

Appendix B: Frequently Used Terminology in CSS

A. Terms

1. Administrative Terminology

- a. Chain of Command: The hierarchy reporting structure from the CSA/secretarial staff to the Associate Director.
- b. Division: Community Supervision Services is a division within CSOSA responsible for working closely with the criminal justice system and community leaders in providing a full range of comprehensive services to support the fair administration of justice, increase public safety, prevent crime, and reduce recidivism. The Division administers the community supervision program, and provides a variety of administrative, analytical, and program management services.
- c. Line: Personnel in the direct chain of command in the organization.
- d. Staff: The personnel who carry out support services to operations.

2. CSS Table of Organization – Employee Titles

- a. Associate Director: The Associate Director of CSS. The Chief Executive Officer for CSS who is responsible for the delivery of parole and probation for D.C. Code Offenders conditions other state code offenders through the Interstate Compact.
- b. Branch Chief: The designated person who is the operations manager for a span of control that includes two or more first line supervisors, and directs initiatives and programs that are designed to contribute to the successful reintegration of the parole/probation offender into the community.
- c. Branch Secretary: The designated person who maintains subject files that relate to the unit, receives visitors and telephone calls to the office, determines the nature of calls and directs them to appropriate staff, receives incoming and outgoing correspondence, arranges conferences, meetings and travel, and

identifies and selects appropriate software types for administrative reports and special projects. This person also serves as timekeeper for the unit.

- d. Community Supervision Officer (CSO): The designated person who is charged with managing, counseling, controlling and referring offenders assigned to the Agency for community supervision. Activities include, but are not limited to counseling and referring the offender to treatment; and, developing education and employment services, case plans, monitoring the offender's progress, holding offenders accountable through confrontation, conferences, and sanctioning. Reports violations and recommends actions to the sentencing/releasing authority. Works in conjunction with treatment and other program resources, and law enforcement personnel, and represents the Agency in the community.
- e. Community Supervision Assistant (CSA): The designated person who performs a variety of administrative and technical duties to support an organizational unit within community supervision service.
- f. Deputy Compact Administrator: The designated Branch Chief who is responsible for management of the Interstate Compact Branch and its adherence to Compact standards in Interstate supervision case management activities.
- g. Deputy Associate Director: The Deputy Associate Director (DAD) of CSS provides senior level management support to the Associate Director to ensure that Agency and divisional goals and objectives are attained. The DAD also directly supervises the Branch Chiefs who manage CSS operations components.
- h. Director of Administration (Administrative Officer): The designated person who oversees and directs the operations of the Administrative Office which includes developing and implementing administrative policies and procedures to acquire equipment, furniture, supplies, space, travel, mail services, and human resources for CSS.

- i. Drug Testing Technician: The designated staff person who is responsible for escorting offender's movements throughout the CSS drug testing process and maintaining custody of the samples in accordance with Agency guidelines.
- j. Executive Assistant: The designated person who directs, plans and coordinates the work of staff responsible for administering programs and initiatives to support community supervision, management information systems, and performance measurement.
- k. Interstate Commissioner: The Agency director who is responsible for representing CSOSA on the National Interstate Commission and ensures CSOSA compliance with Compact regulations.
- l. Management Analyst: The designated staff person who performs a variety of tasks that may include research, statistical data collections, performance of audits, and policy development.
- m. Program Analyst: The designated person who is responsible for collecting and analyzing various CSS case management data and writing reports related to agency performance measurement standards; prepares statistical reports on offender supervision activities and trends; contributes to management decision-making; and coordinates reporting activities with the CSOSA Office of Criminal Justice Programs.
- n. Secretary (Administrative Assistant): The designated person who provides clerical and administrative support to management staff.
- o. Staff Assistant: The designated staff person performs a variety of administrative and technical support duties.
- p. Supervisory Community Supervision Officer (SCSO): The designated persons who manages, directs and plans the work of a team of Community Supervision Officers (CSOs) who administer and help develop initiatives and programs to facilitate compliance with release conditions by offenders in the community who are on probation or parole.

