



Newslink



A Monthly Publication of CSOSA

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Special Points of Interest:

- CSOSA Establishes Re-Entry Sunday
- Special Observances Committee Commemorates Dr. Martin Luther King Jr.'s Birthday
- Countdown to New Case Management System (SMART)
- CSOSA Becomes a Permanent Inclusion in New MPD Officer Recruit Training
- Newslink Bulletin Board

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Voice of the Interim Director

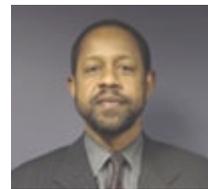
2002 promises to be another great year for CSOSA. We started the year with a preeminent event; Re-entry Worship Services. You will read more about this program in this edition of the *Newslink*, but I promise you it was truly an awe-inspiring event. Once again, we were able to demonstrate the power of our mission and the effectiveness of reaching beyond the traditional boundaries of community corrections. A special thank you to Cedric Hendricks who worked tirelessly to spread the word about this event by participating in radio and print interviews.

As I write this, Oasis is being shut down – forever! My thanks to Andre Teku who kept the interim solution of Oasis alive until SMART (Supervision & Management Automated Record Tracking) could be developed and implemented. SMART will “go live” Tuesday, January 22 – and speaking of awe-inspiring – the IT team picked January 22 for implementation and not once wavered from that date! David Stevenson, Chris Emery and the other members of the SMART team – a loud and sustained round of applause! We do know how much blood, sweat and tears went into this project and you are to be commended for your commitment and your professionalism. Not only will SMART make

our day-to-day professional lives easier; it ultimately affects the quality of life in our community.

I also want to tell you how proud I am of the generosity demonstrated by our employees during the 2001 Combined Federal Campaign. Campaign Chairs David Orr, Linda Mays and Claire Johnson report that we had an ambitious goal of \$58,834 and received \$63,764 in pledges. My thanks to the Campaign Chairs for a well run and successful campaign, and to each of you for continuing to show compassion and dedication to the community and to each other.

Happy New Year!



Jasper Ormond

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

January 2002 Newslink Calendar

National Mentoring Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <i>New Year's Day</i> 	2	3	4	5
6	7	8	9	10	11	12 <i>ACA Winter Conference Begins</i> San Antonio, Texas
13 <i>Re-Entry Sunday</i> 	14	15 <i>Martin Luther King Jr.'s Birthday</i> 	16 <i>ACA Conference Ends</i>	17	18	19
20	21  M.L.K. Day <i>Observed</i>	22 	23	24	25	26
27	28	29	30	31		

CITY WIDE EVENTS

Monday, January 21, 2002

Dr. Martin Luther King Jr., Celebration Day
Inter-Faith Service: "Prayer, Peace, and Praise -
A Salute to Our Brave and Fallen Heroes of 911"
Tenth Street Baptist Church
1000 R Street, NW - 11:00 am

Thursday, January 31, 2002

Gay, Lesbian, Bisexual, and Transgender (GLBT) Community
Domestic Partnership Celebration Reception
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Room 412
6:30 - 8:30 pm

UPCOMING CONFERENCES / TRAINING OPPORTUNITIES

February 10-13, 2002

American Probation and Parole Association
Winter Training Institute
Myrtle Beach, South Carolina
Event URL: www.app-net.org

February 16-20, 2002

Training 2002 Conference and Expo
Georgia World Conference Center
Atlanta, Georgia
Event URL: www.trainingconference.com

For more info contact Director of Training, Pereuna Johnson @ 220-5635
Or Training Liason, Frances Washington @ 585-7409

CSOSA / FAITH COMMUNITY PARTNERSHIP: FROM VISION TO ACTION

At a joint press conference held Tuesday, January 8, 2002, D.C. Mayor Anthony Williams, Congresswoman Eleanor Holmes Norton and CSOSA called upon the City's religious congregations to create a "Day of Re-Entry Worship" during the weekend of January 11th - 13th. CSOSA established January 11th as "Re-Entry Sunday" with hopes that religious leaders in the District would focus on the needs of the community's offender population during their worship services on that day. Re-Entry Worship Service was created to allow an opportunity for D.C. residents with various religious affiliations to join together and help improve offenders' chances for success once they are released from prison. The message is clear; returning offenders need the support of positive relationships within the community. Because religious institutions are the cornerstone of the community, these institutions are a crucial source of such relationships. In an unprecedented call to action, CSOSA and its partners in the District's faith community joined together to uplift a ministry of support and assistance to help facilitate positive change in District. The press conference was held at the Central Treatment Facility in Southeast, D.C. as a symbolic gesture of the commitment CSOSA and the partnership is making toward assisting the thousands of inmates who will return home this year.



