reports attached.
65. Defendants shall conduct and document mandatory semi-annual training on fire safety procedures for all correctional officers.	Murphy (Riley)	3/97	On-going	Compliance - Trained correctional personnel on fire safety procedures. Continuing process under the 40 hour Mandatory (per the Director) Employee Training. Developing and incorporating second training session for staff. List of staff who attended 40 hr. training for month of August attached.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v D.C., et al Civil Action NO. 93-2052 Page 7		
LEAD PERSON: James F. Murphy	TELEPHONE: (703) 643-1019		DATE OF UPDATE: 09/10/97	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and New Completion Date) (If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
66a. Conduct weekly inspections and document on all buildings and grounds.	Murphy (Riley)		8/8 to 8/27	Compliance-Sanitation & Environmental Officer conducts weekly inspections. (See attached)
66.b. Conduct quarterly inspections of all fire safety equipment, and document inspections.	Murphy (Riley)		5/18/97	Compliance in conjunction with specifics noted in #67.
66.c. Ensure Institutional Fire Marshal conducts quarterly inspections of the facility.	Murphy (Riley)		5/18/97	Compliance in conjunction with specifics noted in #67. Quarterly report attached to report dated 5/18/97.
67 b. The Warden of Minimum shall obtain the Fire Department's report within 10 days and promptly give a copy of the Plaintiffs' counsel. Thereafter, the Warden shall cause any fire safety deficiencies identified in the Fire Department's report to be remedied within 30 days, or shall provide a report to the Fire Department as to why the deficiency cannot be so remedied and provide a plan to remedy the deficiency within a further period of time not to exceed 90 days.	Murphy (Riley) (DCDC Fire Marshal and A. Charles)		7/30/97	Compliance-DC Fire Marshal inspected Minimum on 7/30/97. Copy of deficiencies, plan for abatement pending receipt.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPT./OFFICE: Deputy Director for Programs		INITIATIVE: Women Prisoners v. DC CA 93-2052		
LEAD PERSON: Deputy Director for Programs John H. Thomas		TELEPHONE: (202) 727-7785		DATE OF UPDATE: September 2, 1997
MAJOR TASK	RESPONSIBLE PERSON / AGENCY	COMPLETION DATE		STATUS: COMPLIANCE OR NON-COMPLIANCE (If Non-Compliance, State Reason, Remedy, New Completion Date) (If "Compliance" State How Compliance Was Achieved)
		PLANNED	ACTUAL	
28. Women prisoners shall have some financial assistance for higher education as males at Central, Occoquan and Medium.	J. Thomas A. Hill-Simmons	3/12/95	5/30/95	Compliance. All higher education programs receive department appropriate funds
29. Provide substitute teachers during regular teachers absence or more than three days.	J. Thomas A. Hill-Simmons	6/12/95	7/13/95	Compliance. Formulated a substitute teacher's list and operational procedures.
36. Insure all contract programs provide compatible services with order.	J. Thomas R. Gilmore A. Hill-Simmons	6/12/95	6/12/95	Compliance. Increase for new programs.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPARTMENT/OFFICE: Office of Environmental Safety and Sanitation		INITIATIVE: <u>Women Prisoners of CDC v. D. C., et al.</u> Civil Action No. 93-2052			
LEAD PERSON: Ajak Kapoor Acting Chief Facilities Management		TELEPHONE: 703/643-2074		DATE OF UPDATE: September 5, 1997	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Status: Compliance or Non-Compliance If Non-Compliance State Reason, Remedy, and planned completion Date. If Compliance state how achieved and attach documentation, if any.	
		PLANNED	ACTUAL		
IV. ENVIRONMENTAL HEALTH					
39.	Within 90 days the Defendants shall: (b) conduct a vermin eradication program to eliminate the present infestation of vermin. The Defendants shall thereafter promulgate and follow an effective vermin eradication program.	Aniceto Charles		01/95	Compliance: A monthly vermin control plan at the Minimum Security Facility was implemented in 01/90 to include: • spraying once a month • changed insecticide • female inmates were educated The monthly Pesticide and Rodent program was not conducted this month because of the lack of man-power.
53.	Defendants shall develop and implement an effective rodent prevention program.	Ancieto Charles		01/92	Compliance: A monthly rodent prevention program has been in place since 01/92 at the Minimum Security Facility. A copy of the monthly Pesticide and Rodent Control Sheet is attached to this report.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPARTMENT/OFFICE: DDC/Industries		INITIATIVE: Women Prisoners of DDC v. D. C., et al. Civil Action No. 93-2052	
LEAD PERSON: Raymond C. Sullivan Assistant Director		TELEPHONE: (703) 643-6332	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE	STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and If "Compliance" state how achieved and attach documentation
		PLANNED	ACTUAL
IV. Environmental Health			
46.	Defendants shall continue to provide sanitary facilities for women in the industries at the central facility.	R. Sullivan	12/13/93
		04/03/95	Compliance: Additional sanitary facilities were provided in the Garment Shop.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPT. /OFFICE: Facilities Management		INITIATIVE: Women Prisoners of DDC v. DC, et al. Civil Action No. 93-2052:		
LEAD PERSON: Ajay Kapoor		TELEPHONE: 703-643-1356		DATE OF UPDATE: September 10, 1997
MAJOR TASK:	RESPONSIBLE PERSON / AGENCY	COMPLETION DATE:		STATUS: Compliance or Non-Compliance (If Compliance state how compliance was achieved) (If Non-Compliance state reason, remedy, and planned completion date)
		PLANNED	ACTUAL	
(819) Defendants shall make necessary alterations at both the CTF and the Minimum Security Annex within 60 days to ensure that women have privacy in their living, sleeping and shower areas.	CAMPBELL	1/13/94	1/17/95	Compliance: Completed approximately 7/21/95, shower curtains were installed and window covers were installed. (Documentation provided 11/15/96)
(815) Defendants shall provide sufficient program space so that women prisoners can participate in equal and adequate programs and service as compared to men prisoners. The defendants shall provide at least two additional trailers at the annex (with functional sanitary facilities) to allow for additional programming activities.	CAMPBELL	12/13/93	12/20/95	Compliance: Two trailers were installed as directed by court order. (Documentation provided 5/1/96)
(8103) Within one year, the Defendants shall repair or replace the roofs of Annex Dorm 647 and retain them in a watertight condition.	CAMPBELL	12/13/94	5/5/95	Compliance: Roofs at the Annex dorms 647 were replaced as directed by court order. (Documentation provided 5-1-96)
(8104) Within 90 days, the Defendants shall repair the Annex dorms so as to prevent the entry and refuge of vermin and shall conduct a vermin eradication program to eliminate the present infestation of vermin. The Defendants shall thereafter promulgate and follow an effective vermin eradication program.	CAMPBELL	3/13/94	5/5/95	Compliance: Inspected 1-5-96 (Documentation provided 1-13-96)

