



Newslink



A Monthly Publication of CSOSA

Volume 1, Issue 7

October 19, 2001

Special Points of Interest:

- October is National Breast Cancer Awareness Month... Learn more
- Security alert from D.C. MPD
- CSOSA's efforts to meet the challenges of automation
- Need to Relax? We found some effortless ways how!
- Check out the Newslink Bulletin Board

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Voice of the Interim Director



As we begin fiscal year 2002, it is important to take time for reflection. Recent events caught every one of us by surprise and we are still reeling, both individually and as a country. As we go on with our daily activities and re-define our reality, I want each of you to know that we are making every effort to ensure the Agency's offices are secure. I have directed that the Occupant Emergency Plans for each site be reviewed, updated and tested, and that these plans be communicated to our employees. We have also reviewed the manner in which we notify employees of an emergency and have determined we need to rely more on direct communication than on e-mail.

This time for reflection is also a time of gratitude and giving. I have asked David Orr, Associate Director for Human Resources, to chair CSOSA's 2001 Combined Federal Campaign (CFC). The CFC is the only government-wide charity fundraising program authorized by the Office of Personnel Management. The theme of this year's campaign is "Caring is Sharing". Given our daily involvement with the community and the mission of our Agency, we know first hand that not everyone is as fortunate as we are. Recent events have reminded us how important it is to reach out, to care about our neighbors, to make the extra effort.

Our Agency has set an ambitious goal of raising \$58,834 in this year's CFC campaign. Since the formation of the Court Services and Offender Supervision Agency our employees have been, and I am sure will continue to be, very generous in their giving to the CFC.

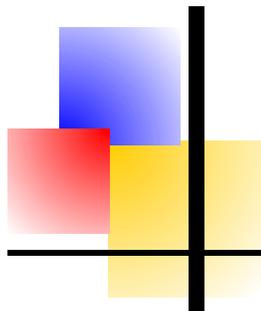
CSOSA's third annual Awards and Recognition Ceremony, which will be held on Monday, October 22 at 1:30 p.m. at the Renaissance Washington D.C. Hotel, will provide another opportunity for reflection. In reviewing the recommendations for awards, I was struck by not only the broad range of what we do as an Agency, but by how many truly talented and committed individuals we are fortunate to have as our employees. The nature of our business is not necessarily glamorous; it is sometimes hard and painstaking. Despite our best efforts, not every one succeeds under our supervision. However, we do have successes, and those successes change lives and they change our community. Please join me on October 22 as we recognize our colleagues for their continued commitment to excellence, their innovations and their spirit.

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



October 2001

Newslink Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 Columbus Day <i>(Federal Holiday)</i>	9	10	11	12	13
14	15 	16 National Boss Day 	17	18	19 National Mammography Day	20
21	22 CSOSA Awards Ceremony	23	24 United Nations Day 	25	26	27
28 Daylight Saving Time Ends 	29	30	31 Halloween 			



National Breast Cancer Awareness Month

National Domestic Violence Awareness Month

Schedule of Events: Current and Future

American Correctional Association Training Sessions
4380 Forbes Blvd., Lanham, Maryland

October 23rd-24th, 2001

Community Service -

A Restorative Justice Concept, More Than Picking Up Trash

November 8th-9th, 2001

Women in Criminal Justice: Modeling Leadership, Growing By Design

November 14th-16th, 2001

Hostage Negotiation School

December 6th-7th, 2001

Cross Gender Communication

The Association for the Treatment of Sexual Abuse

20th Annual Conference

November 7th-10th, 2001

San Antonio, TX

Event URL: www.atsa.com

2001 National Training Conference for Criminal Justice & Community Leaders - Working Together to Serve Better : The Changing Face of America's Communities

November 14th - 16th, 2001

Green Bay, WI

Sponsored by the National Crime Prevention Council

Event URL: www.foxvalleytech.com

For more information contact Training Liaison, Frances Washington @ 585-7409



EARLY DETECTION IS THE KEY

SUBMITTED BY RHONDA LEWIS, TRAINING SPECIALIST | TRAINING & CAREER DEVELOPMENT

Breast cancer is the most common cancer diagnosed in women in America. When breast cancer is detected early and treated promptly, suffering and ultimately the loss of life can be significantly reduced. Women are encouraged to ask their doctors and other health care providers about mammography screening. Mammography (an x-ray picture of the breast) is the single most effective method to detect breast changes that may be cancerous, long before physical symptoms can be seen or felt. For early stages of breast cancer, there are more treatment options. Treatment can be less disfiguring and less toxic, and the chances for survival are improved.

