

## COUNCIL OF THE DISTRICT OF COLUMBIA



# EMPLOYEE HANDBOOK

SEPTEMBER 2020

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## MESSAGE FROM THE **CHAIRMAN**

Congratulations, and welcome to the Council of the District of Columbia. It is my privilege to welcome you to the historic John A. Wilson Building. As the District's sole legislative body, the Council is responsible for the legislative and budget priorities for the District of Columbia. We are committed to providing superior customer service for our residents which requires a team of individuals that can deliver the highest level of assistance in developing innovative solutions. You will serve a vital role in ensuring that the Council can effectively and efficiently serve the residents of this great city. I am extremely confident that with your help, we can move forward and make a difference in the District of Columbia.

Again, welcome and best wishes for your success!

**Phil Mendelson**  
*Chairman*



## MESSAGE FROM THE SECRETARY

Welcome to the Council of the District of Columbia. As you embark on your journey with the Council, please know that you are critical to our mission and will be called upon for the highest level of excellence and professionalism. Each employee of the Council must act to preserve the institutional well-being of the Council and ensure that it is a strong, effective, accessible institution that enjoys public trust and respect.

This employee handbook describes the operation of the Council and the resources available to help you do your job. You may find information about various benefits to which you may be entitled by reviewing our complimentary publication on Employee Benefits.

Thank you for choosing the Council and I look forward to working with you.

**Nyasha Smith**  
*Secretary*





*The Old Wilson Building (Photo courtesy of Washingtonian Division, DC Public Library)*

## HISTORY OF SELF-GOVERNMENT IN THE DISTRICT OF COLUMBIA

The Council of the District of Columbia is the legislative branch of local government established by the "District of Columbia Home Rule Act of 1973", enacted by Congress and ratified by District voters. The Council is composed of a Chairman elected at large and twelve Members--four of whom are elected at large, and one from each of the District's eight wards. A Member is elected to serve a four-year term.

The Home Rule Act is the result of the ongoing push by District residents for control of their own local affairs. The existing local government is the most expanded form of self-government since the establishment of the District as the seat of the federal government. In 1790 when the District was established on land ceded by Maryland and Virginia to the federal government only about 3,000 citizens lived in the area--far less than the 50,000 required to be a state. The people living in the federal district continued to vote in Maryland and Virginia respectively.

President George Washington took a personal interest in developing the new capital and he appointed three commissioners to govern temporarily. The Commissioners called the new city "The City of Washington". During the next ten years, the city of Washington was developed, and, in

1800, though the Capitol was not completely constructed, the federal government moved from Philadelphia to Washington.

The form of government for the federal district which consisted of five separate units--Washington City, Georgetown, Washington County in Maryland, and Alexandria and the County of Alexandria in Virginia--was debated in Congress. One bill gave residents no self-government while another provided a territorial legislature and partial home rule. In 1801, Congress passed emergency legislation dividing the District into two counties, Washington County where Maryland laws would apply, and Alexandria County where Virginia laws would apply (The Virginia part of the District was returned to Virginia in 1846).


Citizens in Washington City favoring self-government organized protests and meetings, and in 1802, petitioned Congress for a municipal charter. The Charter granted by Congress made Washington an incorporated city and gave voters the right to elect a local legislature (called a Council) that could pass laws and levy a tax on real estate to pay for city services. The local government also included a mayor appointed by the President.

Nearly seventy years later, Georgetown, Washington City, and Washington County were absorbed into a new territory governed by a governor and a council appointed by the President, a popularly-elected house of delegates, and a non-voting delegate to Congress. The territorial government lasted about three years until replaced by a temporary board of three commissioners appointed by the President.

During this period, District residents and Congressional supporters continued to press for self-government and representation in Congress. The Senate passed bills providing some form of home rule six times between 1948 and 1966, but, each time a similar bill died in the House District of Columbia Committee. The commissioner form of government was replaced in 1967 by a mayor-commissioner and a nine-member city council appointed by the President.

In 1963, District residents won the right to vote for President and Vice-President of the United States with the ratification of the 23rd Amendment to the Constitution. Four years later, citizens won the authority to elect a School Board. In 1970, the District gained a nonvoting delegate to the House of Representatives. While the fight for local autonomy proceeded step by step, Congress, particularly the House Committee on the District of Columbia, continued to exercise great authority over the local affairs of the District.



