



Newslink



A Monthly Publication of CSOSA

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Special Points of Interest:

- *Announcing New EEO Counselors*
- *Planning on going back to school? Learn more about CSOSA's Tuition Reimbursement Program*
- *CSOSA's energy conservation efforts*
- *Not just a rumor... find out more about Tax Relief 2000*

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Voice of the Interim Director



Jasper Ormond

CSOSA is developing a nationally recognized re-entry system at a time when policy makers are focusing on re-entry at the national level. Our re-entry process could not have been developed at a more opportune time. The General Accounting Office reports that the number of federal and state inmates released to communities has increased from 148,867 in 1980 to 532,136 in 1998 – with a national recidivism rate of approximately 40 percent. With the drastic increase in offenders returning to the community, it has become imperative that communities prepare for the return of their citizens.

CSOSA's model for offender reintegration involves a comprehensive re-entry system that includes thorough assessments, detailed supervision plans, enhanced supervision and provision of risk/need-specific services for our offenders. To accomplish this goal, we have established relationships with local government entities and non-government organizations to provide much needed services to our offender population. For example, approximately 70% of our offender population have a history of substance abuse. To address the needs for substance abuse treatment, CSOSA has established contracts with vendors that provide a continuum of care, ranging from detoxification to outpatient care. Another obstacle that plagues our offenders is the lack of viable employment training and opportunities. Consequently, CSOSA has hired both a training and

employment specialist, whose primary tasks are to prepare offenders for employment opportunities and assist them in locating viable employment. During FY02, we will employ additional employment specialists to help meet the demand for these services.

I am proud to report that CSOSA is a leading agency in the effort to make successful offender re-entry a reality. Currently, CSOSA is working with the Office of the Mayor and the Metropolitan Washington Council of Governments to better coordinate the stakeholders in the District's reentry system. The District is applying for *The Young Offender Initiative: Re-entry Grant Program*, a grant program that is designed to increase public safety by ensuring successful offender reintegration for offenders ages 14 to 35. Our role is critical in helping the District develop a citywide paradigm of reentry.

It is promising to see that the leadership of this nation has embraced the concept that our agency was founded on. Your work is the reason that CSOSA is a leader in the development of a system of re-entry for all offenders. Offenders, communities, law enforcement, and local and federal entities notice and appreciate your work. I applaud you and encourage you to keep up the great work!

CSOSA's Mission Statement

The mission of the Court Services and Offender Supervision Agency for the District of Columbia is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community. The Agency will enhance decision-making and provide effective community supervision, thereby ensuring public confidence in the criminal justice system.

CSOSA Events

JULY 2001 Newslink CALENDAR

National Parks and Recreation Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	 4 INDEPENDENCE DAY	5	6	7
8	9	10	11	12	13	 14 DC C.U.R.E. Community Services Fair
15	16	17	18	19	20	21
22	<i>Job Fair</i> 23	24	25	26	27	28
National Association of Blacks in Criminal Justice (NABCJ) 28th National Conference and Training Institute Cincinnati, Ohio 7/22/01-7/26/01						
29	30	TSP Open Season Ends  www.tsp.gov	31			

On Saturday, July 14, 2001 the Washington, DC based organization C.U.R.E (Citizens United for Rehabilitation of Errants) sponsored a Community Services Fair to assist ex-offenders in finding resources upon returning to the community. This event included agencies, services, and programs to help ex-offenders and other community residents discover a variety of community resources such as job training, health care, employment, housing, clothing, and other social services to improve on their quality of life.

On Monday, July 23, 2001 Congresswoman Eleanor Holmes Norton will host her fourth annual Job Opportunity Fair. Congresswoman Norton will bring together employers and her constituents as part of her ongoing effort to combat unemployment in Washington, DC. The fair will take place from 11:00 a.m. to 4:00 p.m. at the Washington Convention Center in Hall "C". CSOSA will have a booth to disseminate vacancy announcements and other materials to demonstrate our commitment to this worthy cause.

Office Updates

Community Partnership At Work

BY CHERYL MERRIFIELD, CSO | SCSO, CSS BRANCH V

On Tuesday, June 26, 2001, the first job training fair was held by the Community Supervision Services Interstate Compact and Detainer Branch in conjunction with the University of the District of Columbia's Workforce Development Institute. CSOs were asked to identify those offenders who were unemployed, employed part-time, or seeking better positions. One hundred and fifty-four (154) offenders were identified between Team #24 and Team #25. CSOs advised the offenders of the job training fair and their obligation to attend; the offenders were also sent a letter of instructions to appear.

Seventy-eight (78) offenders responded. They listened intently as Ms. Shirley Brookings and Mr. Ed Galiber of the University of the District of Columbia described the three training programs available: Health Care Provider, Telecommunications, and Office Supply Distribution. The duration of each program ranges from six to eight weeks. While participating in the program many offenders may be eligible for a stipend through referral to Vocational Rehabilitation. Additionally, transportation to the program sites will be made available through UDC.



