



Court Services and Offender Supervision Agency
for the District of Columbia

POLICY STATEMENT

Policy Statement 4016

Policy Area: Supervision

Effective Date: **MAY 10 2005**

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DISTRIBUTION OF TOKENS TO OFFENDERS

I. COVERAGE

This Policy Statement establishes procedures for the distribution of bus tokens to eligible offenders. Court Services and Offender Supervision Agency (CSOSA) staff having specific responsibilities under these procedures include Community Supervision Officers (CSOs), Supervisory Community Supervision Officers (SCSOs), Branch Chiefs, Office of Management and Administration staff (M&A staff) and Community Supervision Services (CSS) Administrative staff (Administrative staff) and their immediate supervisors.

II. BACKGROUND

CSOSA is committed to assisting offenders in becoming productive and contributing members of the community. The Agency's approach to community supervision includes the goal of providing offenders with the necessary assistance, programming, intervention and guidance to help them in many aspects of their lives. To that end, gainful employment and participation in rehabilitative programs are key elements in an offender's ability to remain in the community. With this in mind, CSOSA will provide bus tokens to eligible offenders for the purpose of improving their chances for successful reintegration into the community.

III. POLICY

CSOs shall provide bus tokens to eligible offenders, subject to funds availability. Eligible offenders shall include offenders with a demonstrated need who are seeking employment or are in CSOSA-ordered or approved rehabilitative programs (e.g., vocational, educational or treatment) and are in compliance with program and CSOSA guidelines. Additionally, offenders with demonstrated need who are currently employed may also be eligible to receive tokens. Branch Chiefs or their designees shall acquire the tokens from M&A staff on a monthly basis for distribution to SCSOs, or their designees, within their division. SCSOs are responsible for maintenance and further distribution of the bus tokens to eligible offenders, based on the recommendations of CSOs.

In accordance with the CSOSA Funds Control Policy, Accountable Officers include certifying officers, procurement officers, government credit card holders and other employees who by virtue of their employment are responsible for the obligation, custody, and payment of

government funds. Accountable Officers may be held personally liable or subject to disciplinary action for the loss or improper payment of the funds for which they are accountable.

Token Custodians include any CSOSA staff person with responsibility for receipt and distribution of tokens. This includes any staff of the Office of Procurement, Office of Financial Management or CSS who account for, receive, distribute or order tokens. Token custodians are Accountable Officers and may be held personally liable or subject to disciplinary action for the loss or improper authorization, handling, safe-keeping or distribution of tokens or improperly maintaining the token control forms prescribed in this Policy Statement.

IV. AUTHORITIES, SUPERSEDURES, REFERENCES AND ATTACHMENTS

A. Authorities

Statutory Authority: 111 Stat. 748, Pub. L. 105-33 § 11233; D.C. Official Code § 24-133(b)(2)(D) and (c)(1).

B. Supersedures

None.

C. References

CSOSA Funds Control Policy

D. Attachments

Appendix A. General Procedures
Appendix B. Branch Token Log Form
Appendix C. Team Token Log Form

APPENDIX A GENERAL PROCEDURES

A. Eligibility Requirements

To be eligible, an offender must be in compliance with applicable judicial orders, United States Parole Commission (USPC) conditions, CSOSA policies and procedures, and must meet at least one of the requirements below:

1. The offender is seeking employment and has a demonstrated need. The offender must be able to provide documentation of employment-seeking efforts and/or proof of attempts to receive supplemental income;
2. The offender is participating in a CSOSA-ordered or approved rehabilitative program (e.g., vocational, educational or treatment), is in compliance with the program, and has a demonstrated need;
3. The offender is employed and the SCSO has determined that exigent circumstances exist which qualify the offender. Exigent circumstances include, but are not limited to, a house fire, or sudden eviction. The offender must provide proof of the exigent circumstances; or
4. The offender suffers from physical challenges and is unable to report to office visits due to financial need. (The offender must provide proof of such circumstances.)