	<b>BOARD OF ELECTIONS FOR THE DISTRICT OF COLUMBIA</b> <b>CHARTER REFERENDUM, MAY 7, 1974</b>	<b>SAMPLE</b> <b>BALLOT</b>
<b>CHARTER REFERENDUM BALLOT</b>		
<p>The District of Columbia Self-Government and Governmental Reorganization Act, enacted December 24, 1973, proposes to establish a charter for the governance of the District of Columbia, but provides that the charter shall take effect only if it is accepted by a majority of the registered qualified voters of the District voting on this issue.</p>		<input type="checkbox"/> <small>PENCIL IN LIKE THIS</small>
<p><b>PENCIL IN ONE OF THE BOXES</b>  <b>WHETHER YOU ARE FOR OR AGAINST THE CHARTER.</b></p>		<b>For the charter</b> <input type="checkbox"/> <b>Against the charter</b> <input type="checkbox"/>
<p>In addition, the Act referred to above authorizes the establishment of Advisory Neighborhood Councils if a majority of the registered qualified voters of the District voting on this issue in this referendum vote for the establishment of such Councils.</p>		
<p><b>PENCIL IN ONE OF THE BOXES</b>  <b>WHETHER YOU ARE FOR OR AGAINST THE</b>  <b>ESTABLISHMENT OF ADVISORY NEIGHBORHOOD COUNCILS.</b></p>		<b>For Advisory Neighborhood Councils</b> <input type="checkbox"/> <b>Against Advisory Neighborhood Councils</b> <input type="checkbox"/>
<p><small>DO NOT FOLD THIS BALLOT — DO NOT SIGN YOUR NAME</small></p>		

Finally, in 1973, the Home Rule Act passed in Congress, and District residents approved it in a special referendum the next year. In a historic leap for greater self-determination, District citizens elected a Mayor and Council in the fall of 1974. Voters also



approved the election of Advisory Neighborhood Commissioners who represent every 2,000 residents to advise the Council on neighborhood concerns.

Citizens embraced the new Home Rule government as more representative of the local citizenry and more responsive to their needs. The powers and duties of the Council are comparable to those held by state, county and city legislatures, including the authority to adopt laws and to approve the District's annual budget submitted by the Mayor. As the legislature, the Council is a co-equal branch of government and is part of a system of checks and balances similar to any other state government. When the Office of Mayor is vacant, the Chairman of the Council becomes the Acting Mayor.

Under the Home Rule government, however, Congress reviews all legislation passed by the Council before it can become law and retains authority over the District's budget. Also, the President appoints the District's judges, and the District still has no voting representation in Congress. Because of these and other limitations on local government, citizens continue to lobby for the authority held by all 50 states.

In 1978, Congress passed the Voting Rights Amendment giving the District voting representation in Congress. However, the Amendment died in 1985, after failing to be ratified by 38 states. In 1980, voters approved an initiative calling for a state constitutional convention to write a constitution, and, two years later, approved the constitution for the state of New Columbia.

Since then, bills to admit New Columbia as the 51st State of the Union and other bills to expand the authority of the local government are regularly introduced in both the House and Senate, but have failed to pass Congress. In November 1990, as mandated by the Constitutional Convention, District voters elected two Statehood senators and one representative to lobby Congress. The push for local autonomy continues.





## COUNCIL ORGANIZATION AND DUTIES

### ORGANIZATIONAL STRUCTURE

The Council is composed of 13 Members--a representative elected from each of the eight wards and five members, including the Chairman, elected at-large. The Council conducts its work through standing committees and special committees established as needed. Council staff perform legislative research, bill drafting, program and policy analysis, and constituent services. In addition, the Council is supported by centralized administrative, legal and budget offices.

To assist in its oversight, the Council appoints the D.C. Auditor who conducts statutorily required audits of government accounts and operations, and other audits as directed by the Council.

### MEMBER

To hold the office of Member of the Council, a person must be a registered voter, a resident of the District for at least a year prior to the general election, and of the ward if nominated for election from a particular ward and hold no other public office for which compensation beyond expenses is received. A member is elected from each of the District's eight wards, and four members are elected at-large to serve a four-year term.