- q. Supervisor of the OPU Special Projects Component: The designated person who supervises a staff of information specialists who monitor and report daily on offender re-arrests, 5 day hold cases and other key indicators; develops and writes procedures, flowcharts, etc. for CSS information system requirements; coordinates interagency communications related to offender tracking with MPD, the Courts, Pretrial Services, prosecutors and other criminal justice system stakeholders.
- r. Supervisory Treatment Specialist: The designated staff person who is responsible for managing treatment staff. This staff person is also responsible for orchestrating the development of substance abuse treatment plans and assigning workloads.
- s. Support Services Assistant: The designated staff person performs technical support work to assist in the acquisition of administrative services for CSS.
- t. Support Services Specialist: The designated staff person who coordinates a variety of administrative services to support the operations of CSS. The individual is responsible for acquisition of equipment, supplies, space, travel, mail services, and human resources for CSS.
- u. Treatment Specialist: The designated staff person who determines whether an offender is in need of substance abuse treatment and makes referrals to an appropriate program.
- v. Victim Services Program Manager: The designated person who is responsible for administering the CSS Victim Services Program. This employee develops, organizes, and delivers services to victims of crime. Such services include assessments, referrals, and assistance with Victim Impact Statements, orientations, and networking with other victim services organizations.

3. Court Terminology

- a. Bench Warrant: Process issued by the court itself or (from the bench), by the United States Parole

Commission (USPC) for the failure to appear cases on notice to appear, or arrest of a person: either in case of contempt, or where an indictment has been found, or to bring in a witness who does not obey the subpoena. It is also known as *capias* (“Latin for that you take”, referring to several types of warrants”).

- b. Certification: Judicial determination by the lower court that there is probable cause to believe a felony has been committed and, therefore, the case should be brought before the grand jury.
- c. Concurrent Sentences: Two or more sentences imposed by a court, or courts with the stipulation that the sentences are to be served simultaneously.
- d. Consecutive Sentences: Two or more sentences imposed with the stipulation that they are to be served separately, one at a time. Unless stated otherwise by the court, sentences for periods of incarceration are calculated to run consecutively.
- e. Continuance: The adjournment or postponement of a session, hearing trial, or other proceeding to a subsequent day or time.
- f. Cost of Confinement: The amount of public funds used to maintain an inmate/defendant in a jail or correctional facility.
- g. Detainer Warrant: Warrant issued by the USPC or another jurisdiction when an offender is incarcerated on a charge, other than the parole offense, thus ensuring that the offender is returned to the custody of the USPC or by another jurisdiction.
- h. Executed Warrant: When a person is taken into custody on an outstanding warrant, the warrant is executed.
- i. Indictment: A formal written accusation originating with a prosecutor and issued by a grand jury against a party charged with a crime.

- j. Judge: An officer so named in his/her commission, who presides in some court; a public officer, appointed to preside and to administer the law in a court of justice.
- k. Major Felony: A serious crime punishable by one year or more in a prison and/or a fine of at least \$1000. Felonies include crimes such as murder, rape, burglary, and robbery.
- l. Non-Violent Offender: An offender who has been convicted of offenses other than murder, manslaughter, kidnapping, sexual assault, malicious wounding, robbery, or any attempt to commit any of these crimes.
- m. Order to Show Cause: An order, decree, execution, to appear as directed, and present to the court such reasons and considerations as one has to offer why a particular order, or decree, should not be confirmed, take effect, or be executed.
- n. Parole Arrest Warrant: Warrant issued by the USPC for parole violations.
- o. Probation Violation Hearing: The offender appears before the Court on a charge of violation of his/her conditions of probation/post release supervision for the purpose of determining if the probationary period will be rescinded or revoked.
- p. Sentencing Guidelines: Standardized instructions designed to provide clear and explicit guidance to the court in determining appropriate punishments.
- q. Special Conditions: Rules set by the sentencing judge or the USPC that an offender must abide by. These conditions or rules are in addition to the standard conditions of community supervision, generally specified to address treatment, victim rights/needs and community adjustment needs.
- r. Subpoena: A command to appear at a certain time and place to give testimony upon a certain matter.
- s. Subpoena Duces Tecum: A process by which the court, at the instances a party commands a witness who has in his/her possession or control some document or paper

that is pertinent to the issues of a pending controversy, to produce it at the trial.