During the press conference, Mayor Williams commented that the community could not afford to overlook the challenges we face individually, if we are to live collectively. "Establishing support networks for the City's offender population is a proactive approach that represents a commitment for making life better in the District", he said. He called Re-Entry Sunday "an excellent starting point to embarking on very important work".

Equipped with a diagram which illustrated the steady decline of D.C. parolees arrested on new charges since CSOSA was created, Congresswoman Eleanor H. Norton assured the Faith Community that CSOSA offers a better climate for the District. Congresswoman Norton expressed her hopes that Re-Entry Worship would raise the community's consciousness to the level where it can no longer turn its back on those in need. "This initiative is a brilliant idea. It is a D.C. government and a D.C. community mission. As your congresswoman, I am prepared to follow *you* on this one", she said.



Re-Entry Worship Weekend was appropriately held during National Mentoring Month. At press time, Interim Director Jasper Ormond emphasized the value of mentorship as a critical aspect of offender re-entry. CSOSA and the Faith Community Partnership announced that mentor recruitment would be the first cooperative initiative. Of the nearly 40 faith based organizations who confirmed plans to participate in Re-Entry WORSHIP as of January 8th, all of them were asked to invite volunteers from their churches, synagogues and mosques to extend a hand to returning offenders as a mentor. In preparation for those individuals expected to rise to the occasion, a mentor orientation meeting is scheduled for February 7, 2002.

Re-Entry Worship Week-end, promises to begin a process that will change not only the way people think about offender re-entry, but the role the Faith Community can play in that process as well.



Mayor Williams talks with a D.C. Religious Leader



Interim Director Jasper Ormond with members of the Faith Community



Partnership Chairman, Donald Isaac urges faith community to provide spiritual support

CSOSA COMMEMORATES THE LIFE & LEGACY OF DR. MARTIN LUTHER KING, JR.

On January 9, 2002, CSOSA's Special Observances Committee hosted the Agency's celebration of the 73rd birthday of Civil Rights Leader, Dr. Martin Luther King, Jr. : "Overcoming the Struggles of Today, Tomorrow and the Future". Sixteen year-old Guest Speaker Jeremy Ponds of Panama City, Florida delivered a powerful rendition of Dr. King's infamous "I have a Dream" speech to a full house of CSOSA Staff and invited guests. Students from Ketchum Elementary School lead the ceremony in the Pledge of Allegiance and CSO Damila Adams (Branch IV, Team# 15) invoked the spirit of the occasion with two beautiful musical selections. Mistress of Ceremony Donna Sharp (Office of Human Resources) and Jack Jackson (Office of Human Resources) recited poetry reflective of Dr. King's life and his legacy of peace and goodwill toward men. The program was a tremendous success and the Special Observances Committee is to be commended for their efforts to ensure that we keep Dr. Martin Luther King, Jr. in our hearts and in our minds. For more on this celebration visit the [CSOSAWeb](#).



Mistress of Ceremony
Donna Sharp



Guest Speaker
Jeremy Ponds



CSO Damila Adams

Dr. Martin Luther King Jr. (January 15, 1929—April 4, 1968)



"I refuse to accept the idea that man is mere flotsam and jetsam in the river of life unable to influence the unfolding events which surround him. I refuse to accept the view that mankind is so tragically bound to the starless midnight of racism and war that the bright daybreak of peace and brotherhood can never become a reality.

I refuse to accept the cynical notion that nation after nation must spiral down a militaristic stairway into the hell of thermonuclear destruction. I believe that unarmed truth and unconditional love will have the final word in reality. This is why right temporarily defeated is stronger than evil triumphant.