### CHAIRMAN

The Chairman is the presiding and chief executive officer of the Council and is a voting member of all standing committees. The Chairman is elected at large to a four-year term of office. When the office of Mayor is vacant, the Chairman assumes the position. The Chairman nominates and the Council approves by a majority vote the appointment of Chairman Pro Tempore who acts in the Chairman's absence.

### DUTIES OF THE COUNCIL

Because of the unique status of the District, the responsibilities and functions of the Council include those of a city, county and state legislative body. As the legislative branch of the government, the Council enacts laws, approves the annual operating budget, and establishes and oversees the programs and operations of all District government agencies. To carry out its duties, the Council considers how a proposed law would affect citizens and the quality of life in the District, analyzes its fiscal and racial equity impact and holds public hearings to solicit citizen comment. Council standing committees conduct oversight hearings on government operation. In addition, members assist citizens in accessing government services.

Each member of the Council is supported by personal staff and each committee appoints committee staff.

## OFFICERS OF THE COUNCIL

The Council is supported by a central administration composed of a General Counsel, Budget Director and Secretary. Council officers are recommended by the Council Chairman and approved by a majority vote of the Council each Council period.

### ■ Secretary to the Council

#### **Nyasha Smith**

Phone: (202) 724-8080    [nsmith@dccouncil.us](mailto:nsmith@dccouncil.us)

The Secretary to the Council is the chief administrative officer responsible for managing the operations of the Council and for proposing and administering the fiscal year budget of the Council. The Office of the Secretary is responsible for maintaining accurate legislative records and making this information available to the public.

### ■ General Counsel

#### **Nicole Streeter**

Phone: (202) 724-8026    [nstreeter@dccouncil.us](mailto:nstreeter@dccouncil.us)

The General Counsel is the chief parliamentarian of the Council who advises the Council on legislative policy options and represents the Council in any legal action to which it is a party. The General Counsel assists the Members in drafting legislation for the proper engrossment and enrollment of measures. The Office of the General Counsel supervises publication of the D.C. Code which contains all laws of the District of Columbia. An unannotated version of the D.C. Code is available on-line.

### ■ Budget Director

#### **Jennifer Budoff**

Phone: (202) 724-8139    [jbudoff@dccouncil.us](mailto:jbudoff@dccouncil.us)

The Office of the Budget Director is responsible for advising Councilmembers on matters related to the District's budget, including review, markup, enactment, and oversight of the annual operating budget and capital plan. The Office also analyzes the fiscal impacts of legislation and reviews reprogramming and contract approval requests.

### ■ DC Auditor

#### **Kathy Patterson**

Phone: (202) 727-3600    [kathy.patterson@dc.gov](mailto:kathy.patterson@dc.gov)

Pursuant to the D.C. Home Rule Charter, the Chairman nominates and the Council acts by resolution to appoint a District of Columbia Auditor to conduct an annual audit of accounts and operations of the government. The Auditor serves for a six-year term.





# COUNCIL OPERATIONS

## **THE OFFICE OF THE SECRETARY (Room 5; 724-8080; [www.dccouncilsecretary.com](http://www.dccouncilsecretary.com))**

The Office of the Secretary is the administrative hub of the Council. Many day-to-day operational duties and procedures are housed under the Office of the Secretary including, but not limited to, human resources, procurement, legislative records management, support services, social media and communications, and building use.

## **1. Human Resources Division**

**(Room 3; 724-8042)**

**The Human Resources (HR) Division reports to the Secretary to the Council. HR is responsible for providing guidance to Councilmembers and staff on:**

- Recruitment
- Staffing and Placement
- Benefits and Employee Relations
- Classification and Compensation
- Policies and Procedures
- Time and Attendance
- Records Management

In addition to the above, the Division is responsible for processing all personnel actions for the Council of the District of Columbia. The Human Resources Division strives to provide guidance and support to its managers, employees and constituents while promoting effective and efficient government operations. The Council uses People Soft as its Human Resources Information System. Through People Soft, a variety of functions are maintained, including, benefits enrollments, payroll and timekeeping, learning and development.



## 2. Support Services Division

**(Room 2; 724-8022)**

Support Services Division (SSD) reports to the Secretary to the Council. SSD provides operational support for meetings and hearings of the Council and purchases approximately \$1.3 million in goods and services on behalf of the entire Council. Purchases range from basic office supplies and equipment to construction and renovation projects.

