



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

OPERATIONAL INSTRUCTION

Operational Instruction CSS-2009-04

Policy Area: Supervision

Effective Date: April 14, 2009

Approved: _____

Thomas H. Williams
Thomas H. Williams, Associate Director
Community Supervision Services

UNITED STATES PROBATION OFFICE FOR THE DISTRICT OF COLUMBIA DUAL SUPERVISION CASES

I. COVERAGE

This Operational Instruction applies to Community Supervision Officers (CSOs), Supervisory Community Supervision Officers (SCSOs), and the Deputy Associate Director for Community Supervision Services (CSS).

II. BACKGROUND

On 12/17/2008, a Memorandum of Understanding (MOU) was entered into between Court Services and Offender Supervision Agency (CSOSA) and the United States Probation Office (USPO) for the District of Columbia to establish procedures for offenders on parole and supervised release sentenced in the Superior Court for the District of Columbia (DCSC) who are simultaneously serving a term of probation or supervised release imposed in United States District Court (USDC) so as to eliminate dual supervision.

The MOU was developed to reduce duplication of supervision between CSOSA and USPO, as it relates to supervised release cases, to reduce offender confusion over reporting instructions and to more efficiently use taxpayer resources.

III. GUIDANCE

This Operational Instruction (OI) provides guidance on how dual supervision cases are to be transferred to the USPO in the District of Columbia once identified, and under what circumstances a dual supervision case will be transferred to CSOSA from USPO.

A. Transfer of a Dual Supervision Case from CSOSA to USPO:

1. Upon discovery of a potential "dual supervision" case by CSOSA staff, the CSO will contact USPO and staff the case. During this staffing, the CSOSA and USPO officers will determine and verify if the case fits the description of a dual supervision case.

2. Once it is determined that the case is a dual supervision case, the CSO and USPO will notify their respective supervisors for additional case staffing. After approval, the CSO will transfer the case to the USPO within ten (10) working days of approval to transfer.
3. The CSO will prepare a letter to the Deputy Chief United States Probation Officer (DCUSPO), stating that the case is being transferred for supervision to USPO until the expiration and/or termination of the USDC term of supervision. The contents of the letter will include a summary of the supervision efforts in the case to include:
 - a. Supervision period,
 - b. Date of release,
 - c. Assessment date and supervision level,
 - d. Case planning goals,
 - e. Offender's response to supervision,
 - f. Incentive and sanctions imposed during the course of supervision,
 - g. Supervision challenges and barriers, and
 - h. Offender's support systems.

A sample letter to the DCUSPO is provided in Appendix A. The CSO is to cut and paste the offender's photograph onto to memorandum.

The CSO will fax the letter to the DCUSPO at (202) 208-3544, along with a copy of all case materials including, but not limited to:

- a. the Judgment and Commitment Order,
 - b. Bureau of Prisons reports,
 - c. Release Certificate,
 - d. treatment and program reports, and
 - e. drug test screening results, etc.
4. The Supervisory Community Supervision Officer (SCSO) will document on CSOSA's Audit Form that the case is in compliance prior to transfer to the USPO. The SCSO is only to request transfer for cases that are in compliance.
5. The Deputy Associate Director will receive from the USPO a copy of the offender's reporting instructions sent by the USPO to the offender within ten (10) days of receiving the case materials that acknowledge the USPO's acceptance of the case for supervision.
6. The SCSO can close the case after notification from the Deputy Associate Director that the USPO has accepted the offender for supervision (see Appendix B).
7. In SMART, the case is to be closed as: Closed—Transfer to U.S. Probation. The correspondence from the United States Probation Office accepting transfer of the case is to be placed in the offender's file, and the file shall be forwarded to the closed file room.

