



OPERATIONAL INSTRUCTION

Operational Instruction CSS-2005-03

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Approved: Thomas H. Williams

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Procedures for Monitoring Active & Monitored Offenders' Charges and Warrants

I. PURPOSE

This instruction is intended to provide continued guidance to Community Supervision Services staff on procedures to be followed in order to ensure that offenders under active and monitored supervision have not incurred new charges or warrants. This instruction provides a further explanation of existing practices.

II. GUIDANCE

Community Supervision Officers (CSOs) are responsible for managing and monitoring all offenders in an active, monitored, or warrant status. With respect to offenders in active or monitored status, CSOs are required to check specific criminal justice databases to ensure that all offenders under active or monitored supervision have not incurred any new charges or warrants in the District of Columbia or other jurisdictions. In regard to this duty, CSOs are to adhere to the following procedures:

- A. For offenders in an active or monitored status, the assigned CSO must check NCIC/NLETS¹ on a monthly basis (every 30 days) to review the offender's criminal history in order to determine if the offender has incurred any new charges or warrants inside and/or outside of the jurisdiction. For offenders in warrant status, please reference Policy Statement 4011 with an effective date of April 30, 2004 on CSOSA's intranet.
- B. The CSO is to document in the SMART running record when each record check was made in NCIC/NLETS by creating a running record entry with a purpose of "Warrant Check." The running record entry is to document what information was discovered.
- C. If the CSO determines that the offender was arrested on a new charge, or has had a warrant issued inside or outside of the District of Columbia, the CSO is to conference immediately with his or her SCSO regarding the discovery.
- D. The SCSO is to provide specific instructions to the CSO in accordance with established guidance or CSOSA policy.
- E. The CSO is to note the SCSO's instructions in the SMART running record, as well as all action subsequently taken in the case by the CSO.

¹ Staff are not required to perform WALES checks (local record checks) on active and monitored cases. Staff will be notified via e-mail in SMART if an offender experiences a re-arrest in the District of Columbia for which the offender is finger-printed. **In addition, the Special Projects Unit will continue to fax to the CSOs re-arrest reports and new case information from the Court Information System (CIS) on charges which occur inside the jurisdiction.**