## 3. Office of Procurement

**(Room C-7; 724-8127)**

The Chairman is the procurement authority of the Council. The Chairman has delegated that procurement authority to the Secretary to the Council and the Office of Procurement reports to the Secretary. An individual office does not have the authority to contract for or to obligate the Council to pay for goods and services. Further, financial procedures established by the Chief Financial Officer require that funds be obligated by a contract before procuring goods and services.

To order supplies not stocked by Support Services, a Requisition for Services, Supplies and Equipment Form signed by a Member or officer must be submitted to the Secretary's office. Special orders for supplies and equipment require an approved requisition and are subject to availability of funds in the Councilmember's or Office's budget. After certifying the availability of funds and processing the request, a purchase order will be issued. It is the policy of the Council to use competitive bidding or competitive sealed proposals for the procurement of all goods and services.

Standard Council stationary is available from Support Services. Personalized stationary and business cards must be ordered with a Councilmember-signed requisition form and purchased with non-personal services funds allocated to each Member. A sample of the item ordered must be attached. The procurement process could take five to seven business days, and the delivery date depends on the item ordered.

## 4. Legislative Services Division

**(Room 10; 724-8050)**

The Legislative Services Division (LSD) reports to the Secretary to the Council. LSD is responsible for multiple legislative management activities. The primary responsibilities of the Legislative Services Division are to:

- Maintain all official records as defined in the Council Rules, including bills and resolutions as introduced; committee reports and reports from government agencies that are submitted to Council, pursuant to law and legislative action.
- Coordinate publications of Council hearings, bills, proposed resolutions, resolutions, acts, laws and other Council actions in the D.C. Register.
- Maintain the Legislative Information tracking system (LIMS), and tracking of the Council review period of proposed resolutions, including confirmation of agency directors and appointments to boards and/or commissions.
- Provide various services including copies of D.C. laws current and past, audio recordings of Council hearings, and copies of the introduced and final version of bills, resolutions and other Council actions and the facilitation to research Council records.
- Provide coverage of Committee of the Whole and Legislative Meetings for the recording of votes on each measure and preparation of the final Legislative Meeting Agenda.
- Scan and/or file committee records such as agendas of the committee meetings, taped recordings, committee folders upon adoption after a committee meeting, public briefing or roundtable hearings.
- Transmit bills adopted by the Council to the Mayor and to Congress and monitoring of the statutory review period.



## FREQUENTLY ASKED QUESTIONS

### APPROVED SOFTWARE

Information Services Division implements the approved software program for the Council. Microsoft Office Suite is the standard software used by Council employees. In limited situations, other software applications are required to perform a job. Requests to install other software must be authorized by the user's Councilmember/Officer. Requests for approved software are made by accessing the Help Desk Portal. All software installed on Council computers becomes the property of the Council and subject to rules and procedures determined by the IT Director. Personally owned software is not permitted on any Council computer workstation.

### BUILDING INFORMATION

The John A. Wilson Building, named in honor of the late Council Chairman, is the official residence of the Council and the historic seat of local government. The Council's official hours of operation are 9:00 a.m. to 5:30 p.m., Monday through Friday.

The Department of General Services is responsible for maintenance and building security. All requests for building-related services should be referred to the management company using the Tenant Request Line at 347-5004.

There are four entrances to the building. The entrances on Pennsylvania Avenue and D Street

are public entrances. Members of the public must show valid identification or sign in with Security at these entrances to access the building. Employees may access the building using their Council identification via all four entrances, but entrances on 13 ½ and 14th Streets are solely dedicated for employee use only. During business hours, all entrances are open; however, after-hour and weekend access is restricted to D Street and employees are required to show ID and sign in with Security.

An employee lounge is located on the ground and fourth floors. Tables and chairs are available for eating outside your office suite. Vending machines are also located in each lounge.

### CALENDAR

Information Services Division is responsible for maintaining the Legislative Calendar of the Week and the online calendar available on the Council's website. The Calendar keeps the Council and the public informed of scheduled Council meetings and legislative sessions.

The Calendar reflects information, such as the Councilmember and committee names, legislative meeting details, date, time and location of the meeting. The Calendar of the Week is distributed externally by mail on a monthly basis. The electronic calendar is updated daily on the Council website.