I believe that even amid today's motor bursts and whining bullets, there is still hope for a brighter tomorrow. I believe that wounded justice, lying prostrate on the blood-flowing streets of our nations, can be lifted from this dust of shame to reign supreme among the children of men.

I have the audacity to believe that peoples everywhere can have three meals a day for their bodies, education and culture for their minds, and dignity, equality and freedom for their spirits. I believe that what self-centered men have torn down, men other-centered can build up. I still believe that one day mankind will bow before the altars of God and be crowned triumphant over war and bloodshed, and nonviolent redemptive goodwill will proclaim the rule of the land."

**Excerpt from Nobel Peace Prize Acceptance Speech
December 10, 1964, Oslo, Norway**

Office Updates

OHR ANNOUNCES OFFICE HOURS AT THREE ADDITIONAL CSOSA LOCATIONS

In January 2002, the Office of Human Resources will expand office hours to three additional CSOSA field locations. On alternate Tuesday mornings, Benefits Officer Tony Mitchell will be available for employees at one of the following locations: Taylor Street, South Capitol Street, and New York Avenue, as well as continuing visits to 633 Indiana Avenue. The Employee-Labor Relations staff will continue office hours at 633 Indiana Avenue on alternate Tuesdays. OHR's goal, as always, is to provide CSOSA employees with exceptional customer service!



OHR Office Hours at CSOSA Locations January through March 2002 Tuesdays, 9 am - 1 pm

Benefits Officer Schedule

January 8	633 Indiana Avenue, NW (Room 1231)
January 22	1230 Taylor Street, NW (Room 118)
February 5	633 Indiana Avenue, NW
February 19	3850 S. Capitol Street, SE (Room 200)
March 5	633 Indiana Avenue, NW
March 19	401 New York Avenue, NW (Room 212)
April 2	633 Indiana Avenue, NW

Employee-Labor Relations at 633 Indiana (Rm. 231)

January 15th & 29th

February 12th & 26th

March 12th & 26th

Reminder: In December 2001, OHR discontinued Thursday office hours for Staffing Specialists at the CSOSA headquarters building (633 Indiana Ave.). However, employees can always reach us at our 17th Street location (808 17th Street, N.W.), on our individual telephone numbers, 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). Vacancy announcements and certain forms will continue to be available in the 8th floor elevator lobby at 633 Indiana and on the **CSOSAWeb**.

CSOSA MAKES A S.M.A.R.T. MOVE TOWARD A NEW CASE MANAGEMENT SYSTEM

Supervision and Management Automated Record Tracking, or SMART will replace OASIS this month as the Agency's premiere case management system. SMART is expected to go online January 22, 2002. The much more user friendly system is already getting rave reviews as hundreds of employees complete SMART training and prepare to say goodbye to our beloved OASIS. As a web-based interface, SMART ushers in a welcome change of pace for staff who suffered through the frustrations of locked computer screens and redundant data entry. SMART is better tailored to CSOSA's current business practices and equipped for change as we navigate the future of the field of criminal justice. Associate Director of Community Supervision Services Thomas H. Williams extends a special thanks to IT Trainers Michelle L. Gaskins and Charlene Brooks for all the hard work and dedication they devoted to ensuring a smooth transition for staff.



SMART Trainers Michelle Gaskins (above) and Charlene Brooks (below) in action



OPR UPDATE

By James G. Smith
Director, Office of Professional Responsibility

The Office of Professional Responsibility submitted a copy of its semi-annual report to senior managers in November 2001. If you did not receive a copy, please contact the Office of Professional Responsibility.

The electronic complaint form is now available on the CSOSA Web. It can be accessed under the Office of Professional Responsibility link on the Intranet. In addition, several changes were made to the OPR link. Please review these changes when you have the opportunity.

DID YOU KNOW? Employees are prohibited from gambling using CSOSA property and while on official duty. CSOSA property includes, but is not limited to, CSOSA buildings, vehicles, computers, copiers and telephones.