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPT./OFFICE: Facilities Management		INITIATIVE: Women Prisoners of DCDC v. DC, et al. Civil Action No. 93-2052		
LEAD PERSON: Ajay Kapoor	TELEPHONE: 703-643-1356		DATE OF UPDATE: September 10, 1997	
MAJOR TASK:	RESPONSIBLE PERSON / AGENCY	COMPLETION DATE:		STATUS: Compliance or Non-Compliance (If Compliance state how compliance was achieved) (If Non-Compliance state reason, remedy, and planned completion date)
		PLANNED	ACTUAL	
(#158) For as long as the Annex dormitories are double bunk, the Defendants shall, within 60 days, provide a minimum of 15 foot candles of prisoner-controlled light to each bunk.	TAYLOR	2/15/94	2/13/94	Non-Compliance: Materials received June 17, 1996. #6 Dormitory wall outlets installed August 5, 1996. #7 Dormitory not installed. Women prisoners need to be relocated prior to installation.
(#218) Within 60 days, the Defendants shall connect the toilets and hand sinks in every Annex trailer.	CAMPBELL	2/11/94	1/17/95	Compliance OPAK personnel completed job as order by the court. (Documentation provided 11/15/96)
(#112) Within 90 days, the Defendants shall improve the ventilation at the (a) Annex dormitories, (b) print shop and (c) garment shop so that the quality of air in these areas is brought up to an acceptable level.	TAYLOR	3/13/94	1/17/95	Compliance: (n c) Non-Compliance: (a) The installation of the ventilation equipment is completed in Dormitory #6, Dormitory #7 has not been installed. Scheduled completion, 9/28/97
(#113) Within 90 days, the Defendants shall install a drainage system at the Annex which will prevent hazardous accumulations of water.	CAMPBELL	3/11/94	3/14/95	Compliance: Completed on work orders, documentation provided 11-7-96

