



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

*Community Supervision Services
William T. Ashe, Branch Chief
Special Supervision Services, Branch IV
25 K Street, NE, Washington, DC 20002*

MEMORANDUM

To: Addressees
From: Thomas H. Williams, Associate Director *(signed)*

Date: October 9, 2003

Re: Early Termination Request
Subject: Guidance

This correspondence is being forwarded to provide further guidance on submitting early termination requests to the Judiciary. With regards to early termination requests for supervisee release or parole cases, staff are guided by the U.S. Parole Commission Rules and Procedures manual.

It is understood that there are some individuals under our supervision that have consistently exhibited behavior deserving of a recommendation for early termination to the Judiciary based on presented stability, time on supervision and overall compliance with all supervision requirements. Generally, early termination is not to be considered until the offender has satisfactorily served 50 percent of his/her term of community supervision.

Upon determining the offender's eligibility for early termination, the supervising CSO must complete and document the following:

- Discuss the case supervision with his/her SCSO prior to submitting for early termination;
- Complete a national and local criminal record check for new law violations;
- Complete a home visit and employment verification within 30 days of the submission of the early termination request;
- Document satisfactory completion with all general and special conditions;
- Verify that all fines, restitutions, and all other court imposed obligations are paid in full;
- Advise Victim Services of the recommendation for early termination if there is an identified victim(s);
- Verify and document that the offender has remained drug free for a minimum of six months prior to submitting the request.
- Complete a status report in the form of a Memorandum recommending early termination to the Judiciary; and,
- Obtain a supervisory signature on the memorandum to the Judiciary.

In addition to the above, the following will apply to all Domestic Violence cases:

Eligibility Criteria:

- First-time offender for a domestic related offense
- Offender has no active stay-away orders
- Successful completion of DVIP/FVIP/Anger Management program
- Contact must be made with the victim and US Attorney's Office to advise of the recommendation for early termination
- Contact treatment CSO to solicit feedback on recommendation (obtain a progress review via SMART if treatment was completed earlier during supervision period)
- Complete report to Judiciary to include feedback received from victim and USAO.

Addressess:

Mr. Rush

Ms. Lawson

Branch Chiefs

Ms. Evans