8. If the offender was under Transitional Intervention for Parole Supervision (TIPS) investigation at the time it was determined that the offender was a dual supervision case, the assigned CSO must contact the BOP case manager or the assigned USPC analyst to have a new Notice of Action prepared designating the offender to the supervision of the USPO. The SCSO must provide the Deputy Associate Director with the new Notice of Action once it is completed.
9. If it is determined that an offender is a dual supervision case prior to case assignment by the Offender Processing Unit (OPU), the assigned OPU Specialist must contact the BOP case manager to have the documentation re-directed to the USPO for supervision. The OPU Specialist must notify the Deputy Associate Director when the request has been made to the BOP.

B. Transfer of a Dual Supervision Case from USPO to CSOSA:

1. In cases where the USDC term of supervision ends before the expiration of the CSOSA period of supervision, CSOSA will receive from the USPO the returned case for supervision for the remainder of the CSOSA term of supervision. This transfer will be processed through the Deputy Associate Director's office.
2. In cases where the offender violates the conditions of supervision and the term of supervision in the USPO/federal supervision case is revoked or terminated, the Deputy Associate Director will receive notification that supervision in the USPO/federal case has been terminated, and the case folder will be returned to CSOSA for the remaining CSOSA/non-federal term.

C. Point of Contact

CSS' Deputy Associate Director is the Point of Contact (POC) for all communication between CSOSA and the USPO on dual supervision cases.

IV. REFERENCES

- MOU between CSOSA and the USPO, effective 12/17/2008.

APPENDIX A
SAMPLE LETTER FROM CSOSA TO THE DEPUTY CHIEF, USPO



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

DATE

_____, Deputy Chief
U.S. Probation Office, District of Columbia
2800 E. Barrett Prettyman
United States Courthouse
333 Constitution Avenue, N.W.
Washington, DC 20001



RE: Transfer Request for Offender Name, PDID XXX-XXX

Dear Deputy Chief _____:

In accordance with our agencies' Memorandum of Understanding dated 12/17/2008, I am requesting transfer of this offender's supervision from CSOSA to the USPO, DC until the offender's expiration date and/or termination of the USDC term of supervision.

This offender's supervision period is _____. The offender was released _____ and reported to CSOSA on _____. The offender resides at _____. Mr./Ms. Offender Name WORKS AT _____ IN THE CAPACITY OF A _____/DOES NOT WORK.

On _____, the offender was assessed by CSOSA. The assessment resulted in a _____ level of supervision for the offender. The offender's identified needs are: LIST NEEDS. At this time, the Mr./Ms. Offender Name faces the following challenges and barriers: LIST AND DISCUSS. The offender's support system is _____.

To date, the offender's response to supervision has been _____. The following incentives and sanctions have been imposed during the course of supervision -- LIST ANY INCENTIVES AND SANCTIONS IMPOSED DURING THE COURSE OF SUPERVISION. Attached to this correspondence are the following case materials: _____.

At this time, it is requested that your office investigate this case for transfer. If you have any questions, please do not hesitate to contact me.

Sincerely,

CSO Name, CSO
(202) XXX-XXXX

CSO Address and Room Number, Washington, DC 20001
Voice: (202) XXX-XXXX Fax: (202) XXX-XXXX

APPENDIX B
ACKNOWLEDGMENT OF ACCEPTANCE OF CASE BY USPO



Court Services and Offender Supervision Agency
for the District of Columbia
Community Supervision Services
Deputy Associate Director

MEMORANDUM

TO: _____, CSO **DATE:** ____/____/____

FROM: _____, Deputy Associate Director
Community Supervision Services

RE: Offender _____, PDID _____
Subject: Transfer to United States Probation Office

This memorandum is to acknowledge that the above named offender's case has been accepted for transfer by the United States Probation Office, District of Columbia on ____/____/____.

You are to close the offender's case in SMART as follows: "Closed—Transfer to U.S. Probation." The attached correspondence from the United States Probation Office should be placed in the offender's file, and the file should be forwarded to the closed file room.

We will resume supervision of the offender's case only if the offender's United States District Court case closes prior to the offender's Superior Court's case.

Attachment(s)