## CEREMONIAL RESOLUTIONS

Information Services Division is responsible for processing ceremonial resolutions once they have been filed in the Office of the Secretary. The Council of the District of Columbia uses ceremonial resolutions to recognize an individual or organization for noteworthy acts of accomplishments and achievements. A ceremonial resolution is considered a piece of legislation, just as a bill or proposed resolution, which means that it will come before the Council for a vote. Requests for duplicate copies or unsigned copies of ceremonials should be submitted through the Help Desk Portal.

### The following steps must be taken for requesting Ceremonial Resolutions:

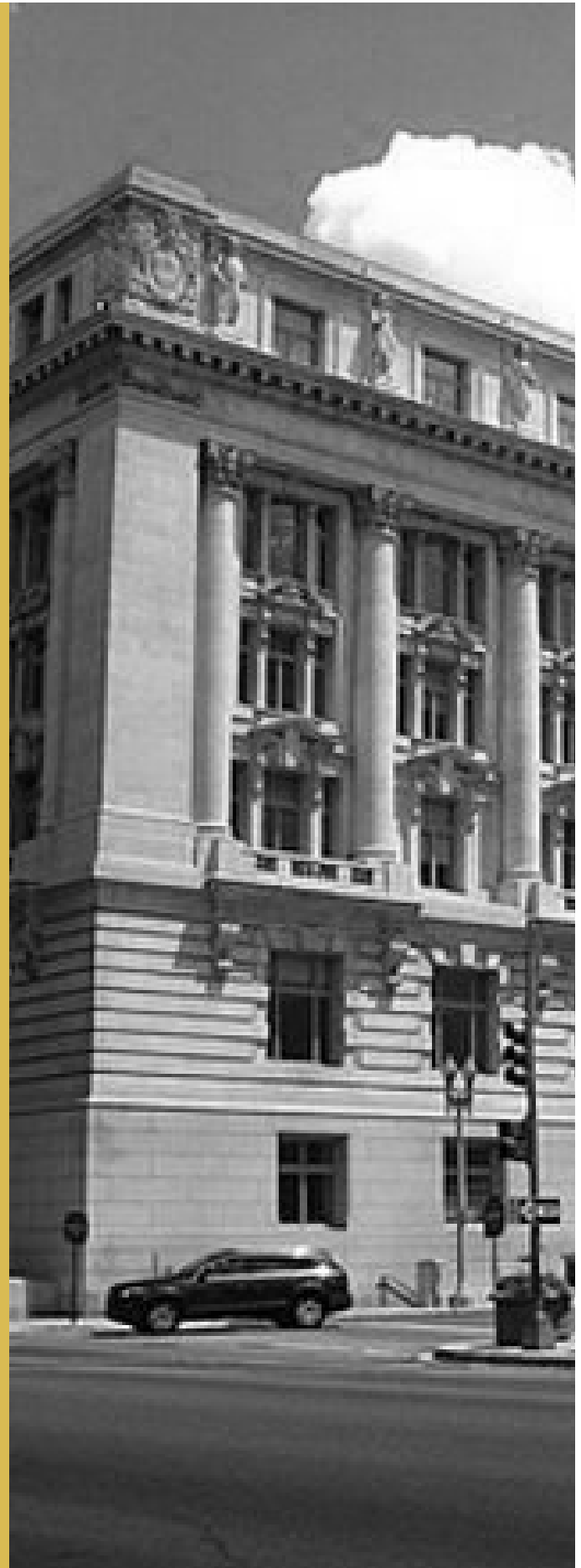
1. The ceremonial resolution shall be available electronically via Sterling (online storage database).
2. A copy of the resolution must be filed in the Office of the Secretary.
3. Open a Help Desk ticket and email a copy of the Resolution as an attachment to [wgray@dccouncil.us](mailto:wgray@dccouncil.us). If Infra or email is not accessible contact Wayne Gray by dialing 724-8018.
4. The processing time to receive a presentation copy of a ceremonial resolution is 48-hours after the request has been submitted.
5. The completed ceremonial resolution will be delivered to the requestor.

## EATERIES NEARBY THE JAWB

The downtown area offers something for just about every palate. Find out more about local eateries at <https://washington.org/>

There are also several dining options very close to the John A. Wilson Building:

- Ronald Reagan Building Food Court
- Multiple eateries and food courts on 13th, 14th, F and G Streets



## EMAIL AND INTERNET USE

The email address for each Council employee is the first initial of the first name and the entire last name at "dccouncil.us." Council computer systems use Microsoft Outlook as the primary tool for receiving and sending email. Other groupware application features of the software include: calendaring, task management, scheduling and collaboration. Please keep in mind that email is official communication and should be treated as such.