Upon completion of the program offenders will receive certification and job placement assistance. The salaries for these positions vary from \$9 to \$15 per hour. During the job fair, offenders received assistance processing their applications and were able to identify the training program of interest to them. The programs will be scheduled to commence later this month and the offenders will be notified.

The job fair was coordinated with the assistance of Community Relations Specialist Kweku Toure. Mr. Toure, along with SCSOs Eugene Gloster and Cheryl Merrifield, and CSOs Cheryl Pettus-Mack and Michelle Watson, will continue to work as liaisons between CSOSA, the UDC Workforce Institute, D.C. Department of Employment Services, and Vocational Rehabilitation.

Most offenders who attended the job training fair showed sincere enthusiasm about the program. CSOSA was very pleased with the turnout. We will keep you advised of the offenders' progress in the programs in future issues of Newslink.

New EEO Counselors

The Office of Equal Employment Opportunity, Diversity and Special Programs takes pleasure in announcing the selection of collateral duty EEO Counselors. We have selected Counselors from CSOSA and Pretrial Services.

For CSOSA:

Toni Brinson, Branch III
W. Bernard Davis, Branch IIA
Sondra Harris, Branch I
Derrick Miller, Branch IV
Dara Mills, Preliminary Hearing Unit
DeAndrea Peters, Training & Development
Malik Waleed, Branch V
Lisa Willis, Branch III
Omowale S. Ogbonna, Branch III (alternate)

For PSA:

Ralph Balsamo
Tracey Carson, RCSP
Joyce Corley, GSU
Derrick Gervin
Tiffany Manley, GSU (alternate)

The EEO Counselors training is scheduled for July 23, 2001 through July 27, 2001.

Congratulations!!!

Tuition Reimbursement

BY VICTORIA PERSON, DEPUTY DIRECTOR | OFFICE OF TRAINING AND CAREER DEVELOPMENT



The Training and Career Development Center is proud to announce CSOSA's Tuition Reimbursement Program for the Fall 2001 semester (August 2001-December 2001). Applications are now being accepted through July 20, 2001. Application packages were sent to all CSOSA supervisors on Friday, June 29, 2001, and will be available

on the web. The program description and eligibility requirements are outlined in the Human Resources Directive 410.1 Change 1, dated August 11, 1999.

The basic requirements are:

- The program is dependent on sufficient funds
- The requestor must be a full-time CSOSA employee with a favorable current performance rating
- The course(s) must be job-related as defined in Directive 410.1
- The employee must demonstrate satisfactory completion in order to be reimbursed for the course(s)

Please feel free to contact the Training and Career Development Center at (202) 220-5627 if you have any questions. We look forward to your continued educational development.



Conserving Energy

BY KEITH SPICER, FACILITIES ENGINEER | OFFICE OF FACILITIES MANAGEMENT

On May 3, 2001, President Bush issued a directive to Federal agencies to conserve energy at their facilities. The purpose of this directive is to make the most economical use of public dollars, protect the environment, and help ease the possible electricity shortages this summer in California and other regions of the United States such as the Northeast and Northwest.

As the largest consumer of electricity, all Federal agencies are required under the directive to take immediate steps to conserve energy and reduce peak load at their facilities. It also calls on all Federal agencies to set an example of energy conservation for the rest of the country.

The Office of Facilities Management has designed each of our new facilities to be energy efficient. We are continually looking at ways to be even more energy efficient, through improved lighting design and Environmental Management Systems. However, even with all the advanced technologies available in the construction industry for our field office sites to be energy efficient we need your help as the end user.

To help us save energy, we call on you to assist us in the following ways:

- Unplug and store all unnecessary electrical appliances.
- Don't over burden the electrical circuits by plugging in too many items on one circuit.
- When purchasing electrical appliances purchase only energy efficient items.
- Recycle.

Before you leave, work each day please:

- Shut down your computer and printer.
- Turn off all personal appliances i.e. radios.
- Turn off all lights in your office/cubicle.

Note: *Some personal offices spaces in 633 Indiana Ave have been designed with motion sensors which turn off the lights automatically.*

If you are the last person to leave in your area before you leave:

- Make sure all personal appliances in the pantries, such as coffee pots, are turned off or unplugged.
- Please turn off all lights to the area.

Remember you have the power to make a difference.

Legislative Updates

BY MICHAEL LAWRENCE, ASSOCIATE DIRECTOR | OFFICE OF LEGISLATIVE, INTERGOVERNMENTAL AND PUBLIC AFFAIRS

CSOSA GIVES TESTIMONY BEFORE SENATE APPROPRIATIONS SUBCOMMITTEE

On July 10, Interim Director Jasper Ormond testified before the Senate Committee on Appropriations, Subcommittee on the District of Columbia, to discuss CSOSA's budget request for Fiscal Year 2002.