B. Token Distribution Limits

1. The SCSO is responsible for determining the pattern of distribution of tokens to offenders.
 - a. For an offender who is seeking employment and has a demonstrated need (Section A.1. above), the pattern of distribution shall not exceed the distribution of four (4) tokens per week for more than a period of twelve (12) weeks, unless the offender gains employment and the offender's initial paycheck will be issued after the twelve (12) week period. In such cases, the pattern of distribution may include a distribution of up to four (4) tokens per week for up to four (4) additional weeks.
 - b. For an offender who qualifies under Sections A.2. or A.4., the pattern of distribution shall not exceed the distribution of four (4) tokens per week for more than a period of twelve (12) weeks.
 - c. For an offender who qualifies under Section A.3., the pattern of distribution shall not exceed sixteen (16) tokens within a four (4) week period.

2. The CSO is responsible for authorizing the distribution of tokens to the offenders in accordance with the approved pattern of distribution.
3. When an offender has been authorized the maximum number of tokens allowable under section B.1., no additional tokens shall be authorized during the remaining term of offender supervision.

C. Termination and Suspension of Token Distribution

Distribution of tokens may be suspended or terminated due to any of the following circumstances. The CSO must consult with the SCSO prior to the suspension or termination of token distribution. The circumstances do not override existing, related CSOSA policies or procedures.

1. Failure to report for a scheduled appointment, for which tokens were specifically provided, more than two (2) times without a valid reason;
2. Termination from an assigned program or group for which tokens were provided;
3. Failure to actively seek employment or provide verifiable proof of job seeking efforts;
4. CSO verification of offender employment (except as noted in section B.1.a., distribution shall be terminated within three (3) weeks of an offender's "start date" or "hire date");
5. Non-compliance with general or special conditions of parole or probation, supervised release supervision; or
6. Documented receipt of supplemental income (e.g., Supplemental Security Income, reduced Metro fare, transportation subsidy or stipends).

D. Conditions for Reconsideration of Token Suspension/Termination

1. SCSOs shall have the discretion to reconsider the suspension/termination of the distribution of tokens to an offender after an eight (8) week waiting period.
2. The offender must meet the initial eligibility requirements for token distribution (see Section A above) and the basis for the suspension/termination must no longer exist.
3. If the basis for the termination/suspension was conduct-based, the offender must have been sanctioned in accordance with any applicable CSOSA policy or guidelines.

E. Distribution and Security of Tokens

1. Branch Chiefs must submit token purchase requests to the Office of Procurement at least ten (10) business days prior to the next distribution month. All token purchases must be approved by the Office of Financial Management prior to purchase.
2. The Office of Procurement shall distribute tokens to Branch Chiefs, or their designees, as documented on the Branch Token Log Form (see Appendix B).
3. Branch Chiefs, or their designees, shall distribute tokens to their respective SCSOs, or their designees, as documented by the Branch Token Log Form. The number of tokens provided to SCSOs should correspond to estimated monthly need in the context of overall token availability.
4. SCSOs, or their designees, shall distribute tokens to eligible offenders based upon CSO recommendation as documented on the Team Token Log Form (see Appendix C).
5. CSOs shall maintain offender token information for each offender in the Agency case management system. When a CSO authorizes a token distribution, the CSO shall escort the offender to the SCSO, or their designee, acting as Token Custodian. The Token Custodian shall record the authorization and distribution on the Team Token Log Form.
6. The Office of Procurement, Branch Chiefs, and SCSOs who distribute or maintain tokens are responsible for securing tokens by placing them in a locked safe or cabinet, if available. If neither is available, the Office of Facilities must be contacted through the CSS Help Desk to obtain the required items to secure tokens prior to the distribution of any tokens.
7. Staff shall not place tokens in an unsecured area (e.g., employee's desk, unlocked cabinet and the like). The staff person who receives the tokens will be held responsible for the theft of any tokens if they have failed to properly secure them. In the event of token theft, the staff person responsible for securing them shall immediately forward an incident report to the Office of Security in accordance with CSOSA policy and through the appropriate chain-of-command.

F. Monthly Reporting

1. Branch Chiefs or their designees shall be responsible for ensuring that Branch Token Log Forms are accurate and maintained in a secure place.
2. Ten (10) business days prior to the next distribution month, Branch Chiefs shall request additional tokens by submitting the signed Branch Token Log Form from the prior month, indicating tokens requested, to the Office of Procurement.

3. SCSOs, or their designees, shall complete all Team Token Log Forms (see Appendix C) in accordance with the attached instructions. Signed Forms must be submitted to the respective Branch Chief, accounting for all prior-month tokens, prior to receiving the current month's token allotment. Branch Chiefs must sign all Team Token Log Forms, indicating their approval, and forward them to the Office of Procurement.

