

Appendix F: Specific Probation Intake Procedures

OPU Intake processes all cases that are sentenced to a term of probation. The sentence may consist of a period of probation only or may include a period of incarceration (split sentence cases). OPU staff is responsible for accurately entering offender case management information into the SMART Intake Module and forwarding hard copies of key documents to the appropriate clerical support function within CSS.

a. Walk-Ins

Walk-in cases are those cases in which the offender reports directly to OPU from D.C. Superior Court.

- Offenders ordered into supervision will be instructed by the Judge or Courtroom clerk to report to the Probation Intake Office (**SAME ADDRESS AS PSI INTAKE**).
- The offender accompanied by his/her attorney should report to the Probation Intake Office with the Judgment and Commitment Order (J&C) in-hand. The J&C Order will specify the terms of probation and all the conditions imposed by the Court.
- The Offender Processing Specialist (OPS) will:
 1. Make a copy of the judgment and Commitment Order and return the original to the offender.
 2. If the offender does not have a copy of the Order, the OPA/OPS will verify the basic case information in the CIS/JUSTIS. OPU File Management Staff will then obtain the required documents (J&C) from the Criminal Division closed files unit (located on the 4th floor of D.C. Superior Court). The OPS will inform the offender that the J&C Order must be obtained to process his/her case and instruct the offender to remain in the Intake office.
 3. The OPS will continue to process the offender using all other available information.
- The OPS processes the case and enters data into SMART by using the Probation Intake sheet, the J&C (in cases where the Order has been obtained or the status of that particular case has been otherwise ascertained) and all other pertinent printouts received.
 1. Docket information must be taken from the most recent Judgment and Commitment Order. The OPA should pay particular attention to the case type by reviewing the special conditions of

probation contained in the J&C Order that may indicate assignment priority to a specialized team (i.e., Mental Health, Sex Offender, Domestic Violence, STAR HIDTA programs or split sentence directives, etc.).

2. A J&C Order with special conditions that are tracked by the Probation Intake Office must be logged and placed in the designated Unit work tray to be faxed to the appropriate Agency staff person. Other special conditions that may be reflected include Community Service, Electronic Monitoring, Halfway House Placement, Inpatient Drug Treatment and the Safety Net drug treatment programs.
 3. Supervision details include the “key” information such as case type, probation start date, probation full term date, general supervision 541(e), 904(e), 803(a) and Interstate Compact cases; and
 4. If a prior case record does not exist, the OPS will create a new record for the case.
- Each probation offender will leave the Probation Intake Office with:
 1. Judgment and Commitment Order
 2. Drug test referral form instructing the offender to report to the ISCU and
 3. Assignment to Supervision Team Form, and
 4. If required, the DNA and/or Sex Offender registration referral form.
 - To complete the probation file and forward the paperwork to the teams the OPS will:
 1. Log the case into the probation intake walk-in log
 2. Forward a copy of the J&C Order, the Probation Intake and Assignment forms to the assigned team no later than the next business day.
 3. Check the PSI files for a jacket on the walk-in offender who has been assigned to a supervision team;
 4. Pull that file folder (if it exists) and add all of the current information to that jacket.
 5. Check off the elements completed on the Case Tracking form, clip it to the front of the jacket, and enter the “Day One” date onto the tracking form.

6. Send an email (when the incorrect assignment is discovered) to the SCSO who initially received the incorrect assignment alerting the SCSO to transfer the case to the appropriate team. All email notifications must be sent immediately to the following persons:
 - The SCSO transferring the case
 - The SCSO receiving the case
 - The SOPS for probation, parole and supervised release intake.

b. No Show Procedures for Probation Intake

No Show Cases are those matters in which the Court orders that an offender be placed on probation but s/he does not report to the Probation Intake Office for assignment to supervision.

Procedures for these cases are as follows:

1. All court jackets in which the Court has ordered probation must be photocopied.
2. The CSA responsible for photocopying will give copies to the SCSA in the Intake office.
3. The SCSA will record the pertinent information on each case and distribute the cases to the Probation Intake CSA for processing.
4. The CSA will review the Judgment and Commitment Order, the printed CIS/JUSTIS, JACCS and WALES screens along with the Pre-Sentence Investigation Report (PSI) and enter the offender's case information into SMART.

c. Specialized Probation Cases

i. Special Condition Cases

OPU staff are responsible for entering into SMART additional processing tasks to meet special conditions cases which include, but are not limited to: Electronic Monitoring, Community Service, Inpatient Drug Treatment, Halfway House Placements and Split Sentences.

