



OPERATIONAL INSTRUCTION

Operational Instruction MA- 2006-58-1

Policy Area: Security and Supervision

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Approved: *Jim Williams/signed*

Jim Williams, Associate Director
Management and Administration

Thomas H. Williams/signed

Tom Williams, Associate Director
Community Supervision Services

Warrants and Arrests at Pretrial Services Agency and Community Supervision Service (CSS) Sites

I. COVERAGE

The purpose of this Operational Instruction is to revise an existing internal security procedure in Community Supervision Services (CSS) for the arrest of offenders wanted on open and active warrants at Agency sites. This revision establishes/clarifies appropriate protocols for warrant service on offenders at Agency field offices and is intended to limit adverse incidents resulting from warrant service and to minimize harm to all persons at Agency sites at the time of the warrant service. This Operational Instruction also applies to D.C. Pretrial Services Agency (PSA) staff; however, PSA staff shall also be guided by PSA Management Instruction 2203, Warrant and Criminal History Checks.

II. SUPERSEDURES AND PROCEDURAL REFERENCES

A. Supersedures

CSS Memorandum Regarding Approved Procedures for Warrant Cases from SCSO
Woodland, dated 10-23-2003

Office of the General Counsel Directive revised 9-18-2000, Subpoenas, Warrants,
Garnishments, and Other Legal Process, Sections I.3 and 4.

B. Procedural References

PSA Management Instruction 2203 Dated 5-23-2005

III. GUIDANCE

1. Service of Open Warrants for CSOSA Offenders at CSOSA Controlled Sites

- a. This guidance covers Agency sites at 900 Rhode Island Avenue, N.E.; 1418 Good Hope Road, S.E.; 3850 South Capitol Street, S.E.; 25 K Street, N.E.; 1230 Taylor Street, N.W.; 900/910 Rhode Island Avenue, N.E. and any future CSOSA field sites with similar Protective Security Officer functions as the above.
- b. When a CSS employee with authorized access to the National Crime Information Center Interstate Identification Index (NCIC/III) and the Washington Area Law Enforcement System (WALES), becomes aware of an open arrest warrant prior to an offender reporting to a CSS site, the CSS employee will verify the warrant through running an NCIC/ III/WALES check and immediately notify a supervisor and the onsite Protective Security Officer.
- c. The Protective Security Officer will be given a copy of the verified warrant or system print out and a copy of the offender's SMART profile sheet. When a CSS employee is aware of an open warrant in advance of an offender's visit, the Protective Security Officer should also be notified in advance.
- d. When an offender with an open arrest warrant reports to or enters a CSS site, the offender shall undergo normal security screening and be seated in the office lobby waiting area. The Protective Security Officer will discreetly call the CSO and inform them of the offender's arrival.
- e. If the CSO has not already done so, s/he will discreetly contact the appropriate law enforcement authority and request warrant verification and service.
 1. The D.C. Metropolitan Police Department (MPD) should be called using "311," unless alternative arrangements have been worked out with local district stations.
 2. U.S. Marshals Service officers may be called on an individual basis at the discretion of the CSO or the CSS supervisor who is notified in item b. above.

The offender shall then be routinely escorted from the lobby area to the CSO's workstation. The CSO will then conduct a review and update of the information in SMART.

- f. At no time is an offender to be told of an open warrant. Care should be taken to avoid causing the offender to become alarmed or suspicious of pre-warrant verification activity.
- g. After the SMART review, the CSO will take the wanted offender to a Supervisory Community Supervision Officer's (SCSO) office for an SCSO conference. This is done in the interest of security. The offender will wait in the office until the arrival of an arresting law enforcement authority.
- h. When the law enforcement authority arrives, the Protective Security Officer shall telephone the SCSO and/or CSO and let them know of the law enforcement authority's arrival.
- i. The Protective Security Officer will then escort the arresting law enforcement authority to the location of the wanted offender where the arrest will be made.
- j. CSS staff are not to actively assist or engage in the physical apprehension of an offender or the service of a warrant.