CSOSA INCLUDED IN MPD INSTRUCTION FOR NEW RECRUITS

**By Gregory Thomas, Community Relations Specialist
Office of the Director, Community Justice Programs**

In an effort to further our partnership with the Metropolitan Police Department, CSOSA has been incorporated into the instructional curriculum taught to *New Police Recruits*, at the Maurice T. Turner Police Training Academy, located at 2455 Blue Plains Drive, Southwest, Washington, D.C. The purpose of this undertaking is to formally introduce the newly hired recruit officers to CSOSA and its mission and to provide them with a better understanding of the three components that make up the partnership: Accountability Tours, Information Sharing and Offender Mass Orientation Sessions.

The course will be taught by Staff of Community Justice Programs Community Relations Specialists (CRS). A two hour block time has been allotted for this course. The course will be schedule within the first two weeks of the recruits' training cycle and a second (refresher) course will occur approximately three months later, prior to graduation from the academy.

The police academy sessions consist of three recruit classes being taught simultaneously, with approximately thirty-five recruits per class; totaling one hundred and five persons within that time frame. These sessions generally run four months in duration and at the completion and/or graduation, a new session of three classes begins. It is anticipated that within a one year period, approximately three sessions will have occurred, totaling three hundred and fifteen new police officers being trained and informed about the partnership that exists between CSOSA and MPD.



During the months of October 2000 through May 2001, the CRS team was invited to participate at the MPD Training Academy and provided a two hour block of instruction on the components of the CSOSA/MPD Partnership to classes of experienced police officers being cycled through the PSA training. MPD members receiving this training represented each of the seven patrol districts and the Special Operations Division (SOD). This new permanent inclusion in the police training academy marks a significant achievement in ensuring that the partnership is solidified, resulting in a better working relationship between both agencies and consequently a safer city.

NOT ALL INFORMATION FROM THE GOVERNMENT IS FREE

**By Renee Barley, FOIA Officer
Office of the Director, General Counsel**

Some of you have probably heard the federal government touting the free information available to the public through some of its commercials on television. The announcer encourages you to write some person out in Pueblo, Colorado and they will send you everything on a certain government program for free. Well, not all the information from the federal government is free.

Pursuant to the Freedom of Information Act (FOIA), staff are prohibited from releasing information on an individual without his/her consent. However, it is appropriate for staff to release a few pages of an offender's file when responding to a legitimate law enforcement inquiry. For example, if the U.S. Marshals Service requests the home address of an individual in order to serve a subpoena, the information may be released. This type of request may be made via the telephone. However, if you are not comfortable with the caller or not sure that he/she is a law enforcement officer, you can always ask that the request be made in writing. If the law enforcement officer is seeking an offender's entire file, he/she should be advised to submit a written request to the FOIA Section within the Office of the General Counsel.



In addition, if an offender appears in person requesting a copy of his/her drug test results from the CSO, this information may be provided. In this instance, there is no need for the individual to make a written FOIA request.

Did you know that FOIA is not cheap? In FY-99, the total cost of all FOIA-related activities within all federal departments and agencies was \$286,546,488. Nearly \$8,000,000 of this was reportedly spent on litigation-related activities. Only \$6,121,455 was recouped by the government through FOIA fees.

Under FOIA, we can and do charge for duplication, search and review time. All money collected is turned over to the U.S. Treasury's general fund.

If you have any questions regarding the release of information, please feel free to contact the General Counsel's FOIA Section @ 220-5362.

CSOSA Success Stories

LINDA MAYS ELECTED TO IPMA POSITION

Our Deputy Associate Director for Human Resources and CSOSA's Employee of the Year (Office of the Director), Linda Mays, has been elected to the Board of Directors of the International Personnel Management Association's Federal Section. IPMA is the premier professional society for HR practitioners at the state, county, municipal and federal levels. The Federal Section specializes in federal matters and includes as members the HR directors and staffs at most key federal agencies.

Linda's successful election to the IPMA Board expands her influence in the federal human resources community and offers opportunities to present innovative ideas that affect the HR profession. As a new Board member, Linda will serve a two-year term, working with other Board members to create professional development programs and provide membership services that can benefit the entire federal HR network. CSOSA's HR Director David Orr, a former president of the Federal Section, heartily congratulates Linda on this new accomplishment!