HEARING ON RE-ENTRY

Chairperson Constance Morella has scheduled a hearing on re-entry for July 20. CSOSA's Interim Director Jasper Ormond has been invited to testify along with other key criminal justice stakeholders in the District of Columbia.

CONGRESSIONAL STAFFER VISITS CSOSA/PSA DRUG TESTING LAB

In late June, a member of Chairman Knollenberg's staff met with CSOSA Senior officials and toured the PSA Forensic Toxicology Drug Testing Laboratory.

WALL STREET JOURNAL STORY ON RE-ENTRY

A *Wall Street Journal* reporter has been working with OLIPA staff to prepare a story on re-entry. The reporter visited two mass orientations and interviewed the Interim Director. In the near future, the reporter will participate in an accountability tour with a Community Supervision Officer, and plans are being finalized for an overnight stay at Karrick Hall.

COMMUNITY CORRECTIONS STORY ON DC RE-ENTRY EFFORTS

The Community Corrections Report on Law and Corrections Practice reprinted "Re-entry Matters in the District of Columbia" in its July/August 2001 edition. The article discusses what CSOSA is doing to prepare offenders for successful re-integration into the community.

Office of Professional Responsibility Update

BY JAMES G. SMITH, DIRECTOR | OPR

The Office of Professional Responsibility (OPR) provided training to supervisors and managers on May 22, 2001. The class was titled, "Resolving Allegations of Employee Misconduct (OPR)". The goal of this class was to educate supervisors and managers about the use of OPR in resolving allegations of employee misconduct. The next two classes are scheduled for August 9th and 21st, 2001. All supervisors and managers who did not attend the previous class are asked to register for one of the August classes with the Training and Career Development Center.

In June 2001, the OPR provided a copy of its Annual Report to all senior managers. If any senior manager has questions regarding the Annual Report, do not hesitate to contact the OPR.

DID YOU KNOW...

Every employee is required to immediately report to management any violation or attempted violation of any law, regulation, or provision of the Standards of Employee Conduct committed by employees based upon a reasonable good faith belief that such violation has occurred.

OHR at Your Service

BY FRAN HAGAN, SPECIAL ASSISTANT TO THE ASSOCIATE DIRECTOR | OFFICE OF HUMAN RESOURCES

In our continuing effort to provide the very best in customer service, the Office of Human Resources will provide twice-weekly office hours at 633 Indiana Avenue.

Beginning July 3, 2001, on Tuesday mornings and Thursday afternoons, a Personnel Specialist, Employee-Labor Relations staff member, or Benefits Officer will be available to discuss your questions in **Room 1231 on the 12th floor at 633 Indiana Ave** for your convenience.

Watch the CSOSAWeb intranet site for changes in schedule, but generally, the Employee-Labor Relations staff and Benefits Officer will be available on alternate Tuesday mornings and a Staffing Specialist will be scheduled on Thursday afternoons. Just to be sure, we suggest you check the CSOSAWeb for updates.

Of course, employees can always reach us at our new location (808 17th Street, N.W.), on the same telephone numbers as before, by e-mail, by interoffice mail, or in person via Metro at the Farragut West station (Blue-Orange lines) or the Farragut North station (Red line).

New OHR Office Hours at 633 Indiana Ave:

Tuesdays 9:00am to 1:00pm Thursdays 12:00pm to 4:00pm

July 3, Tuesday:	9:00am to 1:00pm	Benefits Officer
July 5, Thursday:	12:00pm to 4:00pm	Staffing Specialist
July 10, Tuesday:	10:30am to 1:00pm	Staffing Specialist
July 12, Thursday:	9:00am to 1:00pm	E-LR, Assistant HR Director
July 17, Tuesday:	9:00am to 1:00pm	Benefits Officer
July 19, Thursday:	12:00pm to 4:00pm	Staffing Specialist
July 24, Tuesday:	9:00am to 1:00pm	E-LR, Assistant HR Director
July 26, Thursday:	12:00pm to 4:00pm	Staffing Specialist
July 31, Tuesday:	9:00am to 1:00pm	Benefits Officer
Aug. 2, Thursday:	12:00pm to 4:00pm	Staffing Specialist

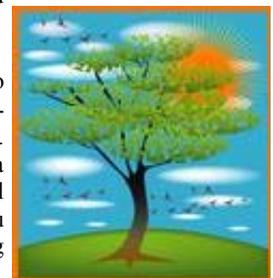
SUMMER REFLECTIONS FROM OGC

BY LINETTE A. LANDER, ASSISTANT GENERAL COUNSEL | OGC

When you read this, most or all of you will have attended the mandatory training on "Lawsuits, Investigations, and How to Avoid Them" that OGC has been conducting for CSOSA and PSA employees during the months of May and June. That training was intended to provide employees with basic guidance on how to avoid problems and what to do in the event a problem arises. Many of us use the "The Washington Post" test – that is, how would an action or its consequence be perceived if it were reported publicly? Here are some related tips drawn from past observations:

- ♣ Never say or write anything that you would not want attributed to you in the press or other public forum. People have been known to say things, sometimes even when they knew they were being recorded, on the apparent assumption that their statements would never see the light of day. Our words can and *do* come back to haunt us.
- ♣ Double-check that those who are supposed to follow up on your actions have done so. Document your efforts to verify the follow-up of others to ensure that the task is completed and you are not held responsible for the inaction of others.
- ♣ Listen to your instincts. If you feel uncomfortable about something, whether it involves the safety of an individual, the soundness of a plan, or an arrangement committing government resources, talk to your supervisor about your misgivings, and consider putting them in writing for the record. It is a terrible feeling to tell yourself or others later -- once a situation has gone awry -- that you were uncomfortable with something but never voiced your concerns.

- ♣ If you are responsible for a decision, make sure that you base your determination on first-hand information, or information that you have independently verified yourself.
- ♣ Keep checklists to ensure that you accomplish all the follow-up for which you are personally responsible. Prioritize tasks to ensure completion by due dates. Promptly return calls and keep control of incoming mail to ensure that nothing falls between the cracks. As a senior CSOSA official once put it, "... behind our paperwork, our procedures, and our efforts are real people whose very lives depend on our conscientiousness and our seriousness of purpose."
- ♣ Don't be satisfied with a task done half-way because of deadlines or too much work. Your checklists should help you here.
- ♣ Keep your desk as clear as possible of paper and place everything in files so that you can find it easily. None of us has time in our busy days to search for documents or replace lost ones.
- ♣ Don't agree to do anything -- not even to try to help someone out -- if your action could place you or the Agency in jeopardy.
- ♣ Finally, it's **summer!** Find time to enjoy family, friends, the great outdoors and the long summer days. You will be most likely to deliver a top-notch performance that will benefit you and the Agency if you are refreshed, inspired, and enjoying life.



Employee Focus



CSO ROSIE HYDE-GIVONS
Telecommuting... and Making a Difference
 BY ERIKA EVANS | OFFICE OF THE ASSOCIATE
 DIRECTOR, CSS

It was a warm and sunny day in Southeast D.C. and Community Supervision Officer Rosie Hyde-Givons sat patiently at a picnic table under the cool shade offered by the trees in Fort Dupont Park. Equipped with a cellular phone and a tote bag full of supervision reporting forms and appointment notices, Mrs. Givons thumbed through her large black organizer containing the names, addresses and special conditions of all the offenders on her caseload. With a 28-year veteran's watchful eye, she took a survey of the scene and said confidently, "They'll all be here soon. Around 5 o'clock, they'll start coming from every direction to report to me."

On this day, like every Tuesday or Wednesday evening of the week when the weather permits, Mrs. Givons had scheduled a group meeting in the park with the offenders living in PSA 606. She usually holds these meetings for about an hour and a half, allowing the offenders to fill out their reporting forms and talk to her about their parole or probation issues. After the first meeting adjourns, she then spends another hour attending to the offenders with special needs. As a Certified Drug Addiction Counselor, Mrs. Givons is able to provide relapse prevention education sessions that assist in fulfilling the offender's special drug aftercare requirements.

Slowly but surely, one by one, two by two, and from every direction, men, women, and even a few of their children began to congregate around the place where Mrs. Givons set up shop. They greeted her with humble respect and she welcomed them all with genuine compassion, mentally checking off their names as they arrived. On this particular day, the offenders had planned a picnic and some of them carried cups, soda and containers of food. At first glance, no one would guess this was a meeting of individuals who were complying orders from the United States Parole Commission or a Court. It appeared more like a segment of the community gathering together in fellowship. One parolee confided, "These meetings give us (the offenders) a change of atmosphere. We feel comfortable being open and honest about our situations and we don't mind sharing our experiences. When we come to the park, we know Mrs. Givons means business, but we also know she cares about our lives in general." I observed in amazement as I witnessed Mrs. Givons orchestrate one of the most innovative forms of community supervision I had ever seen.



In May of this year, Interim Director Jasper Ormond approved a directive to establish a CSOSA Telecommuting Program that would provide for employee flexibility and maintain support for the agency's mission to support public safety and prevent crime. CSO Rosie Hyde-Givons was one of the first to participate in the agency's program. Telecommuting involves getting formal approval for an eligible employee to perform a large segment of official duties in an environment outside of the traditional work setting. The worksite will usually be the employee's residence or an approved satellite office (e.g., "telecommuting center"). This relatively new innovation in human resource management is designed to allow employees an opportunity to balance work and home life demands, ease commuting problems, and improve overall productivity. Although the program is still in its developing stages at CSOSA, Mrs. Givons finds it a very helpful tool in managing her caseload. "Telecommuting definitely allows me greater flexibility to be out and about in the community", she says, "I'm able to make real community contact and I feel like I'm making a difference in the lives of the individuals that I supervise."