SENY B1 OFFICE FAX: 703-643-1356

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPT./OFFICE: Facilities Management		INITIATIVE: Women Prisoners of DCDC v. DC, et al. Civil Action No. 93-2352		
LEAD PERSON: Ajay Kapoor	TELEPHONE: 703-643-1356		DATE OF UPDATE: 10-Sep-97	
MAJOR TASK:	RESPONSIBLE PERSON / AGENCY	COMPLETION DATE:		STATUS: Compliance or Non-Compliance (If Compliance state how compliance was achieved) (If Non-Compliance state reason, remedy, and planned completion date)
		PLANNED	ACTUAL	
(#114) Defendants shall promulgate and follow a written Preventive Maintenance plan for the Annex dorms, the Annex trailers, and Annex grounds.	SPFARD	12/15/93	1/2/94	Compliance: Preventive Maintenance work orders are printed weekly for distribution to General Foreman. Work orders attached to report on 6/10/97
(#125) Within 120 days, the Defendants shall install and maintain a manual fire alarm system and fire detection system which covers all areas used by women prisoners at Minimum, including the Annex Dorms. The fire detection system must include smoke detectors in all sleeping and day room areas, and smoke or heat detectors in all other areas.	TAYLOR	4/13/94	6/27/96	Non Compliance: (Project started June 27, 1996; Fire alarm installed in #6 Dormitory August 5, 1996. Fire alarm system not installed in #2. Materials received. Need fiscal: prisoners relocated prior to installation.
(#126) Defendants must repair or replace the fire alarm system in the Admin. Bldg., the cafeteria and gym at the Minimum fair compound.	TAYLOR	12/11/93	6/11/96	Compliance: Installation completed 2/28/97
(#127) Defendants must install a sprinkler system in the Annex Dorms and provide a 20-minute fire-rated enclosure of storage rooms located in both Dorms.	SHIFFLET	12/11/93	6/11/96	Non-Compliance: Proc request being rolled over for FY-97, 59AD 141-97

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPT./OFFICE: Facilities Management		INITIATIVE: Women Prisoners of DCDC v. DC, et al. Civil Action No. 93-2052		
LEAD PERSON: Ajay Kapoor	TELEPHONE: 703-643-1356		DATE OF UPDATE: September 10, 1997	
MAJOR TASK:	RESPONSIBLE PERSON / AGENCY	COMPLETION DATE:		STATUS: Compliance or Non-Compliance (If Compliance state how compliance was achieved) (If Non-Compliance state reason, remedy, and planned completion date)
		PLANNED	ACTUAL	
V. FIRE SAFETY				
(§67) Effective immediately, and in accordance with Department Order No. 2928.1A, the District of Columbia shall: (a) conduct fire safety inspections of the Annex not less frequently than every 12 months.	RONALD JENKINS	12/13/93	1/1/95	Compliance: An inspection by the D.C. Fire Department was completed on 7/30/97. The next inspection is scheduled for 6/98. A copy of the written report from the D.C. Fire Department is pending.

