

Number: TBD  
EFFECTIVE DATE: July 13, 2000

## PROCEDURE STATEMENT

**Policy Area:** Supervision  
**Issue:** Community Justice Partnership  
**Action/Guidance:** Accountability Tours

**Context:** In 1998, CSOSA and the Metropolitan Police Department (“MPD”) signed an interagency agreement which launched the Community Justice Partnership project. As part of the Community Justice Partnerships, MPD staff and CSOs share information and work as a team for purposes of increasing offender accountability, providing assistance in offender rehabilitative efforts, and improving public safety. One aspect of this strategy involves Accountability Tours. These are face-to-face field contacts with offenders conducted jointly by a CSO and an MPD officer.

### I. Procedure:

#### A. Overview

1. On specific days, as determined by the team, one MPD officer and a CSO jointly identify an offender in the community to be contacted, either directly or via a collateral contact.
2. The MPD officer will be out of regular service. The MPD officer and CSO will determine the defined areas and routes necessary to accomplish the assigned tasks.
3. On a weekly rotational basis, CSOSA assigns a CSO to accompany the MPD officer.

#### B. Accountability Tour Activities

During the course of Accountability Tours, the MPD officer and the CSO engage in the following activities designed to increase CSOSA’s and MPD’s knowledge about the offenders’ progress toward successful reintegration into the community and public safety issues, generally:

1. Scheduled and unscheduled home contacts with offenders under CSOSA’s supervision (such contacts are planned weekly as part of the regular meeting and information sharing process that occurs among the MPD officer and the CSO involved in the Community Justice Partnership)\*. These contacts are designed to encourage offenders to maintain compliance with the conditions of release;
2. Scheduled and unscheduled collateral contact with individuals in the community who can shed light on an offender’s positive adjustment to community supervision; and
3. Scheduled and unscheduled interactions, contacts and/or meetings with residents, businesses, and other interested parties in the Patrol Service Area (“PSA”) and the immediate surrounding area within the District of Columbia in order to increase community awareness about the Community Justice Partnership.

**\*Note:** CSOs are required to reference the “Sensitive Offender File Information” policy as a guide for the disclosure of offender file information.

### **C. Scheduling Joint Community Visits**

1. Schedule joint visits for all new cases received by PSA team.
2. Identify which offenders are scheduled for joint community contacts at the weekly team meeting prior to following week’s Accountability Tours.

**Note:** The team should schedule a minimum of five (5) joint contacts for each accountability tour. However, special circumstances or needs may dictate less community contact than the recommended minimum.

3. CSOs can and should schedule offender contacts even if they are not participating in the next accountability tour.
4. In special situations, where unforeseen events arise, CSOs or the MPD officer may contact one another and schedule a special joint community contact.
5. Prior to making a joint community contact, the CSO identifies the following on the Case Presentation Form:
  - a. Offender’s name
  - b. Offender’s address
  - c. Offender’s CSO and CSO’s phone number
  - d. Offender’s current charge
  - e. Past assaults or weapons charges, if any

### **D. Criteria for Identifying and Prioritizing Offenders for Joint Community Contacts**

1. Identify offenders who pose the greatest risk to community safety as determined by the Screener Instrument and assessment process.
2. Identify offenders whose conduct indicates an inability to comply with release conditions.

### **E. Conducting Accountability Tours**

#### **1. Goals:**

- a. Increase accountability through reinforcing the message that MPD officers and CSOs are working together and sharing information.
- b. Increase the visibility of the police-supervision partnership among offenders and other residents in the community.

## **2. Safety Precautions**

- CSOs shall receive training in field safety and security procedures prior to performing accountability tours. Portions of this training will be coordinated with MPD. As a general matter, CSOs are advised that potential problems may occur during the visit that may impact safety. CSOs shall withdraw from the scene if the situation presents an immediate or foreseeable risk of harm.

## **3. If Offender is not Present for a Scheduled Joint Community Contact**

- a. The MPD officer and CSO follow up by conducting an unscheduled joint home visit with the offender who failed to keep his/her appointment.
- b. The CSO shall sanction the offender consistent with the procedures outlined in “Drug Testing Protocol and Administrative Sanctions.”

## **4. If Offender Refuses Entry to CSO and/or MPD Officer During a Joint Home Contact**

- a. If the offender refuses the CSO and the MPD officer entry, the officers must:
  - Leave the offender’s residence.
- b. If the offender refuses the MPD officer entry, but not the CSO, both officers must:
  - Leave – do not enter residence without police officer

**II. Statutory Authority:** Sections 11232 (b) and 11233 (b) (2) & (c) of the National Capital Revitalization and Self-Government Improvement Act of 1997 (“Revitalization Act”), Pub. Law 105-33, 111 Stat. 712, D.C. Code §§ 24-1232 (b) & 24-1233 (b) (2).

## **III. Procedural References/Supercedes:**

- References: Drug Testing Protocol and Administrative Sanctions; Memorandum of Understanding: Community Justice Pilot Program in Patrol Service Area 704.
- Supercedes: N/A