These matters also may include any case from the D.C. Superior Court in which the judge sentences the offender to a term of incarceration followed by entrance into an inpatient drug treatment program after release from incarceration.

- **Inpatient Drug Treatment and Safety Programs**

Another type of case is one in which the judge sentences the offender to probation with the condition

that he enter and complete an inpatient drug treatment program, with another condition that he remain in the D.C. Department of Corrections until space becomes available in the inpatient drug treatment program.

OPU staff also process offenders serving a sentence at the jail to be followed by probation at the conclusion of the sentence.

- **Split Sentence Cases** are those cases in which an offender serves a sentence at the jail followed, at the conclusion of the sentence, by a period of probation. These cases will be processed as follows:
 1. The SCSA will identify all cases that have split sentences and assign those matters to the CSA responsible for handling split sentence cases.
 2. The CSA will then complete the following steps:
 - a. Enter the case number into CIS/JUSTIS to check the accuracy of the information on the J&C Order as well as to locate the PDID (Police Department Identification) number.
 - b. Enter the PDID number into JACCS to locate the D.C. Department of Corrections facility where the offender is currently being housed.
 - c. Process the offender in SMART by doing a detailed search using the first name, last name and PDID number. If the offender has a new record and is currently on probation in another case, the CSA will add the new docket to the existing record. If the offender has a record under a diagnostic officer or there is no record in SMART, the CSA will enter the information as a new record.
 - d. Enter the “Supervision” screen; complete the calculation for sentencing as to when the probation term will begin. Usually this date is calculated beginning with the date upon which the offender leaves the institution.
 - e. If there are no previous assignments in SMART, the CSA will then have SMART make the appropriate assignment. If the offender is already

assigned to a supervision team, SMART will automatically re-assign this case to that same supervision team.

- f. If the case has a special condition of Inpatient Drug Treatment or Safety Net Program placement, once the assignment is completed, the CSA will fax a copy of the order to the Court Liaison Officer in CIT (Central Intervention Team). The CSA will then attach a copy of the fax transmittal confirmation (showing confirmation that the fax was received) to a copy of the order to be filed in the Probation Intake office.
- g. Log the information in the CIT logbook using the offender's name, docket number, PDID number, sentencing date, team assignment and the date the information was faxed to CIT. The logbook will be divided by months, with each month beginning at the top of its own page in the book.
- h. The case documentation will be sent to the CIT Court Liaison Officer via inter-office mail to 300 Indiana Avenue, N.W.
- i. At the end of the month, the CSA will copy the CIT logbook pages to be forwarded to the Office of the Associate Director for CSS.

ii. Detained Cases

Detained Cases are those matters in which the judge had ordered the offender to serve a term of probation at the same time the offender was still incarcerated in another jurisdiction.

iii. Split Sentence Cases/Detained Case Procedures for Probation Intake

Split Sentence Cases are those cases in which an offender is given a period of incarceration followed by a period of supervised probation.

Detained Cases are those cases in which the judge had ordered an offender to serve a term of probation at the same time the offender was incarcerated in another docket.

Record checks and SMART entries on Detained Cases and Split Sentence/Detained Cases are outlined in Section A – General Intake Functions.

iv. Unsupervised Probation Case Assignments

OPU staff is responsible for accurately updating SMART case management information for unsupervised probation matters initially referred to CSS by the Court. All unsupervised probation matters (YRA, 541(e) and 904 (e) cases) are assigned to supervision teams so the CSO can notify the Court of the offender's overall compliance with the conditions of release prior to the scheduled expiration of the case. This judicial notification must be made within 30 to 45 days of the scheduled expiration date of the case so that the U.S. Attorney may respond to the Court if there is any objection to the offender's receiving the benefits of the particular sentence. The CSO involvement in the case is to: (1) monitor the case and not supervise the offender and (2) ensure that all relevant case information is accurately updated in SMART. In the event of a re-arrest, the CSO is to submit an AVR to the Court requesting a Show Cause Hearing. Appropriate forms relating to the expungment of the arrest record(s) and the vacating of sentence(s) can be found in SMART and/or the CSS Forms Manual.