



**Court Services and Offender Supervision Agency
for the District of Columbia**

*Community Supervision Services
Office of the Associate Director*

MEMORANDUM

TO: CSS Staff
FROM: Thomas H. Williams, Associate Director (*signed*)

DATE: January 31, 2006

Re: Supervision Contact Standards for Offenders Pending an Initial Assessment
Subject: SMART Note No. 62

This SMART note provides guidance on how offenders pending an initial assessment are to be supervised for each 30 day period until an initial assessment is completed, and a supervision level is determined.

Current policy requires that offenders be assessed within 25 working days of assignment. In cases where an offender is assigned to active supervision, but has not yet been assessed to determine the offender's level of supervision, supervision contact standards for these offenders, for each 30 day period until the AUTO Screener is completed, are as follows:

- Two (2) face-to-face contacts in the office;
- One (1) collateral contact;
- One (1) home visit;
- One (1) employment verification; and
- Drug testing, per Agency policy.

Once an offender has been assessed, the offender's supervision contact standards are to be set in accordance with the standards associated with the offender's determined supervision level.

cc: Paul A. Quander, Jr., Director
Frank Lu, IT Development Manager
Ginger Lynch, SMART Project Manager
Kathleen French, IT Web Developer
Denise Gaston, Executive Assistant to the Director
Jasper Ormond, Associate Director, CJP
Calvin Johnson, Director of Research & Evaluation
Jim Williams, Associate Director, M&A
Pereuna Johnson, Director, Training & Career Dev.

McKinley Rush, Deputy Associate Director, CSS
Debra M. Kafami, Supervisory Management Analyst
Joyce McGinnis, Management Analyst
Beverly Hill, Chief of Staff
Christine Keels, Executive Assistant
Gradie McCray, Executive Assistant
Cedric Hendricks, Associate Director, OLIPA
William Kirkendale, Chief Information Officer
IT Help Desk