- t. Transfer Hearing: A hearing conducted in the Juvenile Court to determine if a case should be sent to the D.C. Superior Court and the defendant tried as an adult.

4. Community Supervision Terminology

- a. Absconder: An offender who fails to report for a scheduled appointment with his/her CSO without appropriate justification, and when the CSO in an effort to make contact and resume supervision efforts is unable to resume contact within seventeen (17) days (on the eighteenth day, the offender is classified as an absconder from supervision, and in the status of loss of contact).
- b. Accountability Contract: Written behavioral document provided and signed by the offender that includes sanction and incentive for non-compliant/compliant behaviors.
- c. Active Supervision: Refers to cases that require offenders to report for community supervision for face-to-face and collateral contacts as stipulated by the releasing/sentencing authority.
- d. Alien: A foreign-born resident who has not been naturalized in the United States and is still a citizen of a foreign country.
- e. Case File: A confidential written record regarding the offender that includes a running record documentation of all actions that have occurred in the case.
- f. Casework: The system of case management that includes supervision, counseling and programming utilized by CSOs. Casework method includes developing a positive relationship with the offender, encouraging and assisting the offender to make positive behavior and attitude changes, keeping a running record of the offender's adjustment and reporting the adjustment to the proper authorities.

- g. Case Plan: The goals and objective of supervision that should be jointly developed between the offender and the CSO.
The case plan shall be supported by sentencing/releasing documents, diagnostic analysis, treatment assessments, urinalysis results, criminal history information and etc.
- h. Civil Protection Orders: A civil order from the court whose purpose is to protect an individual from further harassment or abuse by another individual.
- i. Classification Report: A document prepared by the Department of Corrections or Bureau of Prisons institutional staff, which consists of identifying and collecting background information on the offender.
- j. Collateral Contact: Contact between a CSO or SCSO with an individual other than an offender who can provide relevant information on the offender's adjustment in the community or provide potential services or resources that will contribute to the offender's reintegration. Collateral contacts occur frequently between CSOs or SCSOs and offenders' family members, significant others, friends, police, and other community stakeholders.
- k. Community Contact: Communication with any person or agency representative who has knowledge of the offender or his activities. They may include such sources as law enforcement, schools, social agencies, friends, relatives, or acquaintances of the offender. These are variable and are directed toward gathering information and addressing problems presented by the offender. Community interaction efforts should be directly related to the supervision plan. Secondly, community contacts provide opportunities for the building of networks and field visibility.
- l. Community Supervision Officer (CSO): Any person certified by CSOSA to supervise offenders and prepare investigative reports.
- m. Conditions of Supervision: Parole and probation orders document and detail rules that the offender must abide

by in order to successfully complete the period of community supervision.

- n. Confined Cases: Offenders held in custody under obligation to CSOSA pending release to community supervision.
- o. CPO Monitored: Domestic violence cases in which an offender is monitored for compliance with a civil protection order imposed by the sentencing authority.
- p. Correctional Status Information: Information that includes the offender's name and basic identifiers (age, name, sex), the offense for which the offender is on supervision, absconder status, or incarcerated, information about the current conditions of supervision, dates of action (such as transfer or scheduled discharge).
- q. Criminal History: Consists of any criminal arrest or conviction information dated prior to the conviction, imprisonment, or supervision for the instant offense(s).
- r. Curfew: A sanctioning in which the offender is required to remain at home during certain hours.
- s. Day Reporting Center: A nonresidential community sanction with intensive contact and monitoring, substance abuse counseling and educational training.
- t. DC Officer (Correctional Officer): Any person authorized by the D.C. Department of Corrections to maintain custody of individuals.
- u. Deadly Force: The level of force likely to cause serious physical injury or death.
- v. Defendant: Any person with a pending court hearing resulting from an arrest or other criminal justice action in which the individual is compelled to appear before a judge to answer to a criminal matter.
- w. Detainee: An offender who is being held in custody on a pending charge, investigation or awaiting extradition.