MINIMUM SECURITY FACILITY STAFF
FORTY HOURS IN-SERVICE TRAINING
FOR THE MONTH OF AUGUST

Charles Thomas
Sheila Tritle
Margaret Taylor
Sabrina Watkins
Kevin Washington
Derek Thomas
Reginald Starr
Albert Tylor
Robert Smith
Anita Stovall

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Page 1 of 1



Government of the District of Columbia
DEPARTMENT OF CORRECTIONS
Minimum Security Facility
Box 5000
Lorton, Virginia 22199

September 2, 1997

MEMORANDUM

TO : James F. Murphy
Acting Warden

THROUGH: Acting Deputy Warden for Operations

John E. Pendergraph
Acting Major

FROM : *[Signature]*
Gerald L. Brown
Institution Fire Marshall

SUBJECT: Fire Drill for August

A fire drill was conducted in Six and Seven dorm. Starting time for the drill was 5:10 a.m. ending time was 5:12 a.m. for six dorm and 5:18 a.m. for seven dorm. Seven dorm radio number 13 was not working, so the communication was not good. The second officer Cpl. Johnson was in the Medical trailer when the fire drill was called. There were a total of sixty-three (63) inmates present during the drill. The following Correctional staff were present during the drill Lt. C. Parker, Lt. Johnson, Cpl. G. Brown, Cpl. Jenkins, Cpl. Suber, Cpl. T. Johnson, and Cpl. Pearson. Control Center was notified when the drill started and ended and the communication with the control center was good.

129 Fire Drill 1 of 2

FIRE DRILLS

INSTITUTION Minimum Security Facility DATE 8-29-97
TIME DRILL STARTED 5:10
TIME DRILL ENDED see attached

EVALUATION

1. Were officers knowledgeable of evacuation plans? YES ☒ NO ☐
2. Mock Drill ☐
Evacuation ☒
3. Was the department's fire marshal present? YES ☐ NO ☒
4. Communication with control. GOOD ☒ BAD ☐
5. Was air-pack monitor on the scene to help with evacuation, search and rescue operation? YES ☐ NO ☒
6. Were all exits utilized? YES ☒ NO ☐

EVALUATION COMPLETED BY: CPL. Suber & CPL. Johnson Stacy
CPL Pearson in severdorn

DEPARTMENT FIRE MARSHAL

INSTITUTION FIRE MARSHAL CPL G. Brou

129 Fire Drill 20 of 2

Weekly Inspection Form
Culinary Unit

Date Inspected: 08-7-97 Time: _____

responsible staff person on duty during inspection: ILR. White

Inspected by: G Brown Title: Captain

1. Lighting: one light out in storage room
2. Exit Doors/Signs: OK
3. Floors: OK
4. Freezer Temperature/Space: OK
5. Dishwasher/Temperature: 180°F
6. Steam Line/Temperature: Hot/Cool 151°F Potatoes 145°F Apples 45°F Sliced Cuc
7. Interior Door: OK
8. Food Covered: _____
9. Food Label: Beans 7/30 Turkey 8/12 Beans noodles & turkey 8/1
10. Non Food Items Separated from Food Items: yes
11. Inventory Lists: OK
12. Refrigerator-Orderly/Temperature: Flooded clean 45°F
13. Plumbing: Leaking under sink tray room
14. Staff Bathroom: OK
15. Inmate Bathroom: OK
16. Counters-Operable/Clean: OK
17. Stoves-Operable/Clean: OK Hood need cleaning
18. Pots/Pans Clean/Stocked: OK
19. Loading Dock: trash Between Dumpsters
20. Electrical Outlets: (Extension Cords/Wires not near flames/water) OK

