



Newslink



A Monthly Publication of CSOSA

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Points of Interest:

- A Look Back at CSOSA Events
- OGC Reviews Use of Government Property
- CSOSA Success Story: Accountability Tours
- Tips on Dealing with the Season's Extreme Heat
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Special Condolences to the Interim Director

The sudden, tragic death of Naytero Ormond, son of Interim Director Jasper Ormond, on June 9th, affected everyone at CSOSA. Crime had viciously struck at our leader, and by extension, at everything he — and this agency — has tried to stand for.

Those who worked with Jasper Ormond felt, and continue to feel, the magnitude of his personal loss. We all know that the loss of a child is the most devastating event a parent can experience. Expressions of sympathy, however heartfelt, cannot begin to touch the pain and anger at the heart of such a loss. Grief has its own language and ritual, and the greater the sorrow, the more we both rely on that structure and feel its inadequacy. We send cards, we attend the funeral, we offer condolences, and we know it isn't enough.

Terrible, senseless crime happens every day. Individuals make choices, sometimes without even knowing it, that lead to death and ruin. These forces often seem so much more powerful than anything we can do to counteract them.

But for almost five years CSOSA has been chipping away at the chaos, trying to realize the vision that no one is beyond help or

hope. We have taken our message to Congress that opportunity and public safety are inextricably connected, and they have listened. We have built partnerships between federal and local governments, and between the faith and public safety communities, to increase the resources available to our fight. Community Supervision Officers bravely take CSOSA's vision into the field every day. Our treatment and learning lab staff work every day to change the culture of hopelessness.

So many of us have wondered how we can "be there" for Jasper in this terrible time. In the final analysis, we can't. Perhaps the most significant expression of sympathy we can offer him is a renewed dedication to our vision. We can also allow Naytero Ormond to remind us how much we're needed. In that way, we can honor his memory and his father.



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

A LOOK BACK

APRIL'S

ADMINISTRATIVE PROFESSIONALS WEEK OBSERVANCE

Submitted by Frances Washington, Training Liaison Manager
Office of the Executive Assistant

On April 24, 2002, CSOSA and Community Supervision Services, sponsored a one-day conference in celebration of National Administrative Professionals Week. The conference theme was "*Administrative Professionals – Enhancing Today's Workforce.*" Further strengthening our Faith Based Community Partnership, Asbury United Methodist Church hosted the activity that attracted Criminal Justice Administrative Professionals from Washington, D.C. and Maryland. The Keynote Speakers, Vivian Smith, Secretary to the Honorable Judith Bartnoff, D.C. Superior Court, Renee Broom, Secretary to the Honorable Joan Zeldon, D.C. Superior Court and Romero Crusor, Supervisor, Third Party Custody Program, Bureau of Rehabilitation, WDC, spoke eloquently on the topic: "Innovative Techniques for Administrative Professionals." Conference attendees participated in the following workshops:

- ❖ "*Marketing Yourself*", facilitated by Theorious Hickman, T. Hickman and Associates
- ❖ "*Communication and Interpersonal Skills*", facilitated by Pereuna Johnson, Director, CSOSA, Center for Training and Career Development
- ❖ "*The Impact of Substance Abuse on the Family*", facilitated by Benjamin Hyman, Probation Officer/Family Counselor, D.C. Superior Court /Social Services Division and Frances Washington, Training Liaison Manager, CSOSA/CSS.

The day culminated with light refreshments and the awarding of certificates by Cedric Hendricks, Acting Associate Director, Office of Legislative, Intergovernmental and Public Affairs, and Tanya Ray, Branch Chief, Special Supervision Services.