Mrs. Givons is certainly meeting the challenges of telecommuting with ease. She visits the office on a daily basis to update her caseload information into the agency's computer system. She anxiously awaits other technologies that will assist her in being more efficient as a telecommuter. CSO Givons also goes on accountability tours with MPD every Thursday to ensure regular information sharing between her and the PSA 606 Police Officers. Just watching her interact with the offenders under her supervision, it's obvious that she's on top of her work and ahead of the game. The key to her success so far, she admits, has been heavily rooted in knowing her cases inside and out. Telecommuting does not always allow her ready access to case files and enormous amounts of paperwork. "You have to have good time management skills and be an effective case manager", she explains, "You have to be able to build successes with the offenders and work toward reducing the amount of contact necessary to maintain compliance". The goal is to move the offender from dependence to independence.

That evening at Fort Dupont Park, I observed another notable characteristic that without a doubt enhances this CSO's success. Mrs. Givons loves what she does. She expresses an innate desire to do the work she performs. She's not just making sure the offenders comply with the conditions of their release into the community, or making meaningless offender contacts, she's working with a purpose to help men and women bounce back from their mistakes and find their way in life.



"I've been a probation officer for 28 years now and I find this work rewarding. You're either part of the problem or part of the solution...I'm part of this community and I'm working for the betterment of it".

CSOSA is proud to have Mrs. Rosie Hyde-Givons as a part of our team.

CSOSA WELCOMES NEW STAFF AND EXTENDS APPRECIATION AND CONGRATULATIONS TO ALL EMPLOYEES FOR THEIR CONTINUED COMMITMENT TO OUR AGENCY'S MISSION AND DEDICATED SERVICE OVER THE YEARS

NEW EMPLOYEES FOR THE MONTH OF MAY

TANZANIA BATTLES
GINA M. DAYE
KENDRA GRAY
MICHELLE A. LEE
JACKIE D. MOORE
KAREN D. WALLACE

**ONE YEAR ANNIVERSARY WITH CSOSA AS OF
06/30/01**

RUFUS FELDER
KYRA FRAMES
GENE GROVES
DELORES HAYNESWORTH

FIVE YEARS OF FEDERAL SERVICE

DIANE HARDY
JEFFREY E. LEE

TEN YEARS OF FEDERAL SERVICE

JAVONYA D. ROSS
KISHA N. SEWELL
DAWN M. WARD

FIFTEEN YEARS OF FEDERAL SERVICE

MAURICE C. JONES

TWENTY YEARS OF FEDERAL SERVICE

JODY L. TRACEY

TWENTY-FIVE YEARS OF FEDERAL SERVICE

CHARLES N. BRIGGS
WILLIETTE S. COPELAND
JAMES E. WILLIAMS

RETIREES FOR THE MONTH OF JUNE

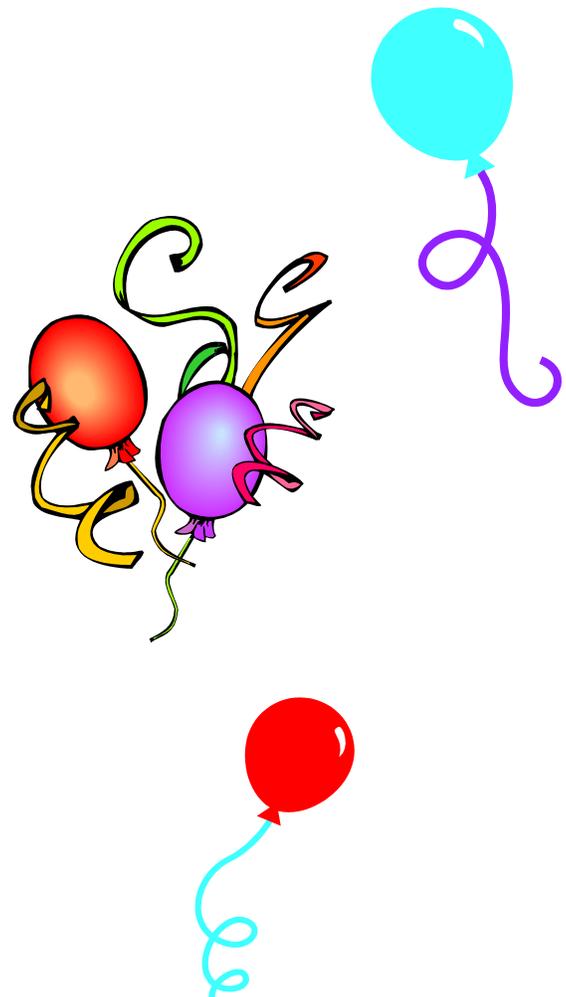
ALFRED GOODWIN III
COMMUNITY SUPERVISION SERVICES

ANTHONY SMITH
COMMUNITY SUPERVISION SERVICES

GLORIA WESTPOINT
COMMUNITY SUPERVISION SERVICES

JOHN DAVIDSON
COMMUNITY SUPERVISION SERVICES

CLAUDETTE BODDIE
OFFICE OF HUMAN RESOURCES



Health & Fitness

TREAT YOUR FEET!