## FURNITURE

It is the policy of the Council to recycle furniture between offices. If furniture is not available, it is the policy to purchase surplus furniture from the GSA or District surplus facilities. If the item requested is not available, the Office of the Secretary will solicit competitive bids in the open market.

Office furniture, equipment, and supplies purchased with D.C. Government funds or donated to the Council of the District of Columbia are the property of the Council of the District of Columbia and must not be removed from assigned locations.

## GETTING TO WORK

Visit [www.metroopensdoors.com](http://www.metroopensdoors.com) to find information on metrobus and metrorail fares, trip planning, etc. Some Council positions are provided on-street parking along Pennsylvania Avenue. Speak with your Chief of Staff to learn more.

## ID CARDS

You will receive your credentialing form during orientation with HR. If you lose your card or it expires, please notify HR.

## INTRANET ACCESS - STERLING

The intranet can be accessed from any computer within the Council's firewall at <http://sterling/>



## IT HELPDESK

ISD oversees the maintenance and servicing of computer hardware and software applications. Service requests are made by accessing the Help Desk Portal. The help desk staff is available daily from 8:30am to 5:30pm, Monday through Friday. Following is a list of tasks performed by the Help Desk team:

- Troubleshoots hardware/software problems
- Performs IT related tasks for staff new hires and terminations
- Provides Virtual Private Network (VPN) access assistance to the Network
- Conducts physical hardware moves, additions and deletions
- Performs PDA configurations and support for approved smartphone users
- Performs system back-ups and recovery of data
- Provides IT support for hearings, meetings, etc.
- Maintains and administers the Infra call-tracking software application
- Network administration
- Email administration
- Maintenance and updates to the Active Directory network accounts and mailboxes
- Internet and intranet Support



## OFFICIAL TRAVEL

Out of city travel is all travel more than 50 miles from the District of Columbia. All requests for official travel must be approved by a member prior to the commencement of travel and forwarded to the Office of the Secretary. Approval and reimbursement of travel requests are made in accordance with official travel regulations of the District of Columbia government.

Advances for travel expenses are made available if authorization forms are submitted to the Office of the Secretary no later than two weeks in advance of travel. All authorized travel expenses must be accounted for within 10 days after the completion of travel. The traveler must record reimbursable expenses on designated travel forms and submit the request, along with original receipts, to the Office of the Secretary. All receipts for hotel, food, airfare, and taxis must be attached to the forms.

## PASSWORD ADMINISTRATION

Information Services Division urges users of the Council computer system to treat user IDs and passwords as confidential information and not release them to any unauthorized person.

Login passwords will expire every four months and cannot be reused. Users will receive an automatic prompt to their desktop when their login password has expired. When selecting a new login password, take note that the password will be a minimum of 8 characters long. Strong passwords (incorporating upper and lower case letters, numbers, and symbols) are very strongly recommended.

## PAY SCHEDULE

Pay is every other Tuesday. Pay is directly deposited into your bank account. You may access the annual pay schedule and listing of holidays on [dccouncilsecretary.com](https://dccouncilsecretary.com).

## PEOPLESOFT ACCESS

Access Employee Self Service at <https://psh-cm.dc.gov> and [ess.dc.gov](https://ess.dc.gov) (from home) to:

1. Update tax withholdings (default is Single with one exemption)

2. Enroll for Direct Deposit of pay (have routing number and account number handy)
3. Enroll in benefits programs







## RECORDS REQUESTS

Council records may be requested by contacting the Legislative Services Division in person, by telephone (202-724-8050), fax (202-347-3070), or electronic mail to the Secretary.