A very special **THANK YOU** is extended to the diligent efforts of the Conference Planning Committee:

Christine D. Keels
Frances Washington
Renee Houser
Levon Rice
Brenda Murchison

Kendra Jennings
Monica Montgomery
Carlitta Thorne
Sherry Bailey
Martha Kessler

ASIAN PACIFIC AMERICAN HERITAGE MONTH: A SPECIAL EVENT FOR THE CSOSA/PSA FAMILY

Anyone who attended last month's Asian Pacific American Heritage celebration, held at 300 Indiana Avenue, would agree that the event was a hands-on success. Hosted by the Special Observances Committee on May 23rd, staff were encouraged to loosen their ties, kick of their heels, and enjoy a variety of activities historically respected and honored in Asian cultural tradition.



Fran Hagan, Office of Human Resources braved an acupuncture demonstration by Dr. Shi-hua Wu, Licensed Acupuncturist.



Staff took turns perfecting California Rolls with rice, cucumber, imitation crab meat, and carrots.



Members of the Special Observances Committee modeled Kimonos and other traditional Chinese clothing provided by Program Analyst, Uyen Pham.



Roy Nanovic, OGC, shared his personal collection of Asian artifacts.



Staff tried to harmonize mind and body with Tai Chi instructor, David Chen

**MULTICULTURAL CELEBRATION
& COMMUNITY RESOURCE FAIR
MAY 28, 2002**



Beinvenidos! (Spanish)
Kamogelo! (Setswana)
Huan Ying! (Chinese)
Selam! (Amharic)

On May 28th, CSOSA and Bell Multicultural High School welcomed community residents and Agency staff in several different languages as they presented a wonderful celebration of culture. In a collaborative effort to strengthen the partnership between CSOSA and Bell Multicultural High School, the program offered a fun-filled evening of ethnic foods, music and dancing. The event was held at Bell Multicultural High School, located in Northwest D.C., and provided an excellent opportunity to enhance the Agency's visibility in the community. Attendees were also invited to a Community Resource Fair, which included relevant information in the areas of housing, healthcare, parenting, employment/vocational services, public safety and Faith-based programs. CSOSA thanks all those who participated in helping to make the event a meaningful experience for the Agency and the community.



Thomas H. Williams, Associate Director Community Supervision Services and Executive Assistant Christine Keels, were among CSOSA representatives who gave thanks for the collaboration.



Learning Lab Specialist Maiacristina Villamarin (representing CSOSA's V.O.T.E. Unit) and CSO Mark Williams (representing the Crime Victims Compensation Program) were among the Community Resource Fair participants.



Staff Members Frances Washington and Gladys Dorgett were on the scene enjoying the program.



Acting Associate Director of OLIPA, Cedric Hendricks spent time checking out the various community resources.

CSOSA FOOD FAIR DRAWS A HUNGRY CROWD

Submitted by David Orr, Associate Director
Office of Human Resources

On June 12th, the Special Observances Committee presented the second annual *Taste of CSOSA – An Ethnic Food Fair*. By all accounts, it was a great success. We had dishes from Africa, Thailand, Haiti, Hungary, the American South (and Southwest), Cuba and the Caribbean islands, Italy and China, among others.

Twenty skilled CSOSA chefs showed off their cooking talents, to the enjoyment of over 150 hungry visitors. Perhaps the best testimony was the number of requests that this event be held twice a year! Special thanks go out to the cooks: Marie Asike, Julietta Attridge, Marlo Blue, Charlene Brooks, Reyna Cartagena, Gladys Dorgett, Liz Estrill, Kathleen Ferte, Fran Hagan, Marie Hall, Willie Hasson, Wikita Hoffman, Noble Ihezue, Rhonda Lewis, Ginger Lynch, Maryam Muhammad, David Orr, DeAndrea Peters, Uyen Pham and Thomas Walker.

