

INTERSTATE TRANSFER INVESTIGATIONS AND CASE ASSIGNMENT PROCEDURES

I. PURPOSE

This guidance is intended to provide instructions for investigation teams, supervision officers and Offender Processing Unit (OPU) staff who are responsible for the investigation and assignment to supervision of offenders who request to transfer to the District of Columbia from other jurisdictions. Cases assigned to the Investigations, Diagnostics, and Evaluations Branch are to determine an offender's eligibility to transfer to the District of Columbia and to verify acceptability of address and employment. The OPU is responsible for the assignment of offenders to the Investigations Diagnostic and Evaluations Branch to make a determination and subsequently to the supervision teams to ensure compliance with conditions of release.

II. COVERAGE

The following instructions are specific to the assignment of cases for interstate investigation and to ensure that cases that will not benefit from the investigation process is assigned to the appropriate supervision team in a timely manner and are supervised in accordance with agency standards.

III. MODIFIED STANDARDS FOR INVESTIGATION ASSIGNMENTS

The guidance provided in these instructions will modify the workflow process for assigning interstate investigation matters. The current workflow requires receipt of all documents for interstate transfer into the District of Columbia from the sending state by the Deputy Compact Administrator (DCA). The DCA forwards all packets to the OPU to have the packets entered into the agency's (SMART) data base and assigned to the investigation teams. Once the investigation teams complete the investigation process and recommends acceptance, the packets were, then, returned to the OPU for assignment to supervision teams and the packets forwarded to the DCA for final approval.

- A. Under the guidelines as set forth in this document, all completed interstate investigations must receive prior approval from the Deputy Compact Administrator before acceptance. The DCA will forward completed acceptances to the OPU for assignment to supervision teams. All rejected requests for interstate transfer will receive the appropriate response to be forwarded to the sending jurisdiction.
- B. Not all requests for interstate supervision under the mandatory acceptance criteria will be assigned to the investigation teams for processing. Most interstate transfer cases will be assigned and documents forwarded directly to the supervision teams.

However, the Deputy Compact Administrator will continue to reserve the authority to assign any mandatory acceptance containing questionable information to the investigation teams for appropriate action. Cases that will no longer require interstate investigation are

- a. District of Columbia residents committing offenses in other jurisdictions and currently under supervision; and
 - b. All mandatory acceptance cases where the reporting instructions have been issued.
- C. All supervision teams assigned mandatory acceptance cases or cases assigned with reporting instructions, must initiate supervision standards, in accordance with agency guidelines for a new case assignment.
- D. At the conclusion of the interstate investigation, investigation officers will complete, as part of the interstate package, the Interstate Reply to Transfer Request Form (see attached); however, the offender must be granted at least 7 to 14 calendar days to appear for supervision.
- E. Offenders that are District of Columbia (DC code) violators that have served a period of incarceration and released under the authority of the United States Parole Commission (USPC), are not required to request transfers to other jurisdictions via the interstate compact agreement. DC code offenders released under the authority of the USPC and reside in other jurisdictions are to be supervised by the United States Probation Office (USPO) in the designated jurisdiction. The transfer is facilitated through the Federal Bureau of Prisons (BOP) relocation process prior to release to community or by way of a letter after release requesting courtesy supervision. All DC code parole and supervised released transfer approvals must be through a certificate of release granted by the USPC (BOP facility) or an acceptance letter from the USPO agreeing to courtesy supervision (offenders residing in DC prior to transfer). The investigation teams are to make every effort to ensure that transfers are granted through the certificate of release whenever possible (BOP releases only). Offenders receiving courtesy supervision may have the courtesy revoked at anytime by the USPO and must return to the District immediately.
- F. The investigation teams will not be responsible for the investigation of any offender returning to the District under the authority of the USPC. Offenders returning to the District are to be assigned by OPU immediately to supervision teams for appropriate action.
- G. No statement written or implied in this document shall preclude District of Columbia code violators under the authority the D.C. Superior Court or other state code violators from compliance with the interstate compact process. All probation matters pending transfer must comply with interstate compact procedures.

