

## Mission Statement

- Prevent and detect crime, fraud, waste, abuse, and mismanagement.
- Promote economy effectiveness, and efficiency.
- Keep the Director & Deputy Director fully informed of problems in Agency programs and operations.
- Investigate fraud, waste, abuse, mismanagement, and misconduct by Agency employees.



## Office of Professional Responsibility

### Complaints:

**Court Services and Offender Supervision Agency For the District of Columbia**

**Office of Professional Responsibility**

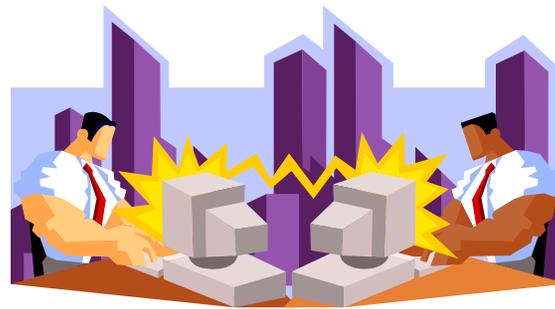
601 Indiana Avenue NW, Suite 720

Washington, DC 20004-2936

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[www.csosa.gov](http://www.csosa.gov)

# COURT SERVICES AND OFFENDER SUPERVISION AGENCY

## Office of Professional Responsibility



**The Office of Professional Responsibility is responsible for investigating matters of fraud, waste, abuse, and employee misconduct which are detrimental to an agency accomplishing its mission.**

# OFFICE OF PROFESSIONAL RESPONSIBILITY

## Administrative Investigations

The Office of Professional Responsibility (OPR) conducts administrative investigations on misconduct issues.

The OPR is responsible for conducting reviews or investigations of possible instances of violation of laws or regulations. The OPR also performs the preliminary inquiry into alleged criminal conduct by Agency employees.

The purpose of OPR investigations is to determine if allegations of employee misconduct have occurred. The initial decision on what type of disciplinary action should be taken is made by the appropriate management official, after consultation with the Office of Human Resources or the Office of the General Counsel, and after considering the OPR findings and conclusion.

## What Should Be Reported?

Listed below are some violations that should be reported to the Office of Professional Responsibility:

- Gross Waste of Funds
- Abuse of Authority
- Substantial and Specific Danger to Public Health and Safety
- Employee Misconduct
- Bribery and Acceptance of Gratuities
- Conflicts of Interest
- Travel (TDY/TAD) Fraud
- Theft, Abuse, or Misuse of Government Property
- Criminal Activities by Agency Employees
- Violation of the Hatch Act



## How to File A Complaint

Complaints against employees of the Court Services and Offender Supervision Agency (CSOSA) or Pretrial Services Agency (PSA) should be forwarded to OPR in writing. This can be accomplished through electronic means, mail, or hand delivered.

A complainant may also be accepted from an anonymous source, provided there is enough factual information. Anonymous complaints can be forwarded in writing or by telephone.

In addition, electronic complaints may be filed by visiting the intranet and accessing the OPR homepage. There you will find the On-Line Complaint Form.

## How to Determine the Status of Your Case

Call us at (202) 442-1988. An investigator will tell you if your case is open or closed. If your case is closed, the OPR is precluded from advising you of specific case details. To obtain specific information, you must submit a Freedom of Information/Privacy Act request to our Freedom of Information Act (FOIA) Office.

## Court Services & Offender Supervision Agency

Attn: FOIA Officer

633 Indiana Avenue, NW, Room 1254

Washington, DC 20004-2902

Voice: (202) 220-5355

Fax: (202) 220-5362