- k. If an offender leaves the SCSO's or CSO's office prior to law enforcement's arrival, the SCSO or CSO shall immediately contact the Protective Security Officer and give a description of the offender and the direction the offender was headed. The Protective Security Officer will detain the offender and escort him/her to a secure office or conference room for holding until the law enforcement authority arrives.
- l. As circumstances warrant, one to two Protective Services Officer(s) will detain the offender in a conference room or other designated office. Prior to this taking place, the CSO will have called the SCSO (or their designee) for consultation. The decision to detain will be made after the SCSO (or designee) consults with the Protective Services Officer.
- m. After the offender is arrested, the Protective Services Officer shall return all documents, i.e., verified warrant or system print out and a copy of the offender's profile sheet (also see item c, above), still in his or her possession to the CSO.

2. Service of Open Warrants for CSOSA Offenders at the Re-Entry and Sanctions Center

- a. This guidance covers the Re-Entry and Sanctions Center (RSC) 1900 Massachusetts Avenue, S.E.
- b. When a RSC employee becomes aware of an open arrest warrant for an RSC offender/defendant ("resident") he/she should immediately bring this information to the attention of the RSC Program Manager (or his/her designee). The RSC Program Manager will then verify the warrant through liaison with the appropriate Agency entity (CSS or PSA). The RSC Program Manager will inform the Associate Director of CJP and the RSC Protective Security Supervisor of the open warrant information.
- c. The RSC Program Manager will discreetly contact the appropriate law enforcement authority and request warrant verification and service.
 - 1. The D.C. Metropolitan Police Department (MPD) should be called using "311," unless alternative arrangements have been worked out with local district stations.
 - 2. U.S. Marshals Service officers may be called on an individual basis at the discretion of the Program Manager who is notified in item b. above.
- d. At no time is the resident to be told of an open warrant. Care should be taken to avoid causing the resident to become alarmed or suspicious of pre-warrant verification activity.
- e. When the law enforcement authority arrives, the Protective Security Officer shall telephone the RSC Program Manager and let them know of the law enforcement authority's arrival.
- f. The resident will then be escorted from the residential area by RSC staff to a RSC office on the 1st floor for a conference and/or meeting. This is done in the interest of security. The RSC staff will have the offender wait in the office until the arrival of an arresting law enforcement authority.

- g. The Protective Security Officer will then escort the arresting law enforcement authority to the location of the wanted resident where the arrest will be made.
- h. RSC staff persons are not to actively assist or engage in the physical apprehension of an resident or the service of a warrant.
- i. If a resident leaves the RSC prior to law enforcement's arrival, the Protective Security Officer will immediately be contacted and given a description of the resident and the direction the offender was headed. The Protective Security Officer will detain the resident and escort him/her to a secure office or conference room for holding until the law enforcement authority arrives
- j. As circumstances warrant, one to two Protective Services Officer(s) will detain the resident in a conference room or other designated office. This will only be done at the request of and in coordination with the RSC Program Manager