- Council records from Council Periods 1 thru 7 (1975 thru 1988) are available on microfilm. Please contact the Legislative Services Division to schedule an appointment. The cost of printed materials is ten cents per copy for the general public.
- The online Legislative Information Management System (LIMS) contains legislation from Council Period 8 (1989) to the present.
- Council hearings for Council Periods 18 through present are available via the Council's archive. To view online, go to <http://www.dc-council.us/> - click on watch live or on-demand video. Council hearings for Council Periods 15 through present are available via the Office of Cable Television website at [octt.dc.gov](http://octt.dc.gov).
- Transcripts of Legislative Meetings for Council periods 1 thru 7 (1975 thru 1988) are available on microfilm. Transcripts for Council periods 8 and 13 (1989 thru 2000) may be obtained by contacting the Legislative Services Division.
- To obtain an audio recording of a Council hearing/meeting, submit a written request and provide the appropriate number of 120 minute blank cassette tapes (for Council Periods 1-12) or CDs (for Council Period 13 - present) to fill your request.

To obtain a video copy of a Council hearing/meeting you should contact the Office of Cable Television.

1.



## REPRODUCTION FACILITIES

Small reproduction machines are available to serve as convenience copiers for Members and staff only. These copiers are located on each floor with Council offices—Ground, First, Fourth and Fifth floors. Each office has a unique copy code for access to and use of any of the convenience copiers. Support Services is responsible for the maintenance of these machines.

### Use the convenience copier to:

- Reproduce 50 pages or less of copy (total); and
- Reproduce labels

Larger reproduction equipment is operated only by trained Support Services staff and is used for large volume duplication. Use Support Services for reproduction of more than 50 pages of copy (total).

To enable accurate handling of your request, a Reproduction Request must be filled out with the following information and attached to the document to be copied:

1. Requesting name, office, telephone number, date and time of request;
2. Identification of document to be reproduced; title, number of original pages, and number of copies;
3. Time and date copies are needed;
4. Special instructions, if any.

Whenever reproduction service is required after 5:30 p.m. for large volume reproduction, the Director of Support Services must be notified no later than 12 noon to ensure availability of staff.





## RESEARCH

The following tools are available to assist with your legal research needs:

- **1. D.C. Code** – The Code can be accessed via the Council website ([dccouncil.us](http://dccouncil.us)). Publication of the Code is coordinated by the Office of the General Counsel.
- **2. LEXIS-NEXIS** – Each office has access to the LEXIS-NEXIS research database. Usernames and passwords are uniquely assigned to staff members. Please coordinate with your Chief of Staff should access be required.



## ROOM SET-UP (HEARING ROOMS)

Support Services is responsible for setting up rooms for public meetings and hearings held by members. Equipment including tapes, recording devices and microphones can only be put in place and removed by Support Services. The Council will not provide audio or video recording devices for other than official Council proceedings.

## SUPPLIES

Office supplies and equipment are the property of the Council of the District of Columbia and can only be used to perform the business of the Council. Requirements for exceptional amounts of any supply item must be discussed with the Director of Support Services to determine availability.

## TELECOMMUNICATIONS

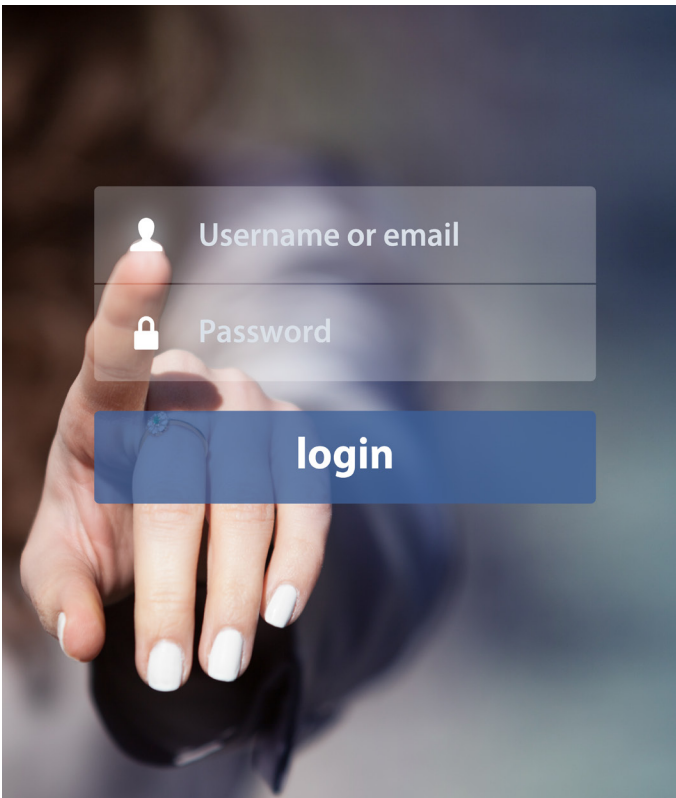
A request for additional telephone services, repair or replacement of defective equipment must be made using a Councilmember-signed requisition form. All telephone problems should be reported to Support Services on 724-8022. All requests for cell phones must be submitted to the Office of the Secretary via a Councilmember-signed requisition form.