131A Weekly Inspection

131A 1 of 24

CULINARY

Page 2

21. Seating Area Clean: OK
22. Water Fountain: OK
23. Resident Chairs/Tables/Benches: OK
24. Fans: Blower Being repaired
25. Inmate Work Schedules/Assignments-Posted: OK
26. Ceiling: tile needs repair. Immediatly
27. Meat Slicer: OK
28. Vermin Control- Last date Extermination: ~~May 25, 1997~~ 8/6/97
29. Sneeze Bar: Cracked top side
30. Deep Fryer: OK
31. Ice Machine: OK
32. Trash Cans (Clean, Lids): Need replacing
33. Interior/Exterior Hallways and Exterior Grounds: OK
34. Staff Dining Room: OK
35. Menu Cards: OK
36. Trays/Plates/Utensils: Pot rack need cleaning: OK
37. Menu Posting: OK
38. Diet Listing: OK
40. Windows-Glass Door Panels are clear/good repair: Cracked Inmate Dining Room
41. Smoke/Heat Detectors-working/installed: OK
42. Fire Alarm/Sprinkler System working: alarm / NA
43. Fire Evacuation Plan posted: OK
44. Fire Extenquishers/Inspected and in place: OK
45. Employee/Inmate apparel appropriate: OK

Culinary

Page 3

46. Telephone's working: OK

47. Food Stored in Freezers/Refrigerator: OK

48. Store Room: 11/10/12 12 15-1 10-1

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Weekly Inspection Form
Medical Unit

Date Inspected: 8-6-47 Time: 11:25

Responsible staff person on duty during inspection: _____

1. Floors: Some tiles need Replacing/Plastering
2. Walls: OK
3. Exits Doors/Signs: OK
4. Lighting: O/L
5. Post Orders: NONE
6. Fire Extinguishers: _____
7. Cabinet Security: OK
8. Syringe Inventory: 42 started 50 used 35 ordered
9. Hazardous Wast Containers: OK
10. O2 Containers Secured: OK
11. Staff Dress: OK
12. Record Files: OK
13. Stairways/Ramps: OK porch has loose boards & banisters
14. Heat/Air Conditioning: OK
15. Locks/Handles: OK
16. General Furniture: OK
17. Equipment: OK
18. Telephone: OK
19. Fans: N/A
20. Windows: OK
21. Triage rooms in housing units clean, running water, no non-medical items stored therein: OK

22. Isolated rooms are clean, free of dust and debris: OK
23. Equipment requiring sterilization is handled, sanitized, and property stored: disposable
24. Pharmacy refrigerator temperature is : 45° F
25. Thermometer stored properly: OK
26. Supplies clearly marked: OK
27. Storage areas clean and orderly: OK
28. Stinks and usage identified (re: wash hand signs) OK
29. Staff sterilization/hygiene supplies are adequate: OK
30. All vents clear and devoid of dust: OK
31. Linens soiled with hazardous body fluids clearly labeled and stored separately from other soiled linen in plastic, dissolved waste bags: N/A
32. Showers, bath areas clean and unobstructed: N/A
33. Adequate handicap facilities: OK
34. Smoke and heat detectors working: OK
35. Fire alarms system working: N/A
36. Exit doors not blocked and clearly lighted: OK
37. Emergency fire evacuation plans for hospital patients prominently posted: OK
38. Evacuation drills documented: OK
39. Fire Extinguishers serviced on schedule: OK
40. Patients' bed linen, clothing and body (including hair and teeth) are clean/sanitary: N/A
41. Patient's rooms are clean and no obstruction impede passage ways: N/A
42. Adequate walkers, wheel chairs, bed pans: N/A

43. Pharmacy medicine dated (not expired):

OK

6 of 24

WEEKLY INSPECTION REPORT
SIX DORMITORY - (Sgt. Newell)
8/08/97

FRONT ENTRANCE

BATHROOM

Screens torn out needs replacing
need soap dishes

DAYROOM

floor tile needs replacing

SLEEPING AREA

Screen torn out needs replacing
windows are cracked

under roof screen needs replacing. Birds are making nest

7 of 24

WEEKLY INSPECTION REPORT
SEVEN DORMITORY - (Sgt. Mcpherson)
8/28/97

FRONT ENTRANCE
glass cracked

BATHROOM

mirror needs replacing

DAYROOM

Ice machine being repaired

T.V. ROOM

Air condition need face plate

HAIR-ROOM

Air condition needs face plate
one light is out

A-wing

B-Wing

Window broken near back door

LAUNDRYROOM

Wire is hanging outside back of seven dorm

8 of 24

Weekly Inspection Form
Medical Unit

Date Inspected:

8-11-97

Time:

11:30 AM

Responsible staff person on duty during inspection:

1. Floors: OK
2. Walls: OK
3. Exits Doors/Signs: OK
4. Lighting: OK
5. Post Orders: NONE
6. Fire Extinguishers: OK
7. Cabinet Security: OK
8. Syringe Inventory: 500 on hand used 10 90 on hand
9. Hazardous Waste Containers: OK
10. O2 Containers Secured: OK
11. Staff Dress: OK
12. Record Files: OK
13. Stairways/Ramps: Porch and Banister some Boards are warp
14. Heat/Air Conditioning: OK
15. Locks/Handles: OK
16. General Furniture: OK
17. Equipment: OK
18. Telephone: OK
19. Fans: N/A
20. Windows: OK
21. Triage rooms in housing units clean, running water, no non-medical items stored therein: N/A

Medical Unit

Page 2

21. Isolated rooms are clean, free of dust and debris: _____
22. Equipment requiring sterilization is handled, sanitized, and property stored: disposable
23. Pharmacy refrigerator temperature is: 45
24. Thermometer stored properly: OK
25. Supplies clearly marked: OK
26. Storage areas clean and orderly: OK
27. Stinks and usage identified (re: wash hand signs): OK
28. Staff sterilization/hygiene supplies are adequate: OK
29. All vents clear and devoid of dust: OK
30. Linens soiled with hazardous body fluids clearly labeled and stored separately from other soiled linen in plastic, dissolved wast bags: N/A
31. Showers, bath areas clean and unobstructed: N/A
32. Adequate handicap facilities: OK
33. Smoke and heat detectors working: OK
34. Fire alarms system working: NA
35. Exit doors not blocked and clearly lighted: OK
36. Emergency fire evacuation plans for hospital patients prominently posted: OK
37. Evacuation drills documented: OK
38. Fire Extinguishers serviced on schedule: OK
39. Patients' bed linen, clothing and body (including hair and teeth) are clean/sanitary: N/A
40. Patient's rooms are clean and no obstruction impede passage ways: N/A
41. Adequate walkers, wheel chairs, bed pans: N/A

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Medical

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43. Pharmacy medicine dated (not expired):

6/1

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Weekly Inspection Form
Culinary Unit

Date Inspected: 8-14-97 Time: 5:00 p.m.

responsible staff person on duty during inspection: _____

Inspected by: G Brown Title: Corporal

1. Lighting: OK
2. Exit Doors/Signs: OK
3. Floors: OK
4. Freezer Temperature/Space: OK 070
5. Dishwasher/Temperature: 180°F
6. Steam Line/Temperature: Beef 149°F, Pasta 160°F, Noodles 155°F, Salad 45°F
7. Interior Door: OK
8. Food Covered: OK
9. Food Label: OK
10. Non Food Items Separated from Food Items: yes
11. Inventory Lists: OK
12. Refrigerator-Orderly/Temperature: floor dirty
13. Plumbing: Leaking under sink in tray room
14. Staff Bathroom: OK
15. Inmate Bathroom: OK
16. Counters-Operable/Clean: OK
17. Stoves-Operable/Clean: OK Hood need cleaning
18. Pots/Pans Clean/Stocked: OK
19. Loading Dock: OK
20. Electrical Outlets: (Extension Cords/Wires not near flames/water) OK