As women age, their risk of breast cancer increases. For most women, high-quality mammography screening should begin at age 40. As risk factors vary in everyone, each woman and her doctor should discuss the plan that's right for her. Most organizations recommend screening every one to two years. Screening should continue throughout a woman's lifetime.

In addition to the use of mammography, healthcare providers should also examine a woman's breasts, called clinical breast examination (CBE), as part of routine healthcare to search for any abnormalities that may be missed by mammography. Breast self-examination (BSE), may alert a woman to any changes in her breasts, but it is not a substitute for mammography and CBE for women age 40 and older.

The Third Friday in OCTOBER (19th) is National Mammography Day

National Mammography Day, first proclaimed by President Clinton in 1993. On this day, or throughout the month, radiologists provide discounted or free screening mammograms. In 1999, more than 2,200 American College of Radiology (ACR) accredited facilities took part. To learn which facilities in your area are taking part in the event this year, call:

- ◆ American Cancer Society (800) 227-2345
- ◆ The Susan G. Komen Breast Cancer Foundation (800) 462-9273
- ◆ National Alliance of Breast Cancer Organizations (NABCO) (888) 80-NABCO
- ◆ Y-ME National Breast Cancer Organization (800) 221-2141

All information taken from the National Breast Cancer Awareness Month web-site @ <http://www.nbcam.org>.

NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH

"I Got Flowers"

I got flowers today. It wasn't my birthday or any other special day. We had our first argument last night and he said a lot of cruel things that really hurt me. I know he is sorry and didn't mean the things he said. Because he sent me flowers today.

I got flowers today. It wasn't our anniversary or any other special day. Last night, he threw me into a wall and started to choke me. It seemed like a nightmare. I couldn't believe it was real. I woke up this morning sore and bruised all over. I know he must be sorry. Because he sent me flowers today.

I got flowers today, and it wasn't Mother's Day or any other special day. Last night, he beat me up again. And it was much worse than all the other times. If I leave him, what will I do? How will I take care of my kids? What about money? I'm afraid of him and scared to leave. But I know he must be sorry. Because he sent me flowers today.

I got flowers today. Today was a very special day. It was the day of my funeral. Last night, he finally killed me. He beat me to death. If only I had gathered enough courage and strength to leave him, I would not have gotten flowers...today.

Anonymous



Domestic violence or battering is a pattern of behavior used to establish power and control over another person through fear and intimidation, often including the threat or use of violence. The majority of domestic violence is perpetrated against women. However, it is important to remember that the abused can include children, siblings, spouses, or parents and the victims and offenders come from all racial, social, religious, ethnic, and economic backgrounds. Many factors affect the prevalence of domestic violence, none more directly than alcohol and other drug abuse. Domestic violence destroys relationships, disrupts communities and shatters the lives of hundreds of thousands of Americans each year.

In 1995, President William J. Clinton proclaimed the month of October "National Domestic Violence Awareness Month". The proclamation was a call to all government officials, law enforcement agencies, health professionals, educators and citizens of the United States to join together in an effort to end domestic violence. Domestic Violence Awareness Month is a time for us to recognize the dedication of those who work to eliminate this cycle of violence. It is also a time for us to offer our support, guidance and compassion to the survivors.

The struggle to end domestic violence is far from over. However, we are fortunate enough that knowledge about domestic violence has increased and public interest in deterrence is stronger than ever.

To the CSOSA Domestic Violence Supervision and Domestic Violence Treatment Teams, we extend our sincere appreciation and we support your efforts.

To learn more about this community problem visit the National Coalition Against Domestic Violence @ www.ncadv.org.

Office Updates



ANNOUNCEMENT FROM THE D.C. METROPOLITAN POLICE DEPARTMENT

Due to the recent terrorist attack on the United States, the nation as well as every Criminal Justice Agency is on heightened alert. The office of the Washington Area Law Enforcement System (WALES) and National Crime Information Center (NCIC) would like to take this time to remind all WALES terminal users of the responsibility of handling very sensitive criminal justice information.

It is important to note that information and access could have been instrumental towards the implementation of this horrendous act. It is imperative that all WALES terminal users be cognizant of who is requesting the information and how it is disseminated. The physical environment where the WALES terminal is located should be closely monitor to prevent any unauthorized use. After information is no longer required, final disposition of records and proper log-off procedures must be executed. The WALES office request that all terminal users be very conscientious of every aspect of their terminal use. This will assure the WALES network is not an avenue for these perpetrators to obtain any sensitive criminal justice information.