## USER ACCOUNTS

The Information Services Division will create login accounts for new hires. In order to have a login account created before the employee begins work, please send a memo to the Secretary to the Council. The Human Resources Division will collaborate with the Information Systems Division to establish user accounts for new employees. The new user is granted the level of access to applications, services, documents, and data appropriate for the office and position. Should the user routinely need access to applications, services, documents, or other data in order to perform his or her duties, such access will be granted, subject to the approval of the Councilmember. No generic accounts will be created. All login accounts must be assigned to an individual.

ISD does not have the ability to identify the current password for a user who has forgotten it but can create a new password for the user. Contact ISD to request password resets.



## VEHICLES

Council-owned vehicles are provided for use on official business only during business hours. A valid driver's license is required to operate a vehicle and a current Vehicle Operator's Acknowledgement form must be filed with the Office of the Secretary. The registration card must not be removed from the car's glove compartment. All Council vehicles must be returned and checked in by the Office of the Secretary by 5:30 pm. Violators of this policy are subject to suspension and/or revocation of vehicle use privileges. It is a violation of law to take a vehicle home overnight.



## VEHICLE ACCIDENTS

1. In the event of an accident, the vehicle operator must notify the Metropolitan Police and obtain pertinent data at the scene.
2. During working hours, the vehicle operator must immediately notify the Office of the Secretary at 724-8080.
3. Following any accident, a completed Government of the District of Columbia Vehicle Accident Report must be given to the Office of the Secretary.



## VEHICLE BREAKDOWN

In case of vehicle breakdown, flat tire, battery failure, etc., the operator must call the Office of Secretary at 724-8080 to report the condition of the automobile, and its location.

## VEHICLE CITATIONS/VIOLATIONS

1. An employee must abide by the conditions governing the use of government property and the employee is responsible for the payment of any citations received.
2. The vehicle must be parked legally in spaces reserved for government cars located around the building.
3. A ticket issued to an operator must be reported to the Office of the Secretary immediately.

## VEHICLE MAINTENANCE, REPAIR AND REFUELING

1. If an operator notices that repairs are needed on the vehicle, the employee must contact the Office of the Secretary immediately at 724-8080.
2. The Office of the Secretary is responsible for fueling vehicles as needed. However, a current list of DC government fueling locations is available in Support Services.



1.

2.



## VIRUS DETECTION AND INTRUSION PREVENTION

Millions of threats exist today. ISD uses the latest technology to protect the Council's computer system from viruses, spam, spyware, potentially unwanted programs and other vulnerabilities. Contact ISD immediately to report a virus or any other suspicious activity.



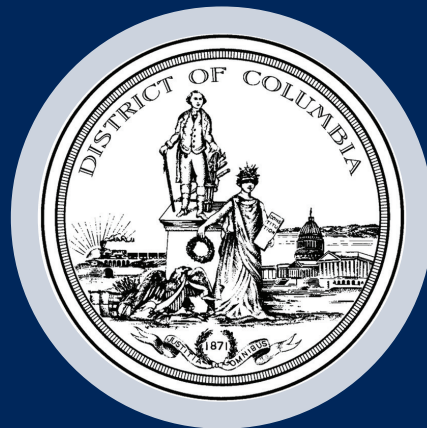


## WEBMAIL

Webmail allows you to access your Council e-mail account anytime and anywhere via a web-based program. You can access your email account via webmail at: <http://webmail.dccouncil.us> and enter your desktop login and password.

## WEBSITE

The Council website can be accessed at <http://dccouncil.us/>. The Council's website contains general information about the Council and its organization, members and committees, and a calendar of legislative meetings and committee schedules. LIMS and the official D.C. Code are also accessible from the Council website. Each Councilmember is provided a web page on the official Council site, but those pages are maintained and updated by each member's office. The Council's website is maintained by the Information Services Division.



**COUNCIL OF THE DISTRICT OF COLUMBIA**

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