



POLICY STATEMENT

Policy Statement: 4011

Policy Area: Supervision

Effective Date: **APR 30 2004**

Approved: *Paul A. Quander, Jr.*
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WARRANT ISSUE STATUS CASES

I. COVERAGE

This Policy Statement establishes policy and procedures for the Court Services and Offender Supervision Agency (CSOSA) staff who supervise offenders. CSOSA staff with specific responsibilities under these procedures include Community Supervision Officers (CSOs) and their supervisors (SCSOs).

II. BACKGROUND

CSOs are responsible for the monitoring of offenders under active community supervision. In certain instances, an offender may violate the stipulations of supervision in a manner requiring a warrant to be issued for the offender by the releasing authority. During the period between the issuance of the warrant and the resolution of the warrant, CSOs are accountable for the monitoring of an offender's case while it is in this "warrant issue" status. Upon the execution of the warrant, the CSO will determine the appropriate case status for monitoring/supervision.

III. POLICY

In order to maintain case accountability for all warrant issue status cases, all such cases shall be assigned to a CSO and monitored on a monthly basis for any changes in warrant status or the identification of a new location for the offender.

IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

A. Authorities

Statutory Authority: Pub. L. 105-33, § 11233, 111 Stat. 748; D.C. Official Code § 24-133(c) (2001 Edition).

B. Supersedures

None.

C. Procedural References

Office of the General Counsel Directive on Subpoenas, Warrants, Garnishments,
and Other Legal Process (September 18, 2000)

D. Attachments

Appendix A. General Procedures.

Appendix B. Definitions

Appendix C. Violator Profile Form

APPENDIX A GENERAL PROCEDURES

- A. Assignment of Warrant Issue Status Cases
1. The team SCSO, in conjunction with the team CSOs, is responsible for all *active* warrant issue cases assigned within the team.
 2. The team SCSO shall:
 - a. Identify all warrant cases assigned to his/her team;
 - b. Assign each case to a CSO;
 - c. Ensure that the case assignment is entered in SMART; and
 - d. Audit warrant cases on a quarterly basis.
- B. Monitoring of Warrant Issue Status Cases
1. Once a warrant has been issued, the CSO shall conduct a NCIC/WALES record check to determine if any new arrests or convictions have occurred. The CSO shall advise the releasing authority within three (3) business days of any arrests or convictions, identified during the record check, that occurred while the offender was in “warrant issue” status.
 2. The CSO shall also determine the current status of each warrant case (arrest, detainer, executed, or closed). In accordance with the status of each warrant case, the CSO shall:
 - a. Complete the Violator Profile Form (See Appendix C) and forward the form to the United States Marshals Service (USMS), in the case of arrest warrants where the offender is residing in the community;
 - b. Monitor the offender’s status for change in location or release from an institution, in the case of detainer warrants;
 - c. Monitor the case for upcoming hearing/court dates, in the case of executed warrants; and
 - d. Return each case to the SCSO for appropriate action, in the case of closed warrants (case closure).

- C. Interstate Compact Supervision Cases/Other Warrants Executed Outside of D.C.
1. SCSOs and CSOs shall be aware of the following procedures when a parole or probation violation warrant is issued in the District of Columbia and executed in another jurisdiction.
 - a. In cases where a probationer is arrested in another jurisdiction on a bench warrant of the Superior Court of the District of Columbia, the matter is heard before a United States Magistrate Judge in the jurisdiction where the arrest occurred. If the judge determines that the probationer should be sent back to the District of Columbia, the USMS (in the other jurisdiction) will make arrangements to transport the offender to D.C. That process generally occurs within ten (10) business days, based upon the availability of transportation.
 - b. In cases where the arrest is based on a parole warrant (either an old District of Columbia Parole Board warrant or a warrant issued by the United States Parole Commission (USPC)) and the offender is apprehended in either Virginia or Maryland, the offender will be transported by the USMS to the District of Columbia Jail. The USPC Parole Hearing Examiner will conduct the probable cause hearing and make a recommendation to either hold the offender for a local revocation hearing or to designate the offender to a federal facility for an institutional hearing. If the offender is arrested outside of the Maryland and Virginia area, the local United States Probation Office (USPO) in the jurisdiction where the arrest occurred will conduct a preliminary hearing within a reasonable time; usually within five (5) business days of the offender's arrest. The USPO will determine probable cause and make a recommendation to the USPC for the offender to have an institutional or local revocation hearing. The offender will be transferred by the USMS to the closest federal institution to await the revocation hearing.
- D. Ongoing CSO Accountability
1. CSOs shall monitor and update all "warrant issue" status cases monthly.
 2. CSOs shall advise the USMS, or other law enforcement authority in warrant cases, of new information that would affect the execution of a warrant, such as the location of the offender, death, etc.

APPENDIX B
DEFINITIONS

1. Warrant pending, Warrant application: A case where a warrant has been requested by a CSO but has not been issued by the releasing authority (and may not ultimately be issued by the releasing authority).
2. Warrant issue status, open warrant, active warrant: A case where a warrant has been issued against an offender but the warrant has not yet been executed by law enforcement authorities.
3. Warrant executed: A case in which an offender has been apprehended on a warrant and no determination has as yet been made by the releasing authority regarding the warrant.

APPENDIX C



**Court Services and Offender Supervision Agency
for the District of Columbia**
Community Supervision Services

VIOLATOR PROFILE FORM

OFFENDER INFORMATION:										
Name:		Aliases:			Date of Last Contact:					
Address:				Telephone:						
Place of Birth:			DOB:		SSN:					
Sex:	Height:	DCDC #:		<input type="checkbox"/> Felony		<input type="checkbox"/> Misdemeanor				
Race:	Weight:	FBI #:			Military #:					
Scars/Tattoos:				Docket #:		PDID #:				
Community Supervision Officer:							Telephone:			
Supervisory Community Supervision Officer:							Telephone:			
Warrant Issue Date:					Judge:					
Probation/Parole Offense(s):										
Pending Offense(s):										
Jurisdiction:										
CONTACT INFORMATION:										
Father's Name:						Telephone:				
Address:										
Mother's Name:						Telephone:				
Address:										
Relative/Friend's Name:						Telephone:				
Address:										
Relative/Friend's Name:						Telephone:				
Address:										
Relative/Friend's Name:						Telephone:				
Address:										
EMPLOYMENT INFORMATION:										
Company Name:						Telephone:				
Address:										
Supervisor's Name:						Supervisor's Telephone:				
Work Location:										
OTHER VITAL INFORMATION:										
Known Hangouts/Places Frequented:										
Other Residences:										
Other Significant Information:										
FOR OFFICIAL USE ONLY										
High Priority: (Check all that apply)										
<input type="checkbox"/> Felony Parole/Probation Case			<input type="checkbox"/> Felony Rearrest			<input type="checkbox"/> History of Violence				
<input type="checkbox"/> Weapons Parole/ Probation Case			<input type="checkbox"/> Weapons Rearrest			<input type="checkbox"/> History of Threats				