



OPERATIONAL INSTRUCTION

Operational Instruction CSS-2004-04

Effective: June 1, 2004

Approved: 

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Self-Paid Traffic Alcohol Program (TAP) Services

I. COVERAGE

This instruction provides guidance to Community Supervision employees on the referral of offenders to self-paid traffic alcohol program (TAP) services. This instruction does not establish any new procedures for the Community Supervision Officers (CSOs), but does provide clarification on existing operational procedures.

II. GUIDANCE

CSOSA is responsible for the supervision of all offenders convicted under traffic "T" dockets and sentenced to probation by the Superior Court of the District of Columbia. These offenders are ordered by the court to complete a traffic alcohol program (TAP) while under CSOSA's supervision. CSOSA provides an agency-funded TAP for offenders who are unable to pay for the services. Offenders who choose to pay for TAP services have the option of selecting and completing a privately operated program to satisfy this supervision requirement.

Offenders who opt to complete a privately operated program must complete a program that has been approved by the District of Columbia Department of Motor Vehicles (DC DMV) Medical Review Unit. The TAP Supervisory Community Supervision Officer (SCSO) will be responsible for contacting the DC DMV on a semi annually basis (January and July) to ascertain if any new privately operated programs have been approved by DC DMV, or if any programs that were approved by DC DMV have been disapproved. The TAP SCSO will be responsible to maintain a current, up-to-date list of DC DMV approved privately operated programs. This list is to be provided to any offender who opts to receive services from a DC DMV approved program. The SCSO and the CSO are not to recommend to the offender any DC DMV privately operated program.

Consistent with Agency policy, the CSO will obtain from the offender a signed release of information form, regardless of whether the offender is participating in an Agency-funded or a privately operated DC DMV approved TAP.

It is the responsibility of the offender to contact the privately operated program to:

1. Schedule an intake interview and enroll in the program;
2. Attend all required sessions;
3. Coordinate all matters pertaining financial responsibility;
4. Provide proof of program attendance to the CSO; and
5. Discuss any issues the offender may have while under supervision.

Offenders who complete privately operated traffic alcohol programs must still comply with all timeframes associated with supervision. Upon completion of a privately operated program, either the offender or the program is to provide verification of satisfactory program completion to the TAP CSO or TAP SCSO.