3. Service of Open Warrants for CSOSA Offenders at GSA Controlled Sites

- a. This guidance covers Agency sites at 800 North Capitol Street, N.W. and future field sites where the Protective Security Officer functions are performed under contract to the Department of Homeland Security, Federal Protective Service and security screening is conducted at the point of entry versus Agency office space.
- b. When a CSS employee with authorized access to NCIC/III, WALES, becomes aware of an open arrest warrant prior to an offender reporting to a CSS site, the CSS employee will verify the warrant through running an NCIC/III/WALES check and immediately notify a supervisor and the onsite Protective Security Officer.
- c. The Protective Security Officer will be given a copy of the verified warrant or system print out and a copy of the offender's SMART profile sheet. When a CSS employee is aware of an open warrant in advance of an offender's visit, the Protective Security Officer should also be notified in advance.
- d. When an offender with an open arrest warrant reports to or enters a CSS site, the offender shall be seated in the office lobby waiting area. The Protective Security Officer will discreetly call the CSO and inform them of the offender's arrival.
- e. If the CSO has not already done so, s/he will at this time contact the appropriate law enforcement authority (in this case the Federal Protective Services Mega Center at 202-708-1111) and request warrants service. The offender will then be routinely escorted to the CSO's office or workspace.
- f. At no time is an offender to be told of an open warrant. Care should be taken to avoid causing the offender to become alarmed or suspicious of pre-warrant verification activity.
- g. After the SMART review, the CSO will take the wanted offender to a Supervisory Community Supervision Officer's (SCSO) office for a SCSO conference. This is done in the interest of security. The offender will wait in the office until the arrival of an arresting law enforcement authority

- h. When the law enforcement authority (Federal Protective Service) arrives, the Protective Security Officer shall telephone the SCSO and/or CSO and let them know if the law enforcement authority's arrival.
- i. The Protective Security Officer will then escort the arresting law enforcement authority to the location of the wanted offender where the arrest will be made.
- j. CSS staff are not to actively assist or engage in the physical apprehension of an offender or the service of a warrant.
- k. If an offender leaves the SCSO's or CSO's office prior to law enforcement's arrival, the SCSO or CSO shall immediately contact the Protective Security Officer and give a description of the offender and the direction the offender was headed. The Protective Security Officer will detain the offender as appropriate and escort them to a secure office or conference room for holding until the law enforcement authority arrives.
- l. The CSO will call the SCSO (or his or her designee) for consultation. The decision to detain will be made after the SCSO (or designee) consults with the Protective Services Officer. As circumstances dictate, one to two Protective Services Officer(s) will detain the offender in a conference room or other designated office.
- m. After the offender is arrested, the Protective Services Officer shall return all documents, i.e., verified warrant or system print out and a copy of the offender's profile sheet still in his or her possession to the CSO.

4. Service of Open Warrants for CSOSA Offenders at Other Sites (i.e., 300 Indiana Avenue)

- a. This guidance covers Agency sites at 300 Indiana, N.W. and future field sites where the Protective Security Officer functions are performed under contract to the Metropolitan Police Department and security screening is conducted at the point of entry versus Agency office space.
- b. When a CSS employee with authorized access to NCIC/III/WALES, becomes aware of an open arrest warrant prior to an offender reporting to a CSS site, the CSS employee will verify the warrant through running an NCIC/III/WALES check and immediately notify a supervisor and the onsite police officer stationed in the lobby kiosk. When a CSS employee is aware of open warrant in advance of an offender's visit, the police officer stationed in the lobby kiosk should also be notified in advance.
- c. When an offender with an open arrest warrant reports to or enters a CSS site, the offender shall be seated in the office lobby waiting area and the CSO notified of their arrival.
- d. If the CSO has not already done so, s/he will at this time discreetly contact the appropriate law enforcement authority and request a warrant verification and service.
 1. MPD should be called using "311" unless alternative arrangements have been worked out with local district precincts.

2. U.S. Marshals Service officers may be called on an individual basis at the discretion of the CSO or the CSS supervisor who is notified in item b. above.
- e. At no time is an offender to be told of an open warrant. Care should be taken to avoid causing the offender to become alarmed or suspicious of pre-warrant verification activity.
- f. The offender is then routinely escorted from the lobby area to the CSO's workspace. The CSO will then conduct a review and update of the information in SMART.
- g. After the SMART review, the CSO will take the wanted offender to a Supervisory Community Supervision Officer's (SCSO) office for a SCSO conference. This is done in the interest of security. The offender will wait in the office until the arrival of an arresting law enforcement authority
- h. When the law enforcement authority arrives, Agency staff shall telephone the SCSO and/or CSO and let them know if the law enforcement authority's arrival.
- i. Agency staff will then escort the arresting law enforcement authority to the location of the wanted offender where the arrest will be made.
- j. CSS staff are not to actively assist or engage in the physical apprehension of an offender or the service of a warrant.
- k. The CSS employee who initiated the request for apprehension will notify the Office of Security via email, within one business day, of the warrant being served and will include the particulars (i.e., offender's name, reason for warrant, date and place of arrest, etc).