This year's program included judging of the entries in three categories: Best Tasting, Best Ethnic/Historical Theme and Best Overall. A special panel of distinguished judges did the honors - EEO Director Barbara Matthews Beck, PSA Deputy Director Peter Krauthamer and recently-retired CSS Deputy Elias Kibler. They took their mission seriously, sampling the dishes and evaluating the ethnic or historical context as well as the flavors. The consensus of the judges was that the quality of the culinary contributions rendered it impossible to pick clear winners. So... we had multiple winners in each of the three categories:

★ **BEST TASTING** ★

- | | |
|-------------------|-------------------------|
| Marie Asike | Haitian Zucchini Gratin |
| Julietta Attridge | Black Beans |
| Gladys Dorgett | Kilimanjaro Chicken |
| Marie Hall | Louisiana Gumbo |
| Noble Ihezue | Nigerian Rice w/ Shrimp |
| Maryam Muhammad | Cauliflower Salad |
| Uyen Pham | Thai Beef Salad |

★ **BEST ETHNIC/HISTORICAL THEME** ★

- | | |
|----------------|----------------------------|
| Gladys Dorgett | Kilimanjaro Chicken |
| Bill Hasson | Caribbean Banana Bread |
| David Orr | Hungarian Chicken Paprikas |
| Uyen Pham | Thai Beef Salad |

★ **BEST OVERALL** ★

- | | |
|----------------|----------------------------|
| Gladys Dorgett | Kilimanjaro Chicken |
| Bill Hasson | Caribbean Banana Bread |
| David Orr | Hungarian Chicken Paprikas |
| Uyen Pham | Thai Beef Salad |

Certificates were awarded to the winners – *Congratulations!* Pictures and all of the delicious recipes have been posted on the CSOSA web for the enjoyment of the entire CSOSA family, in celebration of the richness that diversity can bring.

Office Updates



GOVERNMENT PROPERTY IS NOT PERSONAL PROPERTY

Submitted by Lisa V. Terry,
Assistant General Counsel

An area that continues to generate questions to the Office of the General Counsel is the use, or should I say misuse, of government property. The standard, as set forth in the ethics regulations, states that “an employee has a duty to protect and conserve government property and shall not use such property, or allow its use, for other than authorized purposes.” 5 C.F.R. § 2635.704 (a). When the standards of conduct policy for CSOSA was initially drafted, we included a provision that would allow CSOSA and PSA employees to use office equipment for their own private use. This included such items as computers, calculators, printers, copiers, etc. We recognized that from time to time, government employees were making personal use of this property. Employees were using the Internet, copying tax returns, faxing personal documents, etc. Other agencies were moving in the direction of allowing their employees some “de minimus” use of the equipment. In legal jargon, “de minimus” refers to the Latin word for minimal. Thus, under CSOSA’s policy, you may make personal use of government property as long as it is minimal and not excessive. It is when your use of government property becomes excessive that you will be held accountable and perhaps disciplined.

In case you are unsure as to what constitutes government property, it includes but is not limited to such items as government vehicles, computers, computer hardware and software, telephones, copiers, fax machines, office supplies, and government-issued travel and credit cards. Remember, our rule permits the use of office equipment only. It would not be a good idea to misuse a government vehicle. Misuse of a government vehicle can include using it without proper approval (you must have prior approval), failing to return it in proper condition, or using it for personal reasons, such as running an errand. Employees who misuse government vehicles are subject to a *statutorily mandated minimum* of 30 days suspension from work. The Agency will be issuing a policy on the use of government vehicles in the near future. If you are driving a government vehicle and have questions concerning proper procedures, contact the Office of Management and Administration or the Office of the General Counsel *before* you make an error in judgment.

One type of property that has the greatest potential for misuse is the email and Internet. Employees *are* permitted to use the email and internet services for personal purposes as long as it is done on employee time, consumes a minimal amount of resources, and does not interfere with the employee’s performance of his/her official duties. Thus, an employee may use the Internet to search for a vacation spot or a new car, as long as it

is done during the lunch break, before work or after hours. I recommend that you do it before or after work since lunch breaks at CSOSA are somewhat fluid. With that being said however, employees may not use the Internet to access adult entertainment sites or sites that charge a fee for services. Nor may employees use the email to send messages that are sexually explicit or that disparage others on the basis of race, religion, ethnicity, gender, color, sexual orientation, age or disability. Therefore, if someone sends you a joke that has racial undertones, delete it; do not send it to a friend. Doing so could result in serious disciplinary action and/or criminal prosecution. In addition, it is impermissible to use the email to advertise items for sale, to fundraise, or to send messages to massive amounts of people (e.g., chain letters).