G. Adjustment of Token Allotment

1. Based on the information provided in the Token Log Forms, Branch Chiefs have the discretion to adjust the monthly token allotment to each supervision team.
2. To request an adjustment in the token allotment, a Branch Chief shall provide written justification through the chain-of-command to the Associate Director for CSS (or his/her designee) for approval. The request shall include appropriate documentation to support the justification.
3. The Associate Director or designee shall notify the Branch Chief of the response to the request within five (5) business days of receipt of the request.

H. Token Audit Process

1. The Office of Financial Management and the Office of Procurement shall perform joint periodic reviews of token distribution processes and balances. The audits will ensure:
 - a. Token purchases made by the Office of Procurement match allocations to the Branch Chief level, as documented by signed Branch Token Log Forms;
 - b. Token allocations from the Branch Chief to SCSOs/Teams are documented by signed Branch Token Log Forms;
 - c. Token inventories are maintained by Teams in a secure, locked location with limited access;
 - d. Offenders receiving tokens sign and date the Team Token Log Form, indicating the date, amount and justification for receipt of tokens. Offenders receiving tokens must be under CSOSA supervision and eligible for participation in the token program; and
 - e. Token inventories maintained by each Branch/Team equate to balances carried forward, plus new monthly allocations, minus tokens distributed, as documented by signed Token Log Forms.
2. Audit results attesting to the items listed above must be documented, signed and dated by the Auditor. The Auditor shall provide a copy of the audit results to the Associate

Director of CSS and the Director of the Office of Financial Management within thirty (30) business days after the completion of the audit.

**Appendix B
Branch Token Log Form
(TO BE PLACED ON CSOSA LETTERHEAD)**

Distribution Month/Year: _____
 Office of Procurement Distributor: _____
 Branch Number Distributed to: _____
 Received By (Printed/Signed): _____
 Received: _____
 Balance Forward from Prior Month: _____
 New Token Number Received: _____
 Total Number Available for Distribution: _____

Date

Date	Number Issued to SCSO	Issued By (print)	Rec'd By SCSO Name/Team # (print)	SCSO Signature
		Balance Carried Forward to Next Month		
		New Token Number Requested for Next Month		

New Tokens Requested for Next Month By: _____ Date Requested: _____
(Signature indicates that all balances and requests are valid.)

Branch Token Log Form: Used by M&A Office of Procurement the CSS Branch Chiefs to document distribution of Tokens to the SCSO Team level and request token purchases for the next month.

- Provide the required information listed. If the person designated to distribute tokens is not available, the person issuing the tokens must place his/her name in the space provided.
- The "Balance Forward from Prior Month" represents the number of tokens currently in possession of the Branch.
- The "New Token Number Received" represents the number of new tokens received by the Branch Chief from M&A Office of Procurement.
- "Total Available for Distribution " represents the number of tokens available at the beginning of the distribution month.
- **The "Balance Carried Forward to Next Month" section represents token balances not distributed to SCSOs/Teams during the distribution month.**
- **The "New Token Number for Next Month" section represents the Branch Chief's token request for the next distribution month.**

Appendix C

Team Token Log Form

(TO BE PLACED ON CSOSA LETTERHEAD)

Distribution Month/Year: _____

Balance Forward from Prior Month : _____

New Token Number Received: _____

Date Received: _____

Total Number Available for Distribution: _____

Date	CSO Name/Initials	Offender Name	PDID#	Tokens Received	Purpose Code(s)	Offender's Signature
Balance Carried Forward to Next Month						

All Information Reported Above is Valid:

Authorized SCSO Signature: _____

Date Signed: _____

Authorized Branch Signature: _____

Date Signed: _____

(Signature indicates that all balances and requests are valid.)

Purpose Codes:

A.1.: Seeking Employment

A.2.: Rehabilitation Program

A.3.: Exigent Circumstances

A.4.: Disabled

Team Token Log Form: Used by the SCSO or designee to control distribution of tokens by CSOs to eligible offenders. SCSO must ensure that token inventory balances correspond to numbers recorded on this Form.

- SCSOs must submit signed Team Token Log Forms to their Branch Chiefs at the end of every Distribution Month. SCSO signature indicates that all reported balances are valid.
- Branch Chiefs must review Team Token Log Forms and forward approved forms to the Office of Procurement.