BY LISA WILLIS, CSO | SUBSTANCE ABUSE AND TREATMENT BRANCH, TEAM 34



How many times have you heard someone complain of aching feet? Your feet carry all of your body weight. So, if your feet hurt, your whole body hurts. Taking care of your feet can be of great benefit to your body and health with a technique called *Reflexology*.

Reflexology is a technique that can help the body heal itself. This therapy focuses on the principle that there are reflex points on the hands and feet that correspond to specific organs and parts of the body. Stimulation of the reflex areas can help to relieve stress and tension to deeply relax the whole body. Researchers have studied the mental, physical and emotional changes that occur in Reflexology practices, but are still uncertain of all its benefits.

The ancient healing art of Reflexology dates back to about 2330 B.C., with the Egyptian Tomb painting of people massaging the hand and feet. It was believed that Reflexology was developed in China alongside the practice of acupuncture and shiatsu. In the Western culture, Dr. William Fitzgerald, who was a practicing physician in Hartford, Connecticut, discovered Reflexology. He discovered that applying gentle pressure to certain points on the body could relieve pain and improve the function of certain organs in the body. A massage therapist, Eunice Ingham, took this process further, by creating maps on the feet that would provide a mirror image of the entire body. How does it work? With Reflexology, the body is divided into ten (10) energy zones that run from the head to the toes. Within these zones, all the organs and muscles of the body are represented. This drawing helps to locate the different reflexes or spots on the feet. When there is a blockage of energy flow to these zones, such as discomfort, this may indicate that there is stress present in the body. Using specific massage and pressure techniques on the reflexes of the feet and hands helps to remove the energy blockage. As the reflex areas on your feet and hands are stimulated, you may experience a pricking sensation. These sensations result from sensitivity that represent tension in the corresponding part of the body.

Who should receive a Reflexology session? Anyone. Some people will do it for a specific health concern such as PMS, carpal tunnel syndrome, sinusitis, headache or back pain. Others may want to relieve high level stress and tension in the body or use it as a preventive approach as part of their health care regimen. Most of all, some may want to enjoy the relaxing effect of foot Reflexology.

What are the benefits? The primary goal of Reflexology is to bring relaxation to the whole body. It improves circulation, reduces stress and revitalizes energy. No matter what your reasons are for receiving Reflexology, the benefits are relaxation of the mind, body and spirit.



5 GREAT BOOKS FOR YOUR FITNESS LIBRARY



1. ***Building Strength & Stamina*** by Wayne Westcott, Ph.D. (Human Kinetics, 1996). Safe, practical advice for boosting fitness.
2. ***Mind over Matter: Personal Choices for a Lifetime of Fitness*** by Susan Cantwell (Stoddart Publishing, 1999). Good reading before beginning an exercise plan; it teaches you how to set goals and stay committed.
3. ***Power Eating*** by Susan M. Kleiner, Ph.D., R.D. (Human Kinetics, 1998). Tailored diet plans for every exerciser, plus easy recipes for healthy snacks and post-workout meals.
4. ***Fitness Walking: Technique, Motivation, and 60 Workouts for Walkers*** by Therese Iknioian (Human Kinetics, 1995). A Comprehensive guide to walking, with a variety of workouts.
5. ***Conditioning for Outdoor Fitness*** by David Musnick, M.D. and Mark Pierce, A.T.C. (Mountaineers Books, 1999). Advice on nutrition and gaining strength for every activity.

Sources: Exercise scientists Wayne Westcott, Ph.D.; Pricilla Clarkson, Ph.D.; Daniel Kosich, Ph.D.; and Linda Lewis, editor *SHAPE* Magazine

Variety Pages



FIRE SAFETY AND YOU!