FRIENDLY REMINDER FROM OFFICE OF SECURITY

CSOSA employees are reminded that their proximity card, which also serves as Agency identification, should be displayed at all times within the workplace. When displaying the card, it will be worn between the neck and waist, on the front of the wearer. Remember to remove the proximity card upon leaving the workplace. Place the card in a place where you will remember to retrieve it for the next duty day (ladies may want to use their purse or handbag, and men may want to use their wallet).

We have had reports of individuals leaving the proximity cards on their desk or in working areas. The proximity card must be worn, as reflected above, while in the workplace and should not be left unsecured in your working area, as this could lead to unauthorized individuals having access.

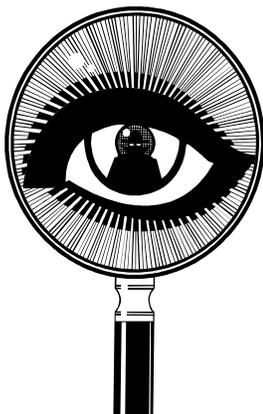
Regardless of the precautions we take, there will be times when a card is lost or stolen. If this should happen, please ensure that the Office of Security (202) 220-5750, is contacted as soon as possible, so that we can deactivate the card and also make an appointment with you for replacement.



OFFICE OF PROFESSIONAL RESPONSIBILITY UPDATE

BY JAMES SMITH, DIRECTOR • OPR

The Office of Professional Responsibility (OPR) provided two training sessions on August 9th and August 21st. The class was entitled, "Resolving Allegations of Employee Misconduct (OPR)," and the goal of this class was to educate supervisors and managers on how to use the OPR in resolving allegations of employee misconduct. These two sessions were the last classes for this fiscal year. All supervisors and managers who have not attended any of the previous classes are asked to register with the Training and Career Development Center during the next fiscal year.



James Zopp, a contract employee with McCauley and Associates has been selected to assist with the OPR investigations. Mr. Zopp is authorized to conduct interviews and review relevant records that relate to OPR investigations. If you have any questions, please contact the OPR.

DID YOU KNOW?

Employees are prohibited from using their official position for purposes of obtaining information from any source, including outside sources, for the employee's benefit or the benefit of another. As an example, it is improper for an employee to use his or her position in order to obtain information from a police department concerning the status of a pending criminal charge for a friend or relative.

Community Supervision Services Seeks a Permanent Solution to the Challenge of Automation

BY JAMES MORRIS, PROGRAM MANAGER / EXECUTIVE ASSISTANT • SPECIAL PROJECTS UNIT, CSS

Community Supervision Services with the support of CSOSA's Information Technology LAN/MIS Division, and in partnership with other key agency components, has committed to resolve its continuing need for a permanent information system by custom building an automated solution for probation and parole functions. This commitment comes after an intense 15-month long planning and development initiative that involved the implementation of an interim and now permanent automated information solution. Following the creation of a broad based Computer User Group in the Summer of 2000, the Agency's initial information objectives were met in January 2001 with the merger of two legacy system databases and the implementation of an agency-wide training initiative that introduced probation functionality into OASIS (the former parole system "PARIS database).

In the Spring of 2001, the USERS Group was expanded and assigned to a new task to work with CSOSA / IT and the Marasco-Newton consultant group to develop the basic system requirements and business processes that will facilitate a permanent automated MIS solution for CSS by the end of CY 2001. This has been an aggressive initiative that to date has completed the initial phase objectives. Well over 50 professional staff from CSS, IT and other CSOSA components worked energetically with our consultants in July and August to define the basic parole and probation system requirements and develop initial business process formats for all CSS functionality. After reviewing several options, recommendations were approved by Interim Director Jasper Ormond to: (1) retire OASIS and (2) have a new automated system in place by mid-January of 2002.

In collaboration with its partners, CSS has now undertaken an energetic initiative to custom build its own automated information system. The new system will expand on design features and functionality generated from the Users Group initiative. Among the internal resources that will be tapped to construct the new system are the interface components of the Central and Sex Offender Registries and key functionality within DTMS, OASIS, HATTS and the larger PRISM database model. The major advantage that will accrue as a result of this decision is that the Agency will retain control in customizing the future growth and development of its own automation. It must be clearly understood that the commitment to build a case management system will involve a new system to include all the business requirements and functionality identified by the CSS User's Committee.

