



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

Office of the Associate Director

TO: CSS Staff

DATE: October 13, 2000

FROM: Tom Williams, Associate Director, CSS

RE: Community Service Program

This correspondence is to serve as an update regarding the above-named topic. CSS is in the process of revamping its Community Service Program (CSP). In the coming weeks, a revised CSP policy will be distributed to staff.

Effective upon receipt of this correspondence, each of you are to be guided by the information that follows. Community service placements for all new intake probation offenders and probation offenders who have not yet been assigned to a community service placement site will be centralized through CSO Linda Lonzer. CSO Lonzer will coordinate on a full time basis community service placements. CSO Lonzer will also be the CSS's principal contact representative with programs and agencies where we will place offenders to complete community service hours.

All programs or agencies desiring to have offenders perform community services will be required to enter into a written program agreement with CSOSA prior to any community services hours being performed by offenders. The Office of Justice Programs will be responsible for facilitating the written agreement process with potential programs and agencies desiring to have offenders perform community service.

CSO staff who currently have offenders assigned to and performing community service hours at a program or agency are to continue to utilize the site until the offender has completed all of the required hours. Once completed, the hours and the name of the program or agency where the offender completed the required community service hours are to be reported via e-mail to CSO Lonzer.

For all new probation intakes or active case offenders who have not been assigned to a community service program site, the following procedures are to be followed:

1. intake staff will forward a copy of all probation orders to SCSO Paula Redding (within 48hours) of any offender who is required by the sentencing judge to complete community service hours;

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2. offenders who are currently assigned to a supervising CSO and a community service placement has not been arranged, the supervising CSO will be required to fax to SCSO Redding on or **before 10/20/00** a copy of the order of probation;
3. SCSO Redding will ensure that a data base is maintained and updated that captures all offenders with a community service requirement and the community service hours status of the offenders;
4. the supervising CSO will arrange with Ms. Lonzer (e-mail) a scheduled meeting for the offender to be oriented for community service placement (the orientation sessions will be group or individual);
5. CSO Lonzer will make all offender community service placements from the approved list of agencies or programs;
6. efforts will be made for offender community service placement to be made in the PSA that encompass the offender's residence;
7. the supervising CSO will be advised of the community service placement for the offender and the supervising CSO will be responsible to ensure to follow-up with the offender on the day(s) that the community service activity is to occur;
8. upon notification that the offender failed to comply with the requirements for community placement, the supervising CSO is to sanction the offender and demand compliance, offenders are to be sanctioned and/or referred back to the sentencing judge if continued non-compliance occurs.
9. the supervising CSO and not Ms. Lonzer is responsible for addressing effectively recalcitrant offenders who fail to comply with the special condition to complete community service;
10. the supervising CSO is responsible to advise CSO Lonzer of any change in the supervision status or events that may affect the offender's supervision status (i.e. positive drug test, warrant action, arrests, etc)
11. all efforts will be directed to have the offender's community service hours completed 12 month after the grant of probation;
12. CSO Lonzer will be CSS's principal representative for all administrative matters with community service placement agencies and programs;
13. CSO Lonzer will advise the supervising CSO via e-mail with 10 working days after the offender's satisfactory completion of the required community service hours;

SCSOs are required to report to CSO Lonzer (via e-mail within five working days) parole & probation offenders who participate in neighborhood-based community service activities/events in which this agency participated in the planning, coordination, and/or organizing

cc: Mr. Wilkinson