- x. Detention Center Incarceration Program: A regimented highly structured paramilitary style training program with emphasis on work, education and therapeutic programs.
- y. Diversion Matters (Probation Only): A disposition of a criminal defendant either before or after adjudication of guilt in which the court directs the defendant to participate in a community service, educational, or rehabilitative program as part of the disposition.
- z. Diversion Program: A structured residential work program supplemented with educational and therapeutic programs.
- aa. Employment Verification: Confirming employment by any means other than directly from the employer (e.g., pay stub, tax statement).
- bb. Field Monitoring Device (FMD): An electronic device attached to an offender for the specific purpose of restricting the movement of the offender in the community, which utilizes Home Electronic Monitoring equipment to locate the offender. The offender's telephone receives the signals from a transmitter, which communicates with the Agency's host computer to support curfew sanctioning.
- cc. Field Contact: A face-to-face contact at the offender's place of residence or elsewhere in the community with the offender or another person with knowledge of the offender's behavior and activities. Field contacts must occur outside of the office area.
- dd. Follow-up: A system of pursuing an initial effort, a renewed or repeated action. Follow-up is a necessary tool of supervision to determine the progress an offender is making in his/her adjustment.
- ee. Forensic: A psychiatric evaluation for the offender.
- ff. Furlough: A short-term release from incarceration to reward good behavior and allow the offender to maintain family ties. A furlough is an authorized absence from an institution by an inmate who is not under escort by a staff member, U.S. Marshal or state or

federal agents. Furloughs are not granted to reward good behavior, rather they must achieve a specific correctional goal, such re-establishing family ties, receiving medical treatment, or participating in religious, vocational or educational programs. Bureau of Prisons Wardens or Community Corrections Managers may grant furloughs; however, they are required to obtain a recommendation from CSOSA regarding offenders sentenced in D.C. Superior Court. The Associate Director of Community Supervision Services is the recommending authority for CSOSA.

- gg. Home Electronic Monitoring (HEM): Electronic surveillance that records the offender's home departures and arrivals on a 24-hour day/7 days per week basis. This instrument is used to support curfew sanctioning.
- hh. Home Contact: Contact at the place of residence with either the offender or another person who can verify the offender's residence.
- ii. Initial Contact: First meeting between the offender and the CSO or supervisor to establish contact and advise the offender of his supervision obligation. A personal contact occurs as early in supervision as possible and involves a thorough review of conditions, the home and employment arrangements, and the plan of supervision.
- jj. Intractable Behavior: Behavior which, in the determination of the Department of Corrections, indicated an offender's unwillingness or inability to conform his behavior to that necessary to his successful completion of the program or is so disruptive as to threaten the successful completion of the program by other participants.
- kk. Loss of Contact: Status of an offender who fails to report or meet with his/her assigned CSO as scheduled (see Loss of Contact Policy CSOSA Intranet Website).
- ll. Medium Supervision: This supervision level consists of offenders scoring medium on the Assessment Instrument, offenders rearrested while on minimum supervision, and offenders whose supervision levels have been reduced from maximum.