CSS Users Group Mandate Continues

There is much work to be done between now and January 2002 to realize our objective. The Users Group will be called upon to:

- ◇ Continue collaborative efforts with our partners to analyze the screen designs, system design and data structures of the new system;
- ◇ Input into the change order process during the developmental processes of the new system
- ◇ Clarify to CSS staff business processes enhancements as a result of the new case management system;
- ◇ Develop a strategy to pilot test various versions of the new automation throughout the Fall/Winter of 2001; and
- ◇ Participate in the development of an extensive training schedule for all CSS staff.

Data Clean-up:

In September of this year, Associate Director Tom Williams met with the Branch Chiefs and agreed upon an Agency-wide management strategy (now underway) to ensure our goal of achieving 90% accuracy with regard to the data contained in OASIS by November 15, 2001. In December, the OASIS database conversion will occur thus transporting key case management information into our new automated system. For this reason, it is critical that our data be as accurate and reliable as possible. Mr. Williams asked for the cooperation of every manager and staff person in this critical aspect of our automation initiative. It is extremely imperative that we have accurate and current data in our existing information system before the data conversion takes place.

Training:

Training is critical to the success of this effort. Every member of our Agency must consider training as an ongoing key element of his/her professional responsibilities. Database systems training will only increase in importance as our dependence upon a continually advancing technology grows. Mr. Williams has called upon the resources of our IT and Training and Career Development Divisions to implement a permanent long-term training strategy for ensuring the success of these efforts. Training on the new case management system is scheduled to begin December 17, 2001.

File Management Development:

In the new Fiscal Year, Mr. Williams has requested additional resources to continue the CSS File Management initiative that began in late November 2000. The continuation of this important initiative will have a positive impact on the overall success of our management information system objectives.

Mr. Williams states, "I am excited about the challenges and opportunities that lie ahead in our efforts to develop the CSS automated information system. I look forward to working cooperatively with each of you as we take this big technological step."



There's still time for you to participate in the contest to name the new Case Management system that will replace OASIS!

The winner will receive a **grand prize, not yet determined.**

Several consolation prizes will be awarded as well. So conjure up your creative spirits and join the fun, you may be a winner!

Send your suggestions via e-mail to Jim Morris by 10/22/01!



More Answers to Your Most Commonly Asked Questions From the Office of General Counsel
 BY KERRI THOMPSON TILLET, ASSISTANT GENERAL COUNSEL • OGC

The Office of the General Counsel ("OGC") handles a variety of issues on any given day. Here are some samples of the questions we have handled this month.



How can I donate money to organizations that assist those who are in need as a result of the recent terrorist attacks?

We encourage all employees to participate in the Combined Federal Campaign ("CFC") that is currently underway. The CFC is the annual fund-raising drive conducted by Federal employees in their workplace each fall. Each year Federal employees and military personnel raise millions of dollars through the CFC that benefits thousands of non-profit charities.



If I have a question regarding whether a policy exists, where should I check?

The first place that you should check is CSOSA's Intranet. The Intranet is the agency's repository for all agency policies. If the policy is not on the Intranet, chances are it does not exist.



What if I am confused about how to apply an existing policy to a particular case?

It is every employee's responsibility to be familiar with all agency policies. Even though many policies are drafted and/or reviewed by OGC, the best place to determine how a policy may apply to your case is to check with your supervisor. Calling OGC is not the most efficient way to determine if a specific policy applies to your case. If your supervisor is unsure, she/he should discuss it with their superiors by running it up the chain of command.



Am I allowed to provide a reference to a prospective employer for an offender?

First of all, you should ask the offender to sign a release prior to disclosing any information. The release should be retained in the offender's file. The CSO should not give an opinion regarding how the offender would perform on the job. However, the CSO may provide information such as how the offender is doing under supervision.



What are the consequences of working a part-job that I never sought OGC approval?

You are in violation of CSOSA's Ethics Policy. This policy can be reviewed on the Intranet. You should immediately file a Request for Outside Employment form with OGC to determine if your part-time employment poses a conflict with your official government duties. Failure to do so could lead to disciplinary action.

REMEMBER OGC IS HERE TO ANSWER ANY OF YOUR QUESTIONS. IT'S ALWAYS BETTER TO ASK THAN TO ASSUME, SO IF YOU HAVE A QUESTION, FEEL FREE TO CONTACT OUR OFFICE!