CONFESSIONS OF A PROUD CSO

By Glenda Lee, Community Supervision Officer
Branch IIB, Team #14

When I first met Alfred, Michael, and Terrell, they were faced with huge obstacles. All three were struggling with drug addictions and lacked High School Diplomas. Through their motivation and sincere desire to re-direct their lives, these young men have since gained the experience needed to become competitive members of society.



All three men recently completed the Sasha Bruce program and earned their GED. Terrell graduated with Honors, and Alfred received a certificate for perfect attendance. Both men participated in outpatient treatment with CIT. Michael is currently on the path to sobriety.

Terrell has recently applied to Norfolk State University with hopes of majoring in Drama. Working with their Community Supervision Officers to help improve their lifestyle, Alfred has plans to enroll in a Junior College, and Michael has applied for an apprenticeship in the sheet metal industry.

I'm very proud of the accomplishments of these individuals and I hope that others will follow their example.

ALL ABOUT FACILITIES—PART II

By Kendra Gray, Office of Facilities Management

Do You Know?

1. The address of the next field unit in the northeast region?
2. The names of all CSOSA locations?
3. The primary colors?
(Hint – Read the article in November edition of the Newslink)
4. The process for submitting a facilities request?
(Hint – Read the article in the August edition of the Newslink)
5. The site that is currently under renovation?



Answers:

1. The address of the next field unit is 25 K Street, Northeast, Washington, D.C.
2. There are 15 locations including Halfway Houses (HH). They are: 633 Indiana Avenue (Headquarters), 601 Indiana Avenue (overflow for Headquarters), 808 17th Street (Human Resources), 300 Indiana Avenue, Building B (409 E Street), 1230 Taylor Street, 3850 South Capitol Street, 1418 Good Hope Road, 401 New York Avenue, 1707 Kalorama Road, 500 Indiana Avenue, Hope Village (HH), EFEC House (HH), Fairview (HH), and Karrick Hall (Sanctions Center).
3. The primary colors are red, yellow, and blue.
4. For Community Supervision Services (CSS) staff, (1) identify the need for the request, (2) report it to the supervisor, (3) an email message is sent to the CSS Helpdesk, and (4) the request is forwarded to the Facilities Helpdesk (if necessary). For Headquarters staff, (1) identify the need for the request, (2) report to the supervisor and (3) an email message is sent to the Facilities Helpdesk. (All emergencies can be reported by calling 220-5740.)
5. Building B located at 409 E Street, NW is currently under renovation. Rooms 118 and 120 have been completed and the new learning laboratory is under construction.

Employee Focus



**FAREWELL WISHES TO
BRANCH CHIEF
WILBUR JACKSON**
By Erika Evans, Office of the
Associate Director, CSS

On January 3, 2002, CSOSA said good-bye to a long-time Criminal Justice servant and all around great leader; Mr. Wilbur Jackson. The first time I met Mr. Jackson was during a training session in the September 2000 CSO Academy. He was teaching a full day course on Pre-Sentence Investigation Report Writing. I remember hanging on to every soft-spoken word that came out of his mouth. "You've got to be able to paint a clear picture for the judges and everyone who will read your report thereafter", he said. His instructions were crisp. It was obvious that Branch Chief Jackson knew what he was talking about and his advice was derived purely from years of experience. By lunchtime I had convinced myself that I would receive my first assignment in Diagnostics! When the time came for the class to practice writing our own PSI reports, he gave directions for us to make up our own scenarios and be as thorough about the offenders' history as we could be. I must have taken forever to write my report, hoping that he would take notice of attempted attention to detail. I could've have written pages and pages about my "made-up" offender if I hadn't glanced up to see him directing my attention to the clock. When I handed him my report, he read it over and said, "Good, now work on combining accuracy with speed and you'll make an excellent PSI writer". That advice stuck with me as I entered into my GENERAL SUPERVISION assignment, and I applied that same ethic to every Violation Report I ended up having to write instead. Mr. Jackson was just one of those impressive people who inspired you in a way you wanted to turn around and impress him all the same.