- mm. Minimum Standards of Supervision: The standards of supervision include levels of supervision ranging from intensive to monitor.
- nn. Minimum Supervision: This supervision level consists of offenders scoring minimum on the Agency's Assessment Instrument and those offenders whose supervision levels have been reduced from medium supervision.
- oo. Ministerial Duties: The service required by the CSO and relating to or being an act done after ascertaining the existence of a specified state of facts in obedience to a legal order without exercise of personal judgment or discretion.
- pp. Monitored Supervision: This supervision level consists of offenders who have met all conditions of probation and have made exemplary adjustment to active supervision, such that the Court has determined that face-to-face and collateral contacts are monitored status. The CSO is responsible for ensuring the offender's compliance with special conditions in all monitored cases.
- qq. Monitored Interstate Supervision: This supervision level consists of probationers that have been sentenced in the District of Columbia and reside in or subsequently relocate to other jurisdictions. The probation is transferred to the state of residency and actively supervised. The cases are monitored by the assigned CSO to ensure compliance with both general and special conditions probation, monetary obligations to D.C. Superior Court and re-arrest activity.
- rr. Monitored Supervision (Parole Only): Monitored supervision refers to those parolees who have been relieved by the United States Parole Commission of the previously imposed conditions of parole, except the requirement that they obey all laws and refrain from behavior that would bring discredit to the parole system.
- ss. Offender: Any person placed under supervision. Commonly used to indicate persons implicated in the

commission of a crime and includes person guilty of a misdemeanor or traffic offense.

- tt. Offender data: Any information pertaining to an offender, to include case or hard copy file contents and computer file contents.
- uu. Parole: A legal status for offenses committed prior to August 5, 2000, that allows an inmate to complete his/her sentence in the community. The offender is subject to certain conditions of parole supervision, imposed by the USPC after service of a portion of the sentence in prison, which are intended to prevent recidivism
- vv. Parole Certificate: An order for offenses from the USPC to release an offender from incarceration to the community for supervision with certain required conditions.
- ww. Parole Revocation Hearing: The offender appears before the United States Parole Hearing Examiner or Commissioner on a charge of violation of his/her conditions of parole/post release supervision for the purpose of determining if the parole supervision will be rescinded.
- xx. Parole Violation Warrant: A warrant issued by the USPC for the arrest and detention of an allegedly delinquent parolee.
- yy. Personal Contact: A face-to face meeting between a CSO and offender (see CSOSA Intranet Website policy Guidelines on Supervision Contact Standards, Collateral Contacts, and Field Contacts for expanded definition).
- zz. Personal Office Contact: A meeting between the offender and a CSO in the area office.
- aaa. Post Release Supervision: Provides for supervision of offenders who have served a period of institutional confinement.
- bbb. Post Sentence Report: A criminal and social history of an offender prepared after sentencing. This report

is used by institutional staff to assist with classification and also used by BOP to determine which type of institution the offender will be assigned and by USPC to assist with a parole decision.

ccc. Preliminary Parole Violation Interview: A due process hearing conducted by the designated CSS staff to determine probable cause for violating conditions of parole.

ddd. Pre-Sentence Report: A criminal and social history of an offender prepared prior to the sentencing hearing to assist the sentencing judge in determining an appropriate sentence.

eee. Pre-Trial Program: Provides monitoring and supervision in lieu of jail, provides report that aids trial judge in determining whether a defendant should be released pending trial and if so with what conditions for persons awaiting trial.

fff. Probation: A judicial action in lieu of incarceration that allows an offender to remain in the community subject to court-imposed conditions.

ggg. Program Analyst: The designated person who is responsible for analyzing organization components and making recommendations to improve operational efficiency and effectiveness.

hhh. Provisional Travel Permit: A document issued by a CSO allowing an offender to travel to a receiving state for the purpose of transfer of supervision or for short term visitation purposes.

iii. Recidivism: Relapse or return of an offender to criminal behavior.

jjj. Record Check: A computer inquiry to determine past and current criminal information. All records checks information is confidential data obtained from WALES/NCIC, agency records or secondary and primary holders of records, court records, law enforcement officials or criminal record databases in other states.

kkk. Referral to Community Resources: The skillful utilization of services by a CSO to assist offenders with positive adjustment in behavior and attitude.