BRANCH IIA - GENERAL SUPERVISION UPDATE

BY CHANEA CARY, COMMUNITY SUPERVISION OFFICER • GSU, TEAM 21

Hello everybody in CSOSA land, just a little note to advise staff supervising offenders in the 3rd District (PSA 301-314) that there's



a new sheriff in town! CSO Emesha James and I were in attendance at a "Meet and Greet" with the new commander of the 3rd District police station, Cherly Peacock. Cherly Peacock has recently been promoted to Commander. Commander Peacock is a native Washingtonian. She graduated from McKinley Tech. High School, and recently received her MBA from the University of Maryland. Commander Peacock has been with the Metropolitan Police Department for the last 20 years. She has a new vision for the Third District. She calls it "getting back to basic policing". She is very concerned with the complaints of the citizens of the third district. She also seems very excited and eager to begin working with CSOSA and maintaining the partnership between CSOSA and MPD. Commander Peacock will soon have a meeting with her lieutenants to explain the PSA concept in depth and then she will hold another meeting to allow everyone to meet the lieutenants from each PSA. Mass orientations in the 3rd District are being scheduled for the end of October 2001.

THE 2001 BLACKS IN GOVERNMENT CONFERENCE

BY TANIA SIMONS • ILLEGAL SUBSTANCE COLLECTION UNIT, TEAM #35

I would like to thank my Supervisor Barbara Spencer and my Branch Chief, Michael Gunn for allowing me the opportunity to attend this year's Blacks In Government (BIG) conference held in Los Angeles, California. First, let me bring to everyone's attention... this was my first time EVER on an airplane! Thanks to the excellent service provided by the Omega Travel Agency, I was also able to enjoy my first flying adventure!

This year's conference was held in August and the Keynote speaker was the Honorable Judge Matthis. During the opening session, Judge Matthis focused on setting new standards of performance and productivity throughout government agencies. He also stressed continuing the commitment of insuring maximum employment and advancement opportunities for Black Civil Service employees.

The conference theme for 2001 was "Retooling for the 21st Century". The exhibit hall was represented by many government agencies such as the Army Corp of Engineers, the US Department of Justice, NASA, the US Forest Service, and so many others. These agencies were representing their jobs and also representing new career opportunities available to federal employees. The conference also held a variety of workshops to address the needs of every federal government employee. I attended many of the self-esteem building seminars that had a focus on women in the industry. I left most of the workshops feeling refreshed and equipped with new and positive perspectives on both a personal and professional level.

There were so many other wonderful activities that took place during this year's conference. There was a gospel concert and an African fashion show, which I enjoyed very much. The conference closed with a performance by my favorite artist, R&B singer Shantae Moore. That was like the icing on the cake for me!

Overall, I learned a lot and I had a great time. I would highly recommend future Blacks in Government conferences to all. This event certainly provided me with a wonderful experience I will treasure for a lifetime.

Employee Focus



**Community Supervision Officer
Dionne Belk**

"A Will Finds a Way"

BY ERIKA EVANS, OFFICE OF THE ASSOCIATE DIRECTOR •
CSS

They say that destiny is not a thing to be waited for, it is a thing to be achieved. I'm reminded of that axiom when I reflect on my meeting with Community Supervision Officer Dionne Belk. Ms. Belk works in Branch IV- Domestic Violence Supervision on Team #38. Not quite a two-year CSOSA veteran, she approaches her duties with the confidence of someone obviously destined for this type of work. She's focused and she's sincere; two wonderful qualities necessary for this line of work. According to Ms. Belk, there are three skills that should be constantly developed in an effort to become a better CSO: the ability to adjust to enormous change, with a positive attitude; a willingness to put forth extra effort to assist the offenders in achieving positive results; and the wisdom not to take failures personally. It appears Ms. Belk is putting her own theory into practice.

Equally impressive is the connection Ms. Belk is able to make with the offenders she supervises. An example of that connection can be seen with a probation case she recently closed. Ms. Belk is currently supervising a female offender who had a history of anger management and substance abuse issues. Following Agency protocol, the offender was placed in the appropriate treatment program and Ms. Belk monitored the offender's compliance closely. Ms. Belk realized early on that this offender understood that probation was a privilege and that she was reaching out for a chance to turn her life around. Given the offender's attitude, this attribute became the cornerstone of the offender's re-integration strategy developed by Ms. Belk. Ms. Belk made tremendous efforts to encourage the offender to remain in an environment conducive to her sobriety where she could receive the necessary support to build her confidence and learn new coping skills. Sensing the support of the CSO, the offender wrote letters to Ms. Belk while in residential treatment, keeping her informed of her progress. As with all of her offenders, Ms. Belk impressed on this particular offender that she expected the best from her and that she possessed the capacity to achieve success. The offender eventually graduated from the Community Action Group (CAG) transitional living program. In appreciation, the offender sent Ms. Belk a picture of herself in her cap and gown with an inscription that read *"Ms. Belk: Someone who has changed my life and inspired me to do the right thing. I will never forget you"*. Clearly connected to this offender's triumph, Ms. Belk gladly reports that the woman now has her own apartment and is successfully reintegrating into the community.