CULINARY

Page 2

21. Seating Area Clean: OK
22. Water Fountain: OK
23. Resident Chairs/Tables/Benches: OK
24. Fans: N/A Blower OK
25. Inmate Work Schedules/Assignments-Posted: OK
26. Ceiling: tile needs Replacing in Inmate dining room
27. Meat Slicer: _____
28. Vermin Control- Last date Extermination: ~~May 05, 1997~~ 8-6-97
29. Sneeze Bar: Cracked Both sides
30. Deep Fryer: OK
31. Ice Machine: OK
32. Trash Cans (Clean, Lids): New ones on order
33. Interior/Exterior Hallways and Exterior Grounds: OK
34. Staff Dining Room: OK
35. Menu Cards: OK
36. Trays/Plates/Utensils: Pot rack need cleaning: OK
37. Menu Posting: OK
38. Diet Listing: OK
40. Windows-Glass Door Panels are clear/good repair: Cracked Inmate dining room
41. Smoke/Heat Detectors-working/installed: OK
42. Fire Alarm/Sprinkler System working: Alarmet N/A
43. Fire Evacuation Plan posted: OK
44. Fire Extenquishers/Inspected and in place: OK
45. Employee/Inmate apparel appropriate: OK

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Culinary

Page 3

46. Telephone's working: OK

47. Food Stored in Freezers/Refrigerator: OK

48. Store Room: Boil Room Needs cleaning

WEEKLY INSPECTION REPORT
SIX DORMITORY - (Sgt. Newell)
8/12/97

FRONT ENTRANCE

BATHROOM

Screen torn out needs replacing
Need soap dishes

DAYROOM

floor tile needs replacing

SLEEPING AREA

Screen torn out needs replacing
windows are cracked

under roof screen needs replacing. Birds are making nest.

15 of 24

WEEKLY INSPECTION REPORT
SEVEN DORMITORY - (Sgt. Mcpherson)
8/12/97

FRONT ENTRANCE
glass cracked

BATHROOM

mirror needs replacing

DAYROOM

Ice machine being repaired

T.V. ROOM

Air condition need face plate

HAIR-ROOM

Air condition needs face plate
one light is out
A-wing

B-Wing

Window broken near back door

LAUNDRYROOM

Wire is hanging outside back of seven dorm

16 of 24

Weekly Inspection Form
Medical Unit

Date Inspected: 8-29-97 Time: 9:30

Responsible staff person on duty during inspection:

MS Comfort Chavez

1. Floors: _____
2. Walls: OK
3. Exits Doors/Signs: OK
4. Lighting: OK-
5. Post Orders: N/A
6. Fire Extinguishers: OK
7. Cabinet Security: OK
8. Syringe Inventory: Started with 94 Used 5 89 on hand
9. Hazardous Waste Containers: OK
10. O2 Containers Secured: OK
11. Staff Dress: OK
12. Record Files: OK
13. Stairways/Ramps: Boards wrap
14. Heat/Air Conditioning: OK
15. Locks/Handles: OK
16. General Furniture: OK
17. Equipment: OK
18. Telephone: OK
19. Fans: N/A
20. Windows: OK
21. Triage rooms in housing units clean, running water, no non-medical items stored therein: N/A

22. Isolated rooms are clean, free of dust and debris: _____
23. Equipment requiring sterilization is handled, sanitized, and property stored: CLIPBOARD
24. Pharmacy refrigerator temperature is : 45° F
25. Thermometer stored properly: YES
26. Supplies clearly marked: OK
27. Storage areas clean and orderly: OK
28. Stinks and usage identified (re: wash hand signs) OK
29. Staff sterilization/hygiene supplies are adequate: OK
30. All vents clear and devoid of dust: OK
31. Linens soiled with hazardous body fluids clearly labeled and stored separately from other soiled linen in plastic, dissolved waste bags: _____
32. Showers, bath areas clean and unobstructed: N/A - OK
33. Adequate handicap facilities: OK
34. Smoke and heat detectors working: OK
35. Fire alarms system working: N/A
36. Exit doors not blocked and clearly lighted: OK
37. Emergency fire evacuation plans for hospital patients prominently posted: OK
38. Evacuation drills documented: OK
39. Fire Extinguishers serviced on schedule: OK
40. Patients' bed linen, clothing and body (including hair and teeth) are clean/sanitary: N/A
41. Patient's rooms are clean and no obstruction impede passage ways: N/A
42. Adequate walkers, wheel chairs, bed pans: N/A