lll. Resident: For the purpose of transfer of supervision under the terms of the Interstate Compact, a parolee or probationer may be considered a resident of a state if the offender has been an actual inhabitant of such state continuously for more than one year prior to coming to the sending state and has not resided within the sending state more than six continuous months immediately preceding the commission of the offense for which the offender has been convicted.

mmm. Revocation: The termination by a court or releasing authority of one period of supervision, followed by immediate imposition of another, either through execution of previously suspended portions of the sentence, return of the offender to custody for violating conditions of supervision, or imposition of a sentence of incarceration for a new offense.

nnn. Sanction: A CSS administrative or sentencing/releasing authority response to a violation(s) to be used in lieu of revocation on minor violations.

ooo. Serious Incident Report: A form completed to report significant events threatening the welfare of staff, community or other offenders.

ppp. Sex Offender Registry: A listing compiled by CSOSA and disseminated to the MPD/FBI of offenders for certain sex offenses. Law requires all offenders to register within 30 days of released from confinement, or the releasing authority or a change in residence. Re-registration is also required for offenders based on their conviction at 90 day intervals or annually.

qqq. Supervised Release: A good time credit for felonies committed on or after August 5, 2000.

rrr. Surveillance: Close observation and documentation of the offender and his/her activities with appropriate actions and referrals.

sss. SMART: The Supervision and Management Automated Record Tracking information system for

CSOSA's parole and probation offender populations. The system is designed to track offender personal information, contacts with staff, supervision provided, offender reports and violations.

ttt. Telephone Collateral Contacts: Contact between a CSO or SCSO with an individual other than an offender who has a connection to the offender via the telephone.

uuu. Telephone Positive Contacts: The CSO must record the time, date, and content of all telephone conversations with offenders. Telephone positive contacts do not substitute for the required minimum number of face-to-face positive contacts per supervision level.

vvv. Temporary Travel Permit: A written notification to that jurisdiction or state issued by a CSO allowing an offender to visit another jurisdiction or State for a period not to exceed thirty days.

www. Treatment Contacts: Treatment contacts count as collateral contacts when the interaction involves a CSO or SCSO and treatment staff or documented in writing by the treatment program.

xxx. Unsupervised Cases: These cases include offenders who have been placed on unsupervised probation by the court under D.C. Code §§ 33-54(e) and 24-803, and 18 U.S.C. § 5010 (i.e., 541(e), YRA, and FYCA cases) as well as those under regular supervision in which the probation term has been divided into a supervised period to be followed by an unsupervised period.

yyy. Violation: An action or inaction by an offender that is contrary to the conditions of supervision. A violation is considered technical when it does not involve the commission of a new offense. Technical violations are eligible for sanctions and progressive case management. New offenses are alleged violations until a fact-finder makes a determination which requires Parole Commission notice and/or recommended court actions.

zzz. Violation Report: A document completed by a CSO outlining the alleged violations of supervision.

aaaa. Warrant Served: A precept or writ issued by the judiciary authorizing an officer to make an arrest, a seizure, or a search or to do other acts consistent with the administration of justice. The warrant document is transmitted to the person whose person or property is the subject of the warrant.

bbbb. Warrant Issue Status: Any case where a releasing authority has issued a warrant due to the offender's alleged violation(s) of their conditions of release.

cccc. Warrant Pending: A precept or writ that has not been officially approved by the judiciary authorizing an officer to make an arrest, a seizure, or a search or to do other acts consistent with the administration of justice.

dddd. Waiver: An authorized deviation from the standards of supervision that must be approved by the SCSO and/or the releasing authority must be consistent in agreement.