BY ANDREW THOMAS, SECURITY SPECIALIST | OFFICE OF SECURITY

With the recent rash of fire tragedies in the D.C. metropolitan area, fire safety awareness should be foremost on the minds of all employees. The United States has one of the highest fire death rates in the world. Not surprisingly, approximately 82% of all fire deaths occur in residences. Following are some common fire safety tips to protect you and your family:

- Do not overload electrical outlets and make sure extension cords are used properly.
- Never use water to douse an electrical fire. Cooking is the leading cause of home fires in the U.S. If you experience a small grease fire, try to cover the fire with a pot lid.
- Ensure that all smoke alarms are fully operational.
- Test all smoke alarms in your home regularly. “Flashovers” (sudden spread of flames over an area) occur in homes quickly and the alert from the smoke alarm can give you extra time to escape.
- Make sure you have a family plan to escape your home in case of a fire emergency. Remember that **one who fails to plan... plans to fail.**
- Keep household cleaners (i.e., ammonia and bleach) and insect sprays separate in a cool dry place. A mixture of chemicals can cause explosions and toxic fires.
- Sleep with your bedroom doors closed. This will keep heat and smoke out, giving you additional time to escape in an emergency.
- Stay low to the floor during a fire. Most deaths occur from smoke inhalation and not the fire. Deprivation of oxygen can render you weak and disoriented in a matter of seconds.

Some may ask, why is security writing about fire safety? Well, one of the functions of the security office is to ensure the physical security of all CSOSA assets (i.e., buildings, equipment and most importantly **YOU**). If you practice fire safety at home, you are more likely to practice it at work. The above tips are just some of the information available regarding fire safety awareness. If you would like more tips and information on fire safety and prevention, you can visit the following web-site address: www.usfa.fema.gov/safety.htm

Career Day

BY WILLIAM ASHE, SCSO | GSU II, TEAM #31

Over the past several months, I had the pleasure of participating in two annual Career Day events. On June 7, 2001 I contributed to Career Day at James Ryder Randall Elementary School in Clinton, Maryland (Grades 1st-6th). On March 23, 2001, along with CSO Necol Brown, I was involved in Career Day at Thurgood Marshall Middle School in Temple Hills, Maryland (Grades 7th & 8th).

After explaining the differences in the two types of community supervision (Probation/Parole), we shared with the students the education requirements for the job and salary ranges (which generated a lot of WOWS!!!). We also talked to the students about our partnerships with the Metropolitan and Prince Georges County, MD Police Departments; how we establish and maintain contacts with offenders and their families; supervision requirements; and our goal as an Agency to work with and assist offenders in obtaining the skills/tools necessary for maintaining law-abiding and productive lifestyles. Class sessions were scheduled for 20-30 minutes but the interest from the students could have easily required a few hours per class to answer all of the questions. Questions ranged from (2nd Graders) "What kind of food do they eat in jail and does it taste like the school cafeteria food?", to "What do you like about your job and what keeps you excited with work?", and "Does anyone ever come back that has gotten their life together and thank you for your help?". It was wonderful to see so many young people show interest in the work we perform.

Our team has been placed on the permanent Career Day Participant list for each school. In the near future, I hope to establish ties with the area schools within our PSAs to assist in similar programs. I encourage any CSS staff member to share their experiences whenever possible in similar forums.

The children and teachers really appreciate it.





TAX RELIEF 2000

BY MICHELLE GASKINS, IT TRAINER |
OFFICE OF TRAINING AND CAREER
DEVELOPMENT

As you may have heard, refund checks will be issued later this year to almost all taxpayers. The reason for these refunds is the new 10% tax bracket that is retroactive January 1, 2001. President Bush wanted taxpayers to receive the benefit from this new tax bracket immediately, without waiting until next year.

The following are highlights regarding Tax Relief 2000:

- The Internal Revenue Service will automatically process rebates of the 2001 tax credit after the taxpayers have filed their returns for Tax Year 2000.
- Taxpayers will not have to complete applications, file any extra forms or call the IRS to request their rebates.
- The 2001 rebate amount is a maximum of \$300 for a single taxpayer, \$500 for a head of household and \$600 for a married couple filing a joint return.
- By mid-July, the IRS will send taxpayers a letter, detailing the payment amount, the week it will be sent and the possibility of an offset for an outstanding government debt. The IRS will also send a letter of explanation to taxpayers who are not eligible for the rebate.
- Recipients should keep the letter for reference when completing their 2001 returns.
- Taxpayers who have moved since filing their last tax return should receive the IRS letter and the check if they have file a change of address with the U.S. Postal Service. They are matching their records weekly with the Postal Service to update their address information.

- Generally, the last two digits of the taxpayer's social security number will determine when the 2001 rebates are mailed, so a person may get a check at a different time than a neighbor or even other family members.

<u>Last two digits of your SSN</u>	<u>Date check will be mailed</u>
00-08	July 23
09-17	July 30
18-26	August 6
27-35	August 13
36-43	August 20
44-51	August 27
52-59	September 3
60-67	September 10
68-75	September 17
76-83	September 24
84-91	October 1
92-99	October 8

- Because the bank account information provided by the taxpayer when filing the tax return may no longer be applicable, the Treasury will not send the rebates by direct deposit.
- Those who have not yet filed a tax return for 2000 will not get any rebate until the IRS processes that return. The sooner they file their returns, the sooner they will receive any rebate due.