5. Service of Open Warrants for CSOSA Offenders at 633 Indiana Avenue, N.W., and 601 Indiana Ave., N.W. (to include PSA and CSOSA spaces)

- a. This guidance covers Agency sites at 633 Indiana Avenue, N.W., 601 Indiana Avenue, N.W., and future field sites with similar Protective Security Officer functions as the above sites. References to PSA staff actions are in accordance with PSA's Management Instruction 2203 and are repeated here for the sake of clarity.
- b. If a CSS or PSA employee with authorized access to NCIC/III, WALES becomes aware of an open arrest warrant prior to an offender/defendant reporting to either the 601 or 633 site, the employee will verify the warrant and immediately notify a supervisor.
- c. The employee or supervisor will then call the Protective Security Officers at the Security Control Center (SCC) at 633 Indiana Avenue, N.W. and immediately fax or hand deliver the warrant verification, i.e., NCIC or WALES printout, to the SCC.
- d. If the employee or supervisor is located at 601 Indiana Avenue, N.W., the employee and supervisor will also immediately inform the on-site 601 Protective Security Officer.
- e. The Protective Security Officer will at this time contact the appropriate law enforcement authority (i.e. Metropolitan Police Department or U.S. Marshals Service) and request warrants service.

1. MPD should be called using “311” unless alternative arrangements have been worked out with local district precincts.
 2. U.S. Marshals Service officers may be called on an individual basis at the discretion of the CSS or PSA supervisor who is notified in item b. above.
- f. If the detention is at 633 Indiana, N.W., the following will occur:
1. Security calls employee/supervisor to report two security officers are en route.
 2. The offender/defendant is apprehended and taken to the 633-security control center until MPD/USMS arrives.
- g. If the detention is at 601 Indiana, N.W., the following will occur:
1. Security officer notifies the 601 employee/supervisor that a 633-security officer is en-route.
 2. 601-employee/supervisor escorts the offender/defendant to a conference room to conduct the originally intended purpose of the visit.
 3. Upon arrival of the 633-security officer, both the 601 and 633 security officers make the apprehension.
 4. The offender/defendant is held in the conference room until MPD/USMS arrives, and officer calls back to the 633-security desk, reporting that the offender/defendant has been successfully detained.
- h. In the event that only one officer is available to respond and the offender/defendant cannot be stalled, the officer will respond to make the apprehension without a partner.
- i. When the law enforcement authority arrives, the Protective Security Officer shall telephone the SCSO and/or CSO and let them know of the law enforcement authority’s arrival.
- j. The Protective Security Officer will then escort the arresting law enforcement authority to the location of the wanted offender/defendant where the arrest will be made.
- k. Staff are not to actively assist or engage in the physical apprehension of an offender/defendant or the service of a warrant.

If an offender/defendant leaves the office prior to the Protective Security Officer’s arrival, the Protective Security Officer will immediately be contacted and given a description of the offender/defendant and the direction the offender was headed. The Protective Security Officer will detain the offender/defendant when found.

6. Service of Warrants for Offenders/Defendants with Children

Should an offender/defendant with an open warrant have minor children accompanying him or her, the staff shall alert the arresting law enforcement authority to this fact when law enforcement is initially called. The care and appropriate referrals for disposition of the minor children will be the responsibility of the arresting law enforcement authority.

7. Staff Custody of Property

Property of offenders/defendants should be taken into the custody of the arresting authority. CSS staff and Protective Security Officers should advise any arresting personnel who attempts to leave offender/defendant property with Agency staff that Agency policy does not permit Agency staff to retain it.