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Medical

Page 3

43. Pharmacy medicine dated (not expired):

0/1

19 of 24

Weekly Inspection Form
Culinary Unit

Date Inspected: 8/29/97 Time: 5:30 AM

responsible staff person on duty during inspection: _____

Inspected by: J. E. G. BROWN Title: MR. WHITE

1. Lighting: OK
2. Exit Doors/Signs: OK
3. Floors: OK
4. Freezer Temperature/Space: 090 / OK
5. Dishwasher/Temperature: 18090
6. Steam Line/Temperature: _____
7. Interior Door: OK
8. Food Covered: OK
9. Food Label: old dates on food see page #3
10. Non Food Items Separated from Food Items: yes
11. Inventory Lists: OK
12. Refrigerator-Orderly/Temperature: floor need cleaning
13. Plumbing: leaking under sink in dish room
14. Staff Bathroom: OK
15. Inmate Bathroom: no paper towels
16. Counters-Operable/Clean: OK
17. Stoves-Operable/Clean: OK
18. Pots/Pans Clean/Stocked: OK
19. Loading Dock: OK
20. Electrical Outlets: (Extension Cords/Wires not near flames/water) OK

CULINARY

Page 2

21. Seating Area Clean: OK
22. Water Fountain: OK
23. Resident Chairs/Tables/Benches: OK
24. Fans: N/A Blowers OK
25. Inmate Work Schedules/Assignments-Posted: OK
26. Ceiling: Need Ceiling tile in make dining room
27. Meat Slicer: OK
28. Vermin Control- Last date Extermination: ~~2/2/2020~~
29. Sneeze Bar: Cracked on both side
30. Deep Fryer: OK
31. Ice Machine: OK
32. Trash Cans (Clean, Lids): need ~~new~~ lids on order
33. Interior/Exterior Hallways and Exterior Grounds: OK
34. Staff Dining Room: OK
35. Menu Cards: OK
36. Trays/Plates/Utensils: Pot rack need cleaning: OK
37. Menu Posting: OK
38. Diet Listing: OK
40. Windows-Glass Door Panels are clear/good repair: cracked in 1 make dining room
41. Smoke/Heat Detectors-working/installed: OK
42. Fire Alarm/Sprinkler System working: OK
43. Fire Evacuation Plan posted: OK
44. Fire Extenquishers/Inspected and in place: OK
45. Employee/Inmate apparel appropriate: OK

46. Telephone's working: OK47. Food Stored in Freezers/Refrigerator: OK48. Store Room: Both Need Cleaning

NO

BATH ROOM

Liquid Soap

old dates on Food

Turkey Noodles Dated 8/24

meat loaf 8/26/97

Pudding 8/24

Carrots 8/26

Spam & Rice 8/26

Pinto Beans 8/26

Potatoes no date

Jello 8/25

WEEKLY INSPECTION REPORT
SIX DORMITORY - (Sgt. Newell)
8/27/97

FRONT ENTRANCE

BATHROOM

Screen torn out needs replacing
Need soap dishes

DAYROOM

floor tile needs replacing

SLEEPING AREA

Screen torn out needs replacing
windows are cracked
three lights are out

under roof screen needs replacing. Birds are making nest.

WEEKLY INSPECTION REPORT
SEVEN DORMITORY - (Sgt. Mcpherson)
8/27/97

FRONT ENTRANCE
glass cracked

BATHROOM

mirror needs replacing

DAYROOM

Ice machine broken

T.V. ROOM

Air condition need face plate

HAIR-ROOM

Air condition needs face plate

A-wing

B-Wing

Window broken near back door

LAUNDRYROOM

Wire is hanging outside back of seven dorm

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