



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

Office of the Associate Director

TO: Addressees

DATE: May 19, 2004

FROM: Thomas H. Williams, Associate Director, CSS (*signed*)

RE: Telecommuting, Alternative Work Schedule (AWS), et Al.

Supervisory Community Supervision Officers (SCSOs) are the primary trainers to the staff assigned to their organizational unit. One of the basic tenets of any line supervisor is to ensure that agency policies and operational guidance are fully understood, that agency policies and operational guidance are accurately articulated by the supervisor to their direct reports; and that line staff can operationalize and execute agency policies and operational guidance in the course of their duties and responsibilities.

Senior and mid-level management have the responsibility to ensure that agency policies and operational guidance are vetted, discussed, and explained to line supervisors. To fulfill the role as primary trainer, it is imperative that SCSOs are available to their direct reports to provide guidance, direction, and instruction.

On August 7, 2002, the Agency promulgated its Telecommuting Program Policy. Several months ago, at the request of staff, I was considering a draft CSS Guidance, "Alternative Work Schedule (AWS) for SCSOs." At this time, I am withdrawing the draft AWS Guidance from further consideration. In addition, effective upon receipt of this correspondence, SCSOs who have responsibilities for offender supervision functions will be permitted to telecommute one day per pay period with appropriate approval sign offs and consistent with the needs of the organization.

Supervisory staff assigned to other functions within CSS may be permitted to telecommute at a frequency greater than once per pay period. The decision for an increased telecommuting schedule for other supervisory personnel will be contingent upon, but not limited to, the organizational needs, composition of the organizational unit, performance of the line supervisor, and the ability of the organizational unit to achieve unit goals.

Please ensure that your direct reports are familiar with the content of this correspondence.

cc: Mr. Rush, Deputy Associate Director
Branch Chiefs
Ms. Keels, Executive Assistant
Ms. Kafami, Senior Management Analyst
Mr. Burnette, Administrative Officer
Ms. Evans, Special Assistant

Information Copy: Ms. Poteat, Deputy Director

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