



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

*Community Supervision Services  
Associate Director*

**MEMORANDUM**

**DATE:** April 9, 2003

**TO:** Addressees

**FROM:** Tom Williams, Associate Director (*signed*)  
Community Supervision Services

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**RE:** Guidance  
**Subject:** Supervised Release

Effective March 3, 2003, the Superior Court for the District of Columbia instituted, at the request of the United States Parole Commission (USPC), a new procedure with regards to felony defendants sentenced to a term of incarceration to a Bureau of Prison (BOP) facility. When the judge imposes a term of incarceration during the sentencing phase of the trial proceedings, the defendant will receive a copy of USPC CSR-1.1 Form (revised 11/02), Certificate of Supervised Release for the District of Columbia Code Offender (see attached). This form does not require the defendant's signature and details the seven conditions of release that the defendant will be required to adhere to upon release from incarceration. In addition, the offender is advised, via the above-referenced form of the period of supervised released and the requirement to report to the Agency upon release from incarceration.

The second form, Recommendation for Imposition of Special Conditions of Supervised Release USPC CSR-1.2 (revised 11/02), is the form that the Court will complete at sentencing. The sentencing judge is required to complete this form if there is a special condition or special conditions that the judge will want the USPC to consider for inclusion on the offender's Supervised Release Certificate.

Prior to the inmate's release from incarceration, the USPC will forward the Supervised Release Certificate to the Data Management Group (DMG) for signature by the offender. In those instances where the supervised release certificate is delayed in coming to DMG, the Supervised Release Certificate will be forwarded to the CSO by DMG staff so that the CSO can obtain the offender's signature.

The important item to note is that, effective March 3, 2003, the Superior Court Judges began notification to all felony defendants sentenced to a term of incarceration to a Bureau of Prison facility. If the offender fails to report as directed to the Agency, and is later deemed to be in a loss of contact status, the USPC will issue a retake warrant even though the Agency does not have a signed Supervised Release Certificate on file.

Please share this information with your direct reports. Any questions should be addressed to the Branch Chief or Deputy Associate Director Rush.

Attachment(s)

Addressees:

Branch Chiefs  
SCSOs

cc: Mr. Rush