A Howard University Alumni (Class of 1969), Wilbur Jackson earned his Bachelor's degree in Government and Political Science. He began his Criminal Justice career as a Correctional Officer in 1967 with the D.C. Department of Corrections Youth Services Division. In 1970, he served as a Treatment Technician & Team leader for Youth Services. He earned a Master's of Science from Southern Illinois University in 1978 and began working as a Probation Officer with D.C. Social Services Division. During his tenure there, Mr. Jackson successfully helped to create, plan and make operable the Superior Court Outreach Project (SCORP), an unprecedented volunteer/internship program within the Court. In 1987, he became a Supervisory Probation Officer and by 1998, he was the Assistant Deputy Director of D.C. Adult Probation Services. Mr. Jackson made the conversion to combined Community Supervision Services within CSOSA and was named Branch Chief of the Intake, Diagnostics, Evaluation Resources Branch soon thereafter.

Wilbur Jackson has been highly commended for his accuracy in assessing offenders' needs. His recommendations were respected and followed by judges. Mr. Jackson maintained excellent organizational skills and leadership qualities throughout his career and has also been praised for his ability to meet and relate to persons outside the Criminal Justice System such as students, college professors & community residents. He's been called task-oriented, innovative and creative. And now he gets to add "retired" to that list of adjectives.

We will miss you Wilbur! CSOSA thanks you for all your hard work over the years.

CONGRATULATIONS CSOSA FAMILY!

One Year Anniversary with CSOSA as of 12/31/01

Leonard Brisbane
Joylette Contee
Gregory Smith

New Employees for the Month of December

Office of Community Supervision Services

Geraldine Bell
Mark Collins
Antoinette Gorham
Alexandra Grammer
Debra Kafami
Aivan Phan

Office of Human Resources

Maryam Muhammad

A SPECIALIST

Tribute to Special Projects Coordinator, MOHAMMAD A. CHAUDHARI

**Busy, busy; busy as a bee
Getting it altogether
For all who must have a copy;**

**No job is too small or considered too great
It just has to get done
A-n-d without a mistake!**

**A job title does not matter it won't keep him back
He simply wants
To keep up-to-date and keep the work on track.**

**There is pride in his stride and pep in his step
At the announcement of his leaving
As did Pretrial, CSS also wept!**

**At the end of a second round, this time a four year span
All hats are off
To Mohammad, the Specialist,
he's the man!**

Marguerite Chisley
© 12/21/01

HEALTH & FITNESS

'TIS THE SEASON TO BE HEALTHY :

NATURAL REMEDIES

By Community Supervision Officer Lisa Willis

It's that time of year again. You're feeling the signs of a cold or flu but unsure of which over-the-counter products to use. Consider the herbal approach. Derived from a root, bark, stem or seed, herbal medicines have been used for centuries to help the body fight against infection and heal itself.

The following list of herbs can be purchased at a health food store or from a herbalist:

ECHINACEA

A Native American wild flower. It is commonly used to prevent and treat colds and flu. Research shows that Echinacea stimulates the immune system, helping the body defend itself against bacterial infections. Available in various forms.

GARLIC

Provides a wealth of health benefits. The pungent herb has antiviral and antibacterial properties. Research shows that garlic can lower blood pressure and blood cholesterol levels. It also supplies a variety of other important nutrients.

GOLDENSEAL

Is a powerful antibiotic to help fight colds, the flu and other infections. It's available in capsules or tablets.

GINGER

Often used to help relieve sore throat or stomach flu. Eileen Mallory, herbalist in Glen Burnie, Maryland, recommends adding a teaspoon a ginger to your bath water and soak in it for 30 minutes to help the body release toxins.

PEPPERMINT

It contains menthol and is used to help clear chest congestion. Peppermint tea and lozenges can also help a dry cough.

Remember, if you are under doctors' care, consult with your physician before taking any nutritional supplements. Also, avoid high level stress activities and fatigue that can lower your immune system which makes you more susceptible to catching a cold, says Clinical Nurse Linda Mosley of Bridgeport, Connecticut.

If, after all your efforts, you still develop a cold this season, eat citrus fruit and leafy green vegetables. They have vitamin C and antioxidants, which help to build up your immune system.



