



Court Services and Offender Supervision Agency
for the District of Columbia

OPERATIONAL INSTRUCTION

Operational Instruction CSS-2008-03

Policy Area: Supervision

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Implementation of Sanctions

I. COVERAGE

This Operational Instruction applies to Community Supervision Officers (CSOs), Supervisory Community Supervision Officers (SCSOs), and Branch Chiefs (BCs). This operational instruction clarifies existing practices and documentation of sanctions in the Agency's Supervision, Management and Automated Record Tracking (SMART) system.

II. GUIDANCE

The implementation of swift, graduated sanctions is a key evidenced-based practice to address an offender's non-compliant behavior. When applied timely and in a consistent, appropriate manner, sanctioning can have a positive impact on an offender's behavior. It also is important to document sanctions in SMART.

A. Timeliness of Sanctions

When an offender is non-compliant with his or her general or special conditions of release, the offender is to be sanctioned as quickly as possible after the CSO discovers the non-compliant behavior. Sanctions are to be imposed within **three (3) business days** of the CSO learning of the non-compliant behavior, lacking any mitigating factors.

If a CSO is unable to sanction an offender due to a mitigating factor, such as the offender being in a loss of contact status, having absconded, been hospitalized or in treatment, or was rearrested), then the offender is to be sanctioned as soon as the CSO is able to meet with the offender.

B. Documentation of Sanctions in SMART

Every act of non-compliant behavior is to be documented in SMART as a violation within **three (3) business days** of the CSO discovering the violation. Each violation also should have a corresponding sanction, along with a sanction imposed date and, if appropriate, a mitigating factor.

A sanction imposed date should only be entered in SMART when the sanction actually has been given to and discussed with the offender. The CSO also is to document in the Sanctions Comment box the results of the sanctioning. If, for example, an offender is sanctioned with five days check-in, then the dates the offender reported for the five daily check ins should be noted in the Sanctions Comment box. If the offender fails to report for the five day check-in as directed, then the CSO should indicate this information in the Sanctions Comment box, enter a new violation for failing to obey the CSO's instructions (i.e., comply with the initial sanction), and then impose a graduated sanction, as appropriate for the continuing non-compliant behavior (i.e., the new violation for failing to obey the CSO's instructions).

C. Graduated Sanctioning

CSOs are to sanction offenders using graduated sanctioning in accordance with the Schedule of Accountability Through Graduated Sanctions found in Policy Statement PS 4004, Accountability Contract, issued on 11/8/2006.