One final cautionary note concerning official government envelopes. It is unlawful to use an official envelope or label on a private letter or package in order to avoid the payment of postage. Doing so is a crime and can result in a \$300 fine. 18 U.S.C. § 1719.

In sum, when making personal use of government property, use common sense. Please do not abuse the privilege granted to all of us. De minimus use is acceptable; but if what you are doing *feels* inappropriate, it probably is.

Please feel free to consult the Office of General Counsel if you have any questions or concerns.



TIPS & TRICKS FOR USING MICROSOFT OUTLOOK

Submitted by Michelle L. Gaskins, IT Trainer
Training and Career Development Center



It's stuffy in here. Open another window!

You can open any folder in a separate window. Right-click in the Outlook Shortcut Bar on the folder you want to see in its own window; in the shortcut menu, click on the Open in New Window command.



Say it another way: changing your e-mail editor

Outlook gives you a choice of software you can use to create an e-mail (the “e-mail editor”). To see what your choices are, click in the menu bar on Tools, then click on the Options... command. In the Options dialog box, click on the Mail Format tab. Choose an editor from this list (such as Microsoft Word), and click on OK. The Word editor lets you format your e-mail just as if it was created in Word. But be aware that your recipients may not be able to read all the fun formatting, so the default choice is Microsoft Outlook Rich Text — it gives you a few formatting choices, but not as many as Word.

Let's see, I know it's somewhere in my Inbox!

Your Inbox folder is bound to get crowded (though you *are* deleting old messages, right?). You can create your own folders to organize your e-mail (and other items). Here's how: In the menu bar, click on File, click on New, then click on Folder. In the Name box, type a name for the new folder. In the Folder Contains box, click the type of items you want the folder to contain (mail, calendar, etc.) In the Select where to place the folder list, click the location for the folder (usually it's a sub-folder). You'll probably want to say Yes when prompted to add a shortcut to the Outlook Shortcut Bar. After you create your new folder(s), just *drag* the item(s) you want to file to the new folder in the Outlook Shortcut Bar.



Looking for something? Use the Find button!!!

Let's say you want to find an e-mail. Open your Inbox folder, then click on the Find button in the Toolbar (or the Find command on the Tools menu). In the little window that appears above the folder, type what you want to locate, then click on the Find Now button. Need to be more specific? Click on the Advanced Find... button (in the upper right of this little window).

Tired of typing your phone number and address at the bottom of e-mails? Create a signature!

You can automatically include a “signature” at the bottom of each new e-mail you create. Here's how. In the menu bar, click on Tools, then click on the Options... command. In the Options dialog box, click on the Mail Format tab. Click on the Signature Picker... button, and create a new signature (usually your name, phone, and address, but you can get creative). Click on OK two times, and you're in business. (You can always delete this signature from a new e-mail by deleting it.)



I'm too busy to meet with you more than 10 minutes, but my calendar is set up in ½ hour increments!

Are you the type? Well, you can change the default appointment time (set to ½ hour) to other intervals — from 5 minutes to an hour. Right-click on the hours in the Calendar's daily view, and choose another default interval (from the bottom half of the shortcut menu).



Sorry, no one's home. Please leave a message !

You can let others know you're out of the office when they send you an e-mail. Open the Inbox folder. Then, in the menu bar, click on Tools, and choose the Ot of Office Assistant... command. Type a message you want Outlook to send in your absence, choose the “I am currently Out of the Office” button, click OK, and hop a plane to someplace nice! You'll still get the messages others send you, and they'll get your message while you're out!