Ms. Belk has been called a "hard working CSO" by her colleagues. She always volunteers to perform extra duties. She speaks very highly of the collective efforts of her team members and the experience she is gaining while working in Domestic Violence Supervision. When asked what her ultimate goal was Ms. Belk replied, "To have a positive impact on as many lives possible". CSO Dionne Belk is definitely achieving her destiny.

Keep up the great work!

Congratulations to the CSOSA Family!



**ONE YEAR ANNIVERSARY WITH CSOSA AS OF
SEPTEMBER 30, 2001**

**Marietta Herndon
Tiffany Hill
Davina McMillan
Roy Nanovic
Michael Nias
Elizabeth Raible
Nicquita Robinson
Freda Savage
Shirley Simons
Cherrell Strange
Michael Warren**

**Jeffrey Barlow
James Berry, Jr.
Jemell Courtney
Douglas Cowher
Lyvette Crawford
Keith Cromer
Alicia Cross
Marius Davis
W. Bernard Davis
Erika Evans
Jacqueline Gill-Harvey**

**Elmira Gwynn
Paul Washington
Lisa Willis**

NEW EMPLOYEES FOR THE MONTH OF SEPTEMBER

Office of Management and Administration, Facilities
Joyce Bein

Office of Information Technology
Gary Hernberg

Office of Community Supervision Services

**Julie Bartlett
Jamie Brand
Donald Carey
Jeffrey Durante
Renee Houser
Mia Howard
Karen Johnson**

**Rhonda Johnson
Carrie Lacy
Emmanuel Lawton
Natasha Powell
Rodney Taylor
Denise Tennant-Bryan
Denise Washington**

FIVE YEARS OF GOVERNMENT SERVICE

**Rasheed Tahir
Laquisha Jones-Cambell**

TEN YEARS OF GOVERNMENT SERVICE

**Sondra Harris
Linette Lander**

FIFTEEN YEARS OF GOVERNMENT SERVICE

**Kathy Glover
Timothy Malone
Charles Musgray**

TWENTY-FIVE YEARS OF GOVERNMENT SERVICE

Robin Kelly

TEAM ACCOMPLISHMENTS: GENERAL SUPERVISION UNIT

BY LAJUAN WOODLAND, SUPERVISORY COMMUNITY SUPERVISION OFFICER • CSS

I want very much to share with everyone the outstanding accomplishments of my team: GSU Team # 41.

Almost everything about this General Supervision team was new. I was a relatively new supervisor assigned to two veteran workers and all three of us were in three different locations. One of the veterans had to temporarily leave the unit due to urgent medical issues. However, before she left she implored our Branch Chief to temporarily assign someone to cover the cases. Much to my surprise, I was given another wonderful veteran CSO. He joined the unit and did a fabulous job helping me learn General Supervision. Without him, I might have been lost. Then, I was assigned a delightful new CSA, then entry level CSOs. Next came the mass influx of transfer cases. It was as if the heavens had opened up and I was experiencing the great flood without the ark.

To make matters even more challenging, the staff was assigned to two different work sites. Being the worrywart that I am, I wondered how we would ever pull off the stupendous task of supervising our offenders according to agency policy. Well, these wonderful staff members did it. Within one month they were at the agency designed maximum caseload (50 to 1), and within two months they were exceeding this number (80 to 1). At no point during the year had they failed to rise to the challenge that we confronted.

They attended PSA Community Meetings in the evenings, scheduled excellent mass orientations, completed case presentation books in a timely manner for all the PSA's assigned to us, established effective partnerships with the Metropolitan Police Department and to top it all off, they were kind to their supervisor!

As many of these team members celebrate their year anniversary with CSOSA, I wanted to take this opportunity to commend their admirable conduct. Every one of these team members have proven themselves to be consummate professionals and they have earned my sincere respect.

The names of these outstanding original team members are: Harriet Collins, Calvin Smith, Denise Thomas, Diane Herbert, W. Bernard Davis, Marius Davis, Davina McMillan, Shirley Simons, and Erika Evans.