HANDWASHING : AN OUNCE OF PREVENTION KEEPS THE GERMS AWAY



Did you know that frequent hand washing is one of the best ways to prevent the spread of infectious diseases? By frequently washing your hands you wash away germs that you have picked up from other people, or from contaminated surfaces, or from animals and animal waste.

What happens if you do not wash your hands frequently?

You pick up germs from other sources and then you infect yourself when you

- Touch your eyes
- Or your nose
- Or your mouth.

One of the most common ways people catch colds is by rubbing their nose or their eyes after their hands have been contaminated with the cold virus.

You can also spread germs directly to others or onto surfaces that other people touch. And before you know it, everybody around you is getting sick.

The important thing to remember is that, in addition to colds, some pretty serious diseases -- like hepatitis A, meningitis, and infectious diarrhea -- can easily be prevented if people make a habit of washing their hands.

When should you wash your hands?

You should wash your hands often. Probably more often than you do now because you can't see germs with the naked eye or smell them, so you do not really know where they are hiding. It is especially important to wash your hands

- Before, during, and after you prepare food
- Before you eat, and after you use the bathroom
- After handling animals or animal waste
- When your hands are dirty, and
- More frequently when someone in your home is sick.

What is the correct way to wash your hands?

- First wet your hands and apply liquid or clean bar soap. Place the bar soap on a rack and allow it to drain.
- Next rub your hands vigorously together and scrub all surfaces.
- Continue for 10 - 15 seconds or about the length of a little tune. It is the soap combined with the scrubbing action that helps dislodge and remove germs.
- Rinse well and dry your hands.

It is estimated that **one out of three people** do not wash their hands after using the restroom. So these tips are also important when you are out in public.

Washing your hands regularly can certainly save a lot on medical bills. Because it costs less than a penny, you could say that this penny's worth of prevention can save you a \$50 visit to the doctor.

Adapted from National Center for Infectious Diseases, Center for Disease Control and Prevention : www.cdc.gov

VARIETY PAGES

LIKE MOTHER, LIKE DAUGHTER

By Linda Cary, Community Supervision Officer
Branch IIB, Team #19



Linda Cary (Standing)
with Daughter, Chanea Cary

It's time for me to retire! I guess you wonder why I say that. Well, in April of 2001, my daughter Chanea Cary started working at CSOSA as a Community Supervision Officer. I know when my own child is old enough to not only work side-by-side with me but carry the same title that I have as well, that I'm old and ready to begin the next phase of my life. I did my internship at D.C. Superior Court, Social Services

Division when I was pregnant with Chanea. Branch Chiefs Tanya Ray and Wilbur Jackson, among others, knew me when I was pregnant. They could not believe that Chanea was old enough to be working at CSOSA and were very shocked to see her here. Tanya and Wilbur jokingly stated that it must be time for me to go. SCSO Marigold Henderson said that during the CSO Academy, she kept staring in the training room at Chanea. She couldn't believe that the little girl she knew from years ago was so grown up. Now imagine how I feel! I love my daughter and I'm extremely proud of her accomplishments. She has chosen a career at an Agency that has unlimited opportunities. I wish her and all the new young adults starting their careers much success. Nevertheless, I know it's time for me to get my hat!

EXTRA! EXTRA! READ ALL ABOUT IT! CSOSA IN THE NEWS



Drug Treatment Reinvented in D.C.

The Washington Post
Tuesday, December 25, 2001;
Page B3
Section: Metro

Churches Help Reform Parolees

The Washington Times
Wednesday, January 9,
2002
Section: Metro

A Spiritual Path to Freedom D.C. Agency Urges Congregations to Help Inmates Make Transition

The Washington Post
January 12, 2002; Page B9
Section: Metro

'Re-Entry Sunday' Meant to Help Offenders Get Jobs

The Washington Times
Friday January 11, 2002
Section: Metro

IDENTITY THEFT YOUR GOOD NAME GONE BAD!

