



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

**MEMORANDUM**

**TO:** Addressees  
**DATE:** February 27, 2002  
**FROM:** Thomas H. Williams, Associate Director *(Signed)*  
**RE:** **Loss of Contact Policy Clarification**

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This correspondence is being forwarded to clarify an issue that was raised concerning the Loss of Contact policy. In summary, the policy mandates that staff are required to 1) conduct a visit to the offender's home and to 2) forward a letter to the residence if the offender fails to report to the CSO as directed.

A letter to the offender's residence or a home visit is not required, however, if the CSO has verification from the primary (adult) family member or other occupant/owner of the residence confirming that the offender no longer resides there and his/her whereabouts are unknown.

In such instances, the CSO must obtain the **full** name of the person providing the information and identify his/her relationship to the offender. The CSO must, furthermore, record the date and time that the information was provided and the date that the offender was reported to have vacated the residence. This information must be documented as soon as possible in the SMART running record and be included in any subsequent violation report(s) that may be required.

Addressees: Branch Chiefs SCSOs  
Information Copy: Elias Kibler, Deputy Associate Director