Hopefully, these tips and tricks will help
improve *your Outlook!* ✍

CSOSA Success Stories

ACCOUNTABILITY TOURS : Helping to Achieve the Mission

Submitted by Erika N. Evans, Special Assistant
Office of the Associate Director

Accountability Tours are face-to-face field contacts with offenders. They are conducted jointly by a Community Supervision Officer and a Metropolitan Police Department Officer for the purposes of information sharing, monitoring offender compliance with community supervision, and improving public safety. On Thursday, June 20th, I had the pleasure of accompanying **CSO Matthew Kiely, General Supervision Branch IIA, Team #21**, on an Accountability Tour in Police Service Area (PSA) 313. The tour was conducted with PSA 313 MPD Officer Andre Fleming from 4 p.m. to 7 p.m.; the best time, according to both officers, to make the most contact with offenders at their homes.

I have to admit; I was a little on edge at first. Wearing my soft body armor for the first time, I wasn't sure what to expect. Somewhere between confirming the ride-a-long date and meeting with the officers to actually begin the tour, I had begun to picture an evening filled with high-speed car chases and scenes from the popular television show COPS. Fortunately, the experience I had was much more positive and much less intense.

It was obvious from the beginning of the tour that CSO Kiely and Officer Fleming were both committed to the task at hand and that they both had a clear understanding of the mission to hold offenders accountable. Exemplifying the strong partnership between the two officers, CSO Kiely needed only to say the name of the offenders we were visiting and Officer Fleming drove directly to the residences without having to be reminded of the addresses. CSO Kiely took the lead as we visited each of the offenders, recalling their last contacts and discussing the circumstances of their cases. All the offenders were familiar with the process and showed respect and full cooperation. In many instances, Officer Fleming, a resident of PSA 313 himself, would interject in the discussions reminding the offenders that he was constantly abreast of what was going on with them in the community.

During one particular visit, I learned that Officer Fleming had given a young offender a job referral after CSO Kiely discussed having problems with the offender not being gainfully employed. Both officers expressed their discontent with the offender who had not followed up on the job prospect. CSO Kiely warned the young man that spending days at home with nothing to do would inevitably open up the doors to trouble and that if he was serious about successfully completing his probation, he had to try harder to get his act together. The Offender appeared nonchalant and rebellious when CSO Kiely gave him an 8 a.m. office appointment date. I made a friendly bet with the CSO that the offender would not show.

Riding in the patrol car between visits, I listened as CSO Kiely and Officer Fleming traded relevant information on the most recent known activities of offenders living in the community. During the course of the tour, Officer Fleming pointed out a few individuals by name that were known troublemakers. He asked CSO Kiely to find out if they were being supervised by the Agency. The close collaboration between the two officers provided proof of how the CSOSA/MPD partnership works to achieve a common goal.

CSO Kiely and Officer Fleming conduct accountability tours on a monthly basis. Officer Fleming says that CSO Kiely is one of the best CSOs he's worked with. "Matt really cares about what's going on out here, and that's so important", he says. I enjoyed this experience and I learned a lot more about Community Justice Partnerships. Early the next day, I got a phone call from CSO Kiely. The young offender showed up early for his 8 a.m. appointment, it seems I owe CSO Kiely lunch. Accountability Tours are in fact helping to achieve our Agency's mission.



MPD Officer Andre Fleming and CSO Matthew Kiely

MAKING A DIFFERENCE

Submitted by CSO Edna 'Sue' Lawson, Branch IIB, Team #4

As a result of the special case management assistance Staff provided on April 24, 2002. *Offender Jane* received emergency residential placement and has relocated her family to a safer environment. Through all of OUR combined efforts we succeeded in providing immediate resources needed to ensure public safety. But most importantly, we succeeded in restoring the faith of 3 children who are now confident that a system is working together to help their mother.