5. Abbreviations and Acronyms

The following **abbreviations and acronyms** are used within the Manual System:

a. Abbreviations:

ACA – American Correctional Association
ADEA – Anti-Discrimination in Employment Act
ADR – Alternative Dispute Resolution
AHV – Attempted Home Visits
ANC – Advisory Neighborhood Commission
AOC – Assessment Orientation Center
AOD – Alcohol and other Drug Abuse
APPA – American Probation and Parole Association
ASAP – As Soon As Possible
ASI – The Addictions Severity Index
ATSA – Association for the Treatment of Sexual Abusers
AUSA – Assistant United States Attorney
AVR – Alleged Violation Report
AWOL – Absence Without Leave
AWS – Alternative Work Schedule
BOP – Bureau of Prisons
CAGE –
Cut (down on your drinking in the morning)

Annoyed (by people complaining about your drinking and drugging)

Guilty (about your drinking and drugging)

Eye (opener in the morning to relieve shakes)

CCC – Community Correctional Centers

CDF – Central Detention Facility

CFR – Code of Federal Regulations

CTF – Central Treatment Facility

CI – Critical Incident

CIDS – Critical Incident Debriefing Sessions

CIS – Criminal Information System

CIT – Central Intervention Team

CJAN – Criminal Justice Advisory Networks

COB –Close of Business

COC – Chain-of-Custody

COR – Correspondence

COTR – Contracting Officer

CPO – Civil Protection Order

CSA – Community Supervision Assistant

CSC - Community Service Coordinator

CSF – Critical Success Factors

CSO – Community Supervision Officer

CSS – Community Supervision Services

CTA – Control Terminal Agency

CWS – Compressed Work Schedule

DAD – Deputy Associate Director

DC II - DOD Level II Investigation

DCDC – District of Columbia Department of Corrections

DFWP – Drug Free Workshop Program

DI – Disseminated Information

DMG – Data Management Group

DOB – Date of Birth

DOJ – Department of Justice

DSA – Deferred Sentencing Agreement

DTMS – Drug Testing Management System

DVST – Domestic Violence Supervision Team

DUI – Driving Under the Influence

DWI – Driving While Under the Influence

EAP – Employee Assistance Program

EEO – Equal Employment Opportunities

EEOC – Equal Employment Opportunity Commission

ELR – Employee Labor Relations

EM – Electronic Monitoring

EPF – Employee Personal File

FAX - Facsimile

FBI – Federal Bureau of Investigation
FEHB - Federal Employees Health Benefits Program
FOIA – Freedom of Information Act
FPL – Full Performance Level
FPO – Forensic Psychiatric Observation
FT – Full Time
FTDTL – Forensic Toxicology Drug Testing Laboratory
FV – Field Visit
FVIP – Family Violence Intervention Program
FYCA – Federal Youth Corrections Act
GOL – General Order Log
GS – Government Service
GSA – General Services Administration
HDEM - Home Detention Electronic Monitoring
HIDTA – High Intensity Drug Trafficking Area
HRS – Human Resource Specialist
HIV/AIDS – Human Immunodeficiency Virus/
Acquired Immune Deficiency Syndrome
HV – Home Visit
IBM – International Business Machine
ICU – Interstate Compact Unit
IOT - Intensive Outpatient Treatment
IPARS – Interim Probation Activity Report System
IRC – Information Resource Center
IRS – Internal Revenue Services
ISCU – Illegal Substance Collection Unit
JACCS – Jail and Community Corrections System
J&C - Judgment and Commitment Order
JISRA - Juvenile Information System Reporting Activity
JUSTIS – District of Columbia Integrated Justice
Information System
KSAC – Knowledge, Skills, Abilities and Competencies
LCA – Last Chance Agreement
LOC – Loss of Contact
LWOP – Leave Without Pay
MHC – Mental Health Contractual
MHU – Mental Health Unit
MISC – Miscellaneous
MOU – Memorandum of Understanding
MPD – Metropolitan Police Department
MSPB – Merit Systems Protection Board
NACI – National Agency Check With Written Inquiries
NCIC – National Criminal Information Center
NLETS – National Law Enforcement Tracking System
NLT – No Later Than