What is identity theft? Identity theft is when someone obtains a person's identifying information, such as name, address, date of birth, social security number or mother's maiden name and uses it illegally. Armed with this information, an imposter can open new credit card accounts, drain your bank accounts, purchase automobiles, apply for loans, and on and on. The following are just some of the steps you can take to protect yourself and what to do if you become a victim.



HOW TO PROTECT YOURSELF...

- ▶ Ask your bank, doctor's office, other businesses and your employer how they use and protect your personal information.
- ▶ Never carry your Social Security card, Social security number, birth certificate or passport, unless necessary.
- ▶ Do not put your address, telephone number or driver's license number on a credit card receipt
- ▶ Identifying information should not be given over the phone or the Internet to someone you do not know or on a cellular or cordless phone.
- ▶ Shred all personal document before placing them in the trash.
- ▶ Get a copy of your credit report every year.
- ▶ Keep your financial records out of sight.
- ▶ Check monthly credit card statements for charges you did not make.

WHAT TO DO IF YOU BECOME A VICTIM...

- ▶ Notify all creditors and financial institutions, in writing and by phone, that your name and accounts have been used without your permission.
- ▶ Immediately report the crime to local police. Provide them with as much documentation as possible. Make sure the accounts are listed on the police report.
- ▶ Report the crime to the Federal Trading Commission (FTC). The FTC collects complaints about identity theft from consumers. (1-877-IDTHEFT or www.consumer.gov/idtheft)
- ▶ If you suspect your name and SSN are being used by an identity thief to get a driver's license or non-driver's ID card in your name, contact the Department of Motor Vehicles.
- ▶ Even if you think the problem has been resolved, check your credit report every six months for several years after your identity was stolen.

For additional information visit the CBM Credit Education Foundation, Inc. at www.cbmfoundation.org.

Bulletin Board



New Mileage Reimbursement Rates

The General Services Administration will increase the federal mileage reimbursement rate for travel by car from 34.5 cents to 36.5 cents per mile. Motorcycle mileage has increased from 27.5 cents to 28.5 cents per mile. The new rate will be effective January 21, 2002. If you have any questions please contact Danita Smith either by e-mail or phone at 220-5712.

Congratulations to one of the best!

CSO Danny N. Knight
 celebrates his Five-Year Anniversary with CSOSA
 on January 21, 2002
 Thanks for being such a kind friend &
 consummate professional!
 - From Erika Evans



CSOSA Sends Condolences to
 Training and
 Career Development Center
 Administrative Aide,
 Eric Jones

Eric's mother passed away this month
 and we will continue to keep him and his
 family in our thoughts

OHR Wishes ...



Anne Phillip (1/19)
 &
Marlo Blue (1/23)



A Happy Birthday!

Happy Birthday to

Teresa Cheseldine (1/12)
 &
Andrew Thomas (1/20)



From the Office of Security



Happy Birthday
Anthony L. Taylor (1/26)
 From the Class of 2000 CSO Class



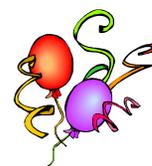
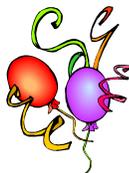
Happy Birthday
Michelle Pelzer (1/15)
 From Stephanie Gray



Also Celebrating Birthdays...

Dale Douglas of Facilities (1/4)
 &
David Stevenson of IT (1/14)

Best Wishes for a great year!



Newslink **Quote of the Month**

“If you love your enemies, you will discover that at the very root of love is the power of redemption.”

Martin Luther King Jr.

Do you have an interesting quote you want to share? Contact the Newslink and spread the word!

Note from the Acting Editor:

Again, Happy New Year to the CSOSA family! I hope this edition has met each of you in the best of spirits and health. As we end the month of January, look forward to highlights of CSOSA's Black History Month Celebration in February. We anticipate discovering new ways to improve and develop our Newsletter and as always, I invite your suggestions and comments on how we can make that possible. Thanks to all those who helped make 2001 a special year for the NEWSLINK, and overflowing gratitude for all those who got right back in the swing of things to submit items for this month's edition .

If you would like to contribute to the February edition , please contact me. An Agency-wide e-mail announcing the deadline for submissions is forthcoming.

With warmest regards,

Erika N. Evans

Office of the Associate Director, CSS

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