Special Thanks to:

Everett Martin (CIT)	Jody Tracey (IIB Branch Chief)
George Pruden (OGC)	Brenda Owens (SCFU)
Denise Richardson (CTP)	Charles Musgray (SCFU)
Rodney Barnes (NEFU)	Lt. Farr (7 th D- MPD)
Kisha Patterson (NEFU)	Officer Light (7 th D- MPD)
Melody Bynum Piper (NEFU)	Officer Mongow (7 th D- MPD)
Frank O'Grady (SCFU)	John Milam (SATB- Branch Chief)

Employee Focus



Grounded in Life:
ALEXANDRA "ALEX" GRAMMER
 CSS Management Analyst
 By Uyen P. Pham, CJP Program Analyst

She never thought it would be like this. *This*. This garden that she and her husband work on practically every weekend. Some refer to their garden as the Garden of Eden. Alex denotes it as the "trailer trash of gardens." Modesty sometimes comes in small doses. Or perhaps it was those ten years at the Bureau of Prisons (before coming to CSOSA) that has led Alex to illustrate her garden in such a way. In any case, being a critical thinker is an important aspect of Alex's work at CSOSA.

Born in Virginia, Alex lived in New Jersey most of her life. She lived in D.C. while finishing her Master's at American University and she did a brief stint as a homemaker in Missouri. She came back to D.C. and joined CSOSA as a Community Supervision Services Management Analyst in the Special Projects Unit. Her team tracks re-arrests and then alerts CSOs if the offenders they supervise are on the D.C. lock up list. In addition, she co-chairs the SMART Data Integrity Subcommittee on Quality Assurance with Community Justice Program's Bryan Young. Alex also works on case management and policy related matters. In the near future, she will be working on a special project related to women offenders.

She believes the best thing about CSOSA is how goal oriented the agency is with their Performance Plans and how everything is geared towards the Critical Success Factors (CSFs). "CSOSA is doing well for a new federal agency", she believes. However, she feels better communication among various components of the agency is needed to end duplication of work.

Gardening is not the only past-time Alex shares with her husband. They try to do at least one cultural thing a month. Last month it was theater. After the play, Alex decided that Shakespeare may not be for her and was glad when Juliet finally died (I hope I didn't ruin the ending for too many people). She did however enjoy the musical, *Contact*. She described the experience as "amazing." Her husband and her have had a taste for the finer things the DC area has to offer: bull riding in Baltimore and the World Wide Federation (WWF) Smackdown. Next month the Shakespeare Theater presents *The Two Gentlemen of Verona* and the MCI Center presents WWF: Tour of Defiance. I wonder which one Alex and her husband will attend? Hmm.....

Employee Milestones

NEW EMPLOYEE FOR THE MONTH OF MAY

Office of Information Technology
 Feng F. Lu

ONE YEAR ANNIVERSARY WITH CSOSA AS OF 05/31/02

Tammie V. Crank
 Marlo M. Blue
 Sheila P. Moody
 Carlitta D. Thorne

FIVE YEARS GOVERNMENT SERVICE

Kenya Gregory
 Marietta Herndon
 Natasha Powell

TEN YEARS GOVERNMENT SERVICE

Christopher Emery

TWENTY YEARS GOVERNMENT SERVICE

Charles Poindexter
 Andre Teku
 Deborah Young

THIRTY YEARS GOVERNMENT SERVICE

Theresa Petway-Green



HEALTH & FITNESS



(Adapted from the National Center for Environmental Health)

From 1979 –1999, excessive heat exposure caused 8,015 deaths in the United States. During this period, more people in this country died from extreme heat than from hurricanes, lightning, tornadoes, floods, and earthquakes combined. Because most heat-related deaths occur during the summer, and because weather projections for this year indicate a hotter-than-average summer, people should be aware of who is at greatest risk and what actions can be taken to prevent a heat-related illness or death.

The best defense against the heat of summer weather is prevention.

Here are some prevention tips:



* Drink more fluids (nonalcoholic), regardless of your activity level. Don't wait until you're thirsty to drink. Warning: If your doctor generally limits the amount of fluid you drink or has you on water pills, ask him how much you should drink while the weather is hot.