OASIS – Offender Automated Supervision Information System
OGE – Office of Government Ethics
OPM - Office of Personnel Management
OPR –Office of Professional Responsibility
ORI – Originating Agency Identifier
OWCP – Office of Workers Compensation Program
PARIS – Parole Information System
PDID – Police Department Identification Numbers
PDMIU – Parole Data Management Intake Unit
PDS – Public Defender Service
PIN – Personal Identification Number
PIP – Performance Improvement Period
PRISM – Pretrial Real-Time Intranet Systems Manager
PSA – Police Service Area
PSA – Pretrial Services Agency
PSI – Pre-Sentence Investigation Report
PT – Part Time
QSI – Quality Step Increase
RACF# - Remote Access Center Facility Number
RC – Record Check
RDO – Regular Schedule Day Off
RRB – Research Review Board
RST – Restitution
SCDIP - Superior Court Intervention Program
SCSO – Supervisory Community Supervision Officer
SCSA – Supervisory Community Supervision Assistant
SMART – Supervision & Management Automated Record Tracking
SOU – Sex Offender Unit
SOR – Sex Offender Registry
SORA – Sex Offender Registration Act
SORU – Sex Offender Registration Unit
SF – Standard Form
SII – OPM Security and Investigations Index
SS – Security Staff
SSBI - Single Scope Background Investigation
TAC – Wales Terminal Agency Coordinator
TB – Tuberculosis
TBD – To Be Determined
TIPS – Transitional Intervention for Parole Supervision
Triple I or III – Interstate Identification Index
TVR – Terminal Violation Reports
USPC – United States Parole Commission
VOTE – Vocational Opportunities Training Educational and Employment

VSP – Victim Services Program
WALES – Washington Area Law Enforcement System
WG – Wage Grade
WGI – Within Grade Increase
YRA – Youth Rehabilitation Act

b. Organizational Acronyms used within the Manual System and by CSS:

AD – Associate Director
AD-OHR – Associate Director - Office of Human Resources
CSOSA – Court Services and Offender Supervision Agency
CSOSA/OD –Office of the Director
CSOSA/RE – Office of Research and Evaluation
CSOSA/OGC – Office of the General Counsel
CSOSA/CJP – Community Justice Programs Division
CSOSA/MA – Management and Administration Division
CSOSA/MA/OC – Office of the Controller
CSOSA/MA/OF – Office of Facilities
CSOSA/MA/OS – Office of Security
CSOSA/MA/OP – Office of Procurement
CSOSA/OHR – Office of Human Resources
CSOSA/OPR –Office of Professional Responsibility
CSOSA/CSD – Community Supervision Division
CSOSA/IT – Information Technology Division
CSOSA/PSA – Pretrial Services Agency
CSOSA/PSA/ADMIN – Administration
CSOSA/PSA/ADU – Adult Drug Unit
CSOSA/PSA/DRC – Drug Court
CSOSA/PSA/HSP – Heightened Supervision Program
CSOSA/PSA/ISP – Intensive Supervision Program
CSOSA/PSA/MIS – Management Information Systems
CSOSA/PSA/PR – Post Release
CSOSA/PSA/PSO – Pretrial Services Officer
CSA – Community Supervision Assistant
CSOs – Community Supervision Officer(s)
CSS – Community Supervision Services
DVIP- Domestic Violence Intervention Program
OGC – Office of the General Counsel
OHR – Office of Human Resources
OPR – Office of Professional Responsibility
SATB – Substance Abuse Treatment Branch
SAINT HIDTA – Substance Abuse Intervention and Treatment/High Intensity

Drug Trafficking Area

STAR – Sanctions Team For Addiction and Recovery

STAR HIDTA – Sanctions Team for Addiction and
Recovery/High Intensity

Drug Trafficking Area (Probation cases)

TAP – Traffic Alcohol Program

TIPS – Transitional Intervention for Parole Supervision

T&CDC – Training and Career Development Center

VSP – Victim Services Program

VOTE – Vocational Opportunities Training Educational
and Employment