



OPERATIONAL INSTRUCTION

Operational Instruction CSS-2004-05

Effective: February 14, 2004

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Federal Designation Prisoner Transfer

I. COVERAGE

This instruction provides guidance to Community Supervision employees to clarify the role of the Court Services and Offender Supervision Agency (CSOSA) in gathering and submitting information for the designation and transfer of D.C. inmates into the U.S. Federal Bureau of Prisons (BOP) system. This instruction does not establish any new procedures. This instruction instead provides a further explanation of existing procedures.

II. GUIDANCE

The role that has been assigned to CSOSA in this information sharing process is to provide the U.S. Marshal's Service (USMS) with Pre- or Post-Sentence Reports, as well as Alleged Violation Reports, or both. CSOSA staff will respond to requests made by the USMS for Pre-Sentence Reports and Alleged Violation Reports within three (3) business days from the date the request was received. Post-Sentencing Reports requests will be answered within eight (8) weeks, as this is the normal turn-around time to have the report prepared by Diagnostics staff.

The following procedures are to be followed by CSOSA staff to ensure timely responses and effective communications with respect to the specific requests made by the USMS:

- A. The CSS Intake Manager will receive an electronic listing from the USMS via e-mail that will clearly state the offender's name, PDID, sentence date, case number, which documents are needed (i.e., the PSI, violation report or both), and the status of the requested information.
- B. The list is to be reviewed by the CSS Intake Manager, to include: date stamping the arrival time of the listings from the USMS; checking the list to ensure that the work is not being duplicated; and reading thoroughly through the listing to determine how many documents will need to be obtained by CSOSA. The CSS Intake Manager will then forward the list to the assigned Community Supervision Assistant (CSA) to begin gathering the requested information.

- C. On a daily basis, the CSA assigned to gather the requested information will perform the following functions in an effort to respond to requests within three (3) business days from the date the request was received by the USMS:

1. Retrieving Pre-Sentence Investigation Reports

- a) When retrieving the Pre-Sentence Investigation Reports, the CSA will first check SMART for any PSI's that have been prepared (within the last two years) and retrieve the PSI from SMART.
- b) If the PSI was prepared before January, 2002, the CSA will check the shared drive of the CSOSA intranet system and retrieve the PSI from there.
- c) If the PSI is not in SMART and cannot be located on the shared drive, the CSA will then make a request to the File Management Unit to have the closed supervision file pulled and determine if a PSI is in the closed supervision file.
- d) The CSA will make a list of no more than ten (10) requests to the Supervisory Community Supervision Assistant (SCSA) of the File Management Unit, no later than 12:00 noon of the day of the request. The requested files will be pulled and forwarded to the requesting CSA no later than 12:00 noon of the next day. The request will be made via e-mail to the File Management Unit and will include the offender's name, PDID#, case number and sentencing judge.
- e) If the PSI cannot be located after exhausting all of the internal resources that are available throughout CSOSA, the CSA may then, and only then, contact the sentencing judge's chambers to locate a copy of the PSI.
- f) If the PSI cannot be located by the CSA after performing the preceding steps, the CSA will then inform the Intake Manager and the SCSA of Probation Intake via e-mail that a Post-Sentence Report must be prepared; providing the offender's PDID#, the case number, the sentencing judge's name and the original sentencing date.

2. Obtaining a Post-Sentence Report

- a) The SCSA of Probation Intake will gather all information from the Court jacket and forward the information to the Intake Manager who is located in the PSI Intake Office.
- b) The PSI Intake Staff will then enter the information into SMART and assign the Post-Sentence Report to a Diagnostic Team within Branch I in order for the report to be prepared.

- c) The average turn around time for a Post-Sentence Report is eight (8) weeks and the U.S. Marshal's will be notified of this pending report in a summary report of all information collected, which will be submitted via e-mail by the Intake Manager.
- d) If the offender has a sentence of six (6) months or less a Post-Sentence Report will not be ordered, however, if there is a previous PSI request, that report will be forwarded to the U.S. Marshal's Service.

3. Retrieving Violation Reports

- a) When retrieving the probation violation reports, the CSA must first send a list of reports needed to the SCSA of the File Management Unit, requesting that the violation report be pulled from the closed supervision file. The CSA will make a list of no more than ten (10) request by 12:00 noon of the requesting day. The SCSA will notify the CSA of their findings no later than 12:00 noon of the following day. The request will be made via e-mail and will include the offender's name, PDID#, case number and sentencing judge.
- b) If the violation report is not available in the closed supervision file, the CSA will access the Alleged Violation Reports (AVR) module in SMART to determine if the report is accessible through this system.
- c) If the violation report is not available through the AVR module, the CSA will send the list of requests to the SCSA of Probation Intake, requesting that the court jackets be pulled to ascertain if a violation report is in the court jacket. The CSA will make a list of no more than ten (10) requests by 12:00 noon of the requesting day. The SCSA will notify the CSA of their findings no later than 12:00 noon of the following day. The request will be made via e-mail and will include the offender's name, PDID#, case number and sentencing judge.
- d) In the event that the violation report still has not been located, the CSA will then, and only then, contact the Community Supervision Officer (CSO) previously assigned to the offender, to determine if a copy of the violation report remains in their office files.

4. Transfer of Information to the U.S. Marshal's Service

- a) Upon receiving all PSI's and/or violation reports, the CSA will create a spreadsheet listing the offenders' names, PDID#s, case numbers, and the information requested.

- b) Once the spreadsheet is completed, a copy of the spreadsheet, along with all documents requested, will be hand delivered by File Management Unit staff to the U.S. Marshal's Office located in the D.C. Superior Court at 500 Indiana Avenue, N.W., C-Level, Washington, D.C. This packet will be delivered on a daily basis.
- c) The spreadsheet will allow for a signature by the receiving U.S. Marshal Service representative that will verify receipt of information provided.

III. ACCOUNTABILITY OF PROCEDURES

- A. **Intake Manager** – The Intake Manager will be responsible for obtaining a copy of the USMS listing on all documents being requested from CSOSA. The Intake Manager will review the list and forward the list to the assigned CSA. The Intake Manager will also be responsible for ensuring that all documents have been gathered and notifying the Deputy Associate Director of CSS of any documents that were not obtained within the three (3) business days or eight (8) week time frame.
- B. **SCSA (File Management & Probation Intake)** – The SCSA will be responsible for obtaining all information requested by the assigned CSA within a twenty-four (24) hour time period. The SCSA is also responsible for reporting via e-mail to the Intake Manager any information that was not located.
- C. **The Assigned CSA** - The assigned CSA will be responsible for gathering all documentation requested, notifying the Intake Manager of cases in which a Post-Sentence Report needs to be ordered, compiling a daily list of documents obtained to be sent to the USMS and maintaining a year-to-date list of all information sent to the USMS.