* Don't drink liquids that contain caffeine, alcohol, or large amounts of sugar—these actually cause you to lose more body fluid. Also, avoid very cold drinks, because they can cause stomach cramps.

- * Stay indoors and, if at all possible, stay in an air-conditioned place. If your home does not have air conditioning, go to the shopping mall or public library—even a few hours spent in air conditioning can help your body stay cooler when you go back into the heat. Call your local health department to see if there are any heat-relief shelters in your area.
- * Wear lightweight, light-colored, loose-fitting clothing.
- * **NEVER** leave anyone in a closed, parked vehicle.
- * Although any one at any time can suffer from heat-related illness, some people are at greater risk than others. Check regularly on: infants and young children; people aged 65 or older; people who have a mental illness; and those who are physically ill, especially with heart disease or high blood pressure.
- * Visit adults at risk at least twice a day and closely watch them for signs of heat exhaustion or heat stroke. Infants and young children, of course, need much more frequent watching.

If you must be out in the heat:

- * Limit your outdoor activity to morning and evening hours.
- * Cut down on exercise. If you must exercise, drink two to four glasses of cool, nonalcoholic fluids each hour. A sports beverage can replace the salt and minerals you lose in sweat. Warning: If you are on a low-salt diet, talk with your doctor before drinking a sports beverage. Remember the warning in the first “tip” (above), too.
- * Try to rest often in shady areas.
- * Protect yourself from the sun by wearing a wide-brimmed hat (also keeps you cooler) and sunglasses and by putting on sunscreen of SPF 15 or higher (the most effective products say “broad spectrum” or “UVA/UVB protection” on their labels).



REMEMBER! Staying cool and making simple changes in your fluid intake, activities, and clothing during hot weather can help you remain safe and healthy.

VARIETY PAGES

TIPS FOR ATM SAFETY

Submitted by David Levek, Director of Security

While automated teller machines (ATMs) provide 24-hour banking convenience to customers, they also provide criminals with new opportunities. The following is a list of tips, created by the District of Columbia Metropolitan Police Department, to keep in mind during your ATM banking transactions.



- \$ Memorize your personal identification number (PIN). Never write it down on your ATM card or keep it with the card and don't tell anyone your code or let him or her enter your code for you.
- \$ Do not give out information about your PIN over the telephone, as banks will never request such information.
- \$ Try to use machines you are familiar with and use terminals located in banks rather than independent terminals.
- \$ Be aware of your surroundings. Look around before conducting a transaction and if you see anyone or anything suspicious, cancel your transaction and go to another ATM.
- \$ If you must use an ATM after hours, make sure it's well lighted.
- \$ Use your body as a shield when making a transaction at the ATM.
- \$ Never walk away from an ATM with your money still in your hand. If you are going to count your money, do so at the ATM and then take the time to put your money away before leaving.
- \$ When making an ATM transaction from your car, be aware of your surroundings, keep your eyes and ears open and keep car doors locked.
- \$ Report any lost or stolen cards as soon as you discover they're missing.
- \$ Check your receipts against your monthly statements to guard against ATM fraud.
- \$ Tear up your ATM receipts when you no longer need them.

FORMING A PROGRAM THAT WORKS

Submitted by CSO Willa Butler

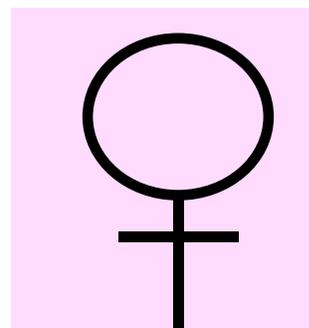
Branch III, Team #3

Women in Control Again (WICA) is a 9-topic 9 to 12 month psycho-educational treatment modality that is gender based designed for our female offenders under the SAINT/HIDTA Unit. WICA focuses on the needs of our female population, offering them a positive perspective of self, cognitive restructuring, and a clear understanding of spirituality, which gives them a sense of self and purpose. WICA empowers and strengthens the female offenders in an area of ecological development. Through this development the women are able to become self sufficient, improve in self-efficacy, and interpersonal relationships.