Additional information about Tax Relief 2000 can be obtained online at <http://irs.ustreas.gov/>

Washington DC AIDS Ride

BY CHRIS EMERY, INFRASTRUCTURE MANAGER | IT

I recently completed one of the most unique experiences of a lifetime – The Raleigh to Washington DC AIDS Ride. This incredible four-day event, benefiting Food & Friends and the Whitman Walker Clinic, involved over 2,000 bicycle riders and 600 crewmembers from June 21st through June 24th, 2001. My entire family was involved. I was a rider with my stepson, my wife was a crewmember, and my three daughters participated in the closing ceremonies on the Mall.

It all began with breakfast and opening ceremonies in Raleigh, North Carolina at 4:30AM! We then departed for Lawrenceville, Virginia, 108 miles away. On day two we went from Lawrenceville to Richmond, VA, covering 85 miles. Day three we traveled from Richmond to Manassas, another 95 miles. That left a short 45-mile ride from Manassas to Washington on the final day of the ride. For each of the destinations the crews would set up a “temporary city” where we would have wonderful hot meals, shower, then sleep in tents.

It's funny, after day one I was ready to sign up for next year's ride. Then after day two, I thought, “This is lunacy... what the heck am I doing? I will never do this again!” After day three, I was thinking of unique ways of destroying my bike...maybe toss it off the 14th Street bridge or sledge hammer it, something! After day four I was thinking, “You know, never say never.” Now I'm thinking I might just try and find a nice road bike on sale for next year's ride (I mistakenly used a heavy hybrid style bike)! Each rider was required to raise \$2,400 and I personally raised over \$3,300! Needless to say, it felt great to overcome the challenge with success.



Overall, this was a great experience. More importantly, it was a wonderful chance for my family and me to contribute to those affected by AIDS and HIV and the community-based organizations that are working to provide them services.



CSOSA: The Journey Continues

BY MARGUERITE CHISLEY |
OFFICE OF THE
ASSOCIATE DIRECTOR, CSS

In Part I of the CSOSA Journey, “The Announcement of CSOSA” we left off with...

The 1997 DC Revitalization Act mandated that the city’s probation and parole systems be unified as a single organization under federal authority. This landmark legislation resulted in one of the major changes made to the District of Columbia’s criminal justice system. In November 1999, the Community Supervision Services (CSS) component of CSOSA came into existence, uniting the probation and parole systems into a single entity.

And now...

PART II

Although I was not a staff member at the beginning of this major change, one key person being considered for this enormous undertaking was already working with Probation. Brenda Mosley, now Special Assistant to the Interim Director, shared her recollection of the events that transpired:

“For months it had been rumored that Adult Probation was going to be moved from under the umbrella of D.C. Superior Court. There was much speculation about what this would mean. What staff would be sent to the new agency? Who would decide which staff would transfer? Where would staff be housed? What cases would transfer? Who would head the new agency?”

The questions were endless but there were no immediate answers. The uncertainty was disconcerting; people were uneasy and anxious. As events unfolded and became more clear, it became obvious that the Revitalization Act, the impetus for the change, did not specifically answer all of the questions.

The answer to the question, ‘Who would lead the new effort?’ was answered with the appointment of John (Jay) Carver, Trustee. Most of us had seen Jay in the halls of 409 E (Bldg. B) but knew little about him. He scheduled a meeting with all Adult Probation staff. The morning of the scheduled meeting I received a message that Mr. Carver had called and then we played telephone tag the rest of the morning and afternoon. Just before the afternoon meeting with staff, I saw Mr. Carver in the hall and he asked if I would serve as Acting Director for Adult Probation. I agreed to do so.

The answer to what staff would be transferred was answered; anyone working with adult probationers. While this sounded simplistic, there were many gray areas that required many meetings and negotiations with D.C. Superior Court staff to resolve. Adult Probation would no longer be a part of the D. C. Superior Court. Issues such as space, supplies, vehicles, equipment were also on the table.”

The D. C. Board of Parole continued to function as such from 1997 to 1999 with Margaret Quick serving as its Chairperson. Mr. Elias Kibler, now Deputy Associate Director, CSS, served in the capacity of Director for Parole Supervision Services during this period of transition. We will share his thoughts and more next month in Part III of *The CSOSA JOURNEY*.

Note from the Editor:

Once again, to all CSOSA Staff who submitted articles and offered their wonderful ideas, I extend my sincere gratitude. As always, I look forward to hearing from more staff members in the future and making our agency’s newsletter a great source for interoffice communication. If you are interested in submitting an article or have some suggestions for the August edition, please contact me. In the meantime, remember this:

“If you find it in your heart to care for someone else, you will have succeeded” - Maya Angelou

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