Thank you guys for doing such an excellent job and I look forward to continuing our success in the years that lie ahead.

I would also like to welcome new staff assigned to Team #41: Danielle Epps, Knikkia Pitts, Peggy Kirk, and Richard Beckwith. Already I can see that this new group of individuals have risen to the standards of the original staff. All of us are working hard to accomplish CSOSA's objectives and I am extremely proud of our efforts!



IN OBSERVANCE OF NATIONAL BOSS DAY

SUBMITTED BY MARGUERITE CHISLEY, ADMINISTRATIVE ASSISTANT • OFFICE OF THE ASSOCIATE DIRECTOR, CSS

It's not every day that an employee can say that they really enjoy their job because of the influence of their supervisor(s). As a CSOSA employee, I have been very inspired by the humility and modesty portrayed by Interim Director (Dr.) Jasper Ormond and Associate Director of CSS, Thomas H. Williams. My incentive award is being able to experience the awesomeness of such motivated, talented, and unique individuals.



A TRIBUTE TO LEADERSHIP . . . TRUE SERVANTS TO THE PEOPLE THE DE-TERMINATORS

In Honor of

Interim Director Jasper Ormond &
Associate Director – CSS, Thomas H. Williams

Dedicated, diligent and quite debonair
I deem them the "De-terminators", always working
Yet ever mindful of all staff in their care.

Determined to ensure that every job is done just right
Phone calls and e-mails will be sent
Doesn't matter how many times nor how late at night;
Determined that Congress will never leave CSOSA without
Their display of brilliance is the charm
That works every time to clear every doubt. Determined to make this
Agency a model second to none
First we all must work, work, work
Then enjoy a little fun;

So accept your award of incentive and be happy the rest of the day
For it would be another
Determination they had in mind, anyway!

Marguerite L. Chisley
© September 20, 2001

HEALTH & FITNESS

WAYS TO RELAX

Mind Body and Soul

Clean out the Clutter



Mental clutter may keep you from falling asleep, but physical clutter can affect you as well. Take some time this month to clean up the piles of papers, stacks of magazines, or numerous knick-knacks that clutter your office space or home. A simplified environment serves as a natural sedative.

Postpone Procrastination

We often put off unpleasant tasks. We stall because we are afraid of making decisions or mistakes. This just prolongs our tension and discomfort. Figure out the reasons for your procrastination. Then, don't delay. Do it now!

Treat Yourself With Relaxing Massage Oil

It's easy to make your own massage oil for treating tense muscles:

- 4 teaspoons sweet almond oil
- 5 drops lavender essential oil
- 5 drops sandalwood essential oil

1. Combine the ingredients.
2. Apply the oil blend to tense muscles with long flowing strokes.



Write more letters

In this e-mail era, pen a personal note to a long-lost friend, a distant relative, or a college student away from home. Writing by letters by hand gives you a chance to REFLECT. Share your stories and some good wishes.

Rejoice in Resolution

Don't call attention to your own bloopers. Often, we put the spotlight on our defects and blunders. We make them larger than life. Next time you make a mistake, calmly assess the damage, make possible corrections, and then move on. Revisit the concern at the end of the day and decide whether you need to do anything more. Then rejoice in your solution.



Engage in More Outdoor Activity

How about ice-skating, fishing, snow boarding, camping, or horseback riding? See the world in new ways; seek wisdom in the open air.

Find a new Hobby

Spend your leisure time researching your family tree, collecting rare books, or working on that car you only drive in the summer. A personal part-time pleasure will add a relaxing dimension to your busy life.

Stand up and Stretch

1. Stand with your feet hip-width apart.
2. Interlace your fingers and raise your hands above your head with your palms facing upward.
3. Inhale and stretch up toward the sky.
4. Exhale and lean gently to the left (hands at "11 o'clock").
5. Inhale, return to center, and again stretch upward.
6. Exhale and lean gently to the right (hands at "1 o'clock").
7. Inhale, return to center, and stretch upward.
8. Exhale and release your arms.



Be Thankful

Every evening list five things that have happened that day for which you are grateful.

Day Dream

Daydreaming is not a waste of time. Honor these relaxing reveries. If you pay attention to your imaginative visions, you'll learn more about what your heart really wants.

Calm down with Chamomile

Chamomile tea, served hot or chilled, is a mild tasting, wonderfully relaxing beverage. Sleepless adults and cranky children also benefit when dried chamomile flowers are added to an evening bath.