Under my directorship, WICA has joined forces with the Women's Healthy Connections treatment program to further assist our female offenders in their growth and development. The Women's Healthy Connections, a program of Whitman Walker, is a nine-month intensive outpatient program, which provides further treatment for our females in the area of childcare, HIV/AIDS, mental health, family and group therapy, and individual therapy. This program is also ecologically and culturally centered on the ethnicity of our female offenders. Mrs. Valenica Dillon-Donaldson, Director of Women's Healthy Connections relishes further participation from our female offenders. Although the program is designed for women with HIV/AIDS, Mrs. Dillon-Donaldson and myself have merged a joint venture which provides treatment for women without HIV/AIDS, but with other problems in the area of substance abuse, housing, parenting skills, and mental health.

Mrs. Valenica Dillon-Donaldson will be at our agency on **July 11, 2002, in room 2066, 300 Indiana Avenue, NW**, to present the program and answer any questions that you may have. We are inviting all CSOs and managers to come out and support SAINT/HIDTA's continued effort in providing effective treatment for our female offenders. Refreshments will be served.

For more information, please contact me at (202) 585-7462.



Bulletin Board



FAREWELL AND CONGRATULATIONS

to my sublime friend and colleague, **Uyen Pham (CJP)**

Uyen will depart CSOSA and the D.C. area early next month bound for Loyola Law School in sunny Los Angeles, California! Winnie (Smile), thanks for being such a wonderful source of inspiration. I will always remember and admire the energy you gave to everything you touched. I wish you a spiritual journey of growth and satisfaction, but I also wish you could stay.

I will definitely come to visit you in the near future, save some sun for me!

GOOD LUCK IN LAW SCHOOL!

Your Friend, Erika



Baby Anderson is Here!!

Born on May 16, 2002
at 7:07pm, our "V.O.T.E. Baby",
Anderson Morgan, Jr.
weighed in at 5 lbs. and 16 oz.

Mother **Carmalita Morgan,**
Learning Lab Specialist
is doing great!

Congratulations

to

Supervisory Community Supervision Assistant,

Dianne McFadden

Branch I, Team # 28

Who completed **34** years of combined service to both
The DC Superior Court and CSOSA
June 1, 2002

Happy Birthday

to

Training Specialist, Thomas Alton Walker (6/30)

from the

Training and Career Development Center



A Special Thank You

to

NEFU, Team #4

for the beautiful plaque you presented to me.
It now hangs on the Historical Walls of AFU.

Also, thanks to **Team #6** and the pleasant greeters
at AFU. You have been so helpful during my move.

SCSO
Melody Bynum Piper

Happy Birthday

to

Community Supervision Officer

Lorraine Smith (6/26)

Branch IIA, Team #30



From
CSO Denise Thomas

General Supervision Branch IIA, Team #30 in
conjunction with all other CSS Staff wish to
express their support and condolences to the
Ormond Family during this time of
bereavement.

Newslink **Quote of the Month**

"No one can make you
feel inferior without your consent."

- Eleanor Roosevelt

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

Note from the Editor:

This concludes another edition of the CSOSA NEWSLINK. As we enjoy summer (my favorite time of the year), let us remember that we accelerate our success and achieve our goals when we not only think positively... but also when we have positive feelings. Some of the most powerful positive feelings are love, gratitude and forgiveness. When you access those feelings consistently, you become a magnet for wonderful things to come into your life. The tricky part is to let yourself feel those feelings throughout each day!

Thanks to everyone who contributed to this month's publication. As always, I welcome your suggestions on how we can continue to evolve our Agency's newsletter into a meaningful source of communication for all staff. Please feel free to contact me with your ideas. Thank you for your continued encouragement and support!

With warmest regards,

Erika N. Evans

Editor & Coordinator

Office of the Associate Director, CSS



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