Appreciate your own achievements. Praise yourself when you're patient. Reward yourself for learning to relax. Honor your heartening activities. Encourage your internal intentions.

Soulful kudos to you!

(Reprinted from "365 Ways to Relax" by Barbara L. Heller)

Did You Know Water Helps You Lose Fat?

Drinking enough water is the easiest thing you can do to lose excess fat. Water is what causes your body to function efficiently. Drinking water sporadically during the day also suppresses your appetite – your hunger for water is often the cause of cravings, not the need for extra calories. Thirst signals are often confused with hunger signals. People who don't drink water get a small amount from the food they eat, which is not nearly enough. For them, hunger and thirst feels like the same thing – so along with the tiny bit of water absorbed from food, they also get the unnecessary calories, which are stored as extra fat. Even without changing your eating and exercise habits, increasing the amount of water you drink will cause your fat cells to shrink. Do all three consistently, and you'll easily get to (and maintain) a healthy weight.

Drink 8 glasses of water a day to maintain a healthy diet!

VARIETY PAGES

COMING UP . . .

THE 2001 COMBINED FEDERAL CAMPAIGN SUBMITTED BY DAVID ORR, ASSOCIATE DIRECTOR • OFFICE OF HUMAN REASOURCES

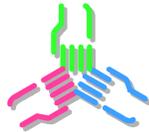
The Combined Federal Campaign, or the CFC as it's popularly known, is the one government-wide charity program authorized by the U.S. Office of Personnel Management. The CFC provides federal employees with the option to select from among thousands of different charitable and non-profit organizations. So YOU decide where your gift is going. Even better is CFC's payroll deduction program, where you can split your donation up over the twenty-six pay periods of the next year – a very painless way to give.

The 2001 Combined Federal Campaign Kick-Off was cancelled because of the terrorist attacks on September 11th, but the Campaign will go on. Individual agencies are now soliciting for key workers and ordering campaign materials. Tentatively the Agency's Campaign is planned to begin the week of October 29th.

This year's CFC takes on a special importance, given the events of September 11th. If you wish to provide assistance to the relief groups, CFC administrators have provided a way for you to make a donation by cash or check which will go directly to the disaster relief organization you designate.

And, of course, there are the some three thousand other organizations which have come to depend on the unselfish contributions of federal employees over the years, aptly captured this year with the slogan, "Caring is Sharing."

More to come. . .



DON'T FORGET:

Time reverts to standard time at 2 a.m. on the last Sunday of October (28th)! Be sure to set your clocks back one hour.



ALSO...

A Safety Reminder

Many fire departments encourage people to change the battery in the smoke detector when they change their clocks, because it can be so easy to forget otherwise. "A working smoke detector more than doubles a person's chances of surviving a home fire," says William McNabb of the Troy Fire Department in Michigan. More than 90 percent of homes in the United States have smoke detectors, but one-third are estimated to have worn out or missing batteries.

Bulletin Board



Congratulations!!!!

To the Community Supervision Officers
Class of September 2000
WE MADE IT GUYS!!!
- CSO Tiffany Hill

NEW BABY

CSO Sonya Hayer-Williams
&
CSO Linwood Williams
Are please to announce the birth of their
new baby girl!

Summyr Amadi Williams
Born October 1, 2001@ 8:38 p.m.
7lbs. and 12oz.

HELP WANTED

CSO JoAnne Hunter (Branch IIB, Team #32) needs assistance in finding appropriate housing for a probationer on her caseload. The offender has no friends and family he can trust and has special needs. Please contact if you can help:
585-7656.



The CSOSA Fall Festival
Scheduled for Saturday, October 20th
has been cancelled.

Please contact your building
representative regarding your
payment.

Newslink Quote of the Month



“Nothing in this world can take the place of persistence. Talent will not; nothing is more common than unsuccessful people with talent. Genius will not; unrewarded genius is almost a proverb. Education will not; the world is full of educated derelicts. Persistence and determination alone are omnipotent. The slogan 'press on' has solved and always will solve the problems of the human race.”

-Calvin Coolidge

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

Note from the Acting Editor:

This concludes another edition of the CSOSA NEWSLINK. Once again, I am so thankful for the efforts CSOSA Staff have made in support of the agency's newsletter. As we cooperatively work to make our agency's newsletter a great source for interoffice communication, I ask that you continue to offer your wonderful ideas and suggestions. To submit an item for the November edition, please contact me as soon as possible via e-mail or fax.

Wishing you comfort on difficult days,

*Erika N. Evans
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