



Court Services and Offender Supervision Agency
for the District of Columbia

Operational Instruction

Operational Instruction: CSS-2005-04
Policy Area: Community Supervision Services
Effective Date: July 7, 2005

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COMMUNITY SERVICE AS A SANCTION

I. COVERAGE

This operational instruction pertains to all Community Supervision Officers (CSOs), Supervisory Community Supervision Officers (SCSOs), Branch Chief (BCs), Community Service Program (CSP) staff, and Community Relations (CRS) Specialists.

II. BACKGROUND

The purpose of this Operational Instruction is to standardize the procedure for referring offenders to community service as a sanction.

III. POLICY

This operational instruction outlines the procedures for referring offenders to community service as a sanction.

CSOs are to use the same, existing SMART CSO Referral process to refer an offender for community service as a sanction that results from the offender's non-compliant behaviors. However, when creating the community service referral, the CSO is to select "**Sanction**" as the **Referral Reason** to document that the offender is being referred to community service as a sanction (see Appendix A, Instructions for Referring Offenders to Community Service as a Sanction).

Traditionally, these community-based sanction activities have been all day events that have taken place on Saturdays. Future community service activity sanction for offenders may or may not be held on Saturdays and the offenders will be sanctioned in four-hour time blocks. Community Relations Specialist Program staff (CRS) will identify the community service activities offenders are to perform. In addition, Community Service Program (CSP) staff will notify the offenders and the CSOs of the date, time, and location of the community service. CSP staff normally will notify the offender of the community service activity site, date, and time during the community service sanction orientation session. CSP staff will document in SMART, within the community service module, the offender's attendance status at the orientation session, placement site, and number of hours community service was provided.

Similar in nature to the current community service protocol, the preferred practice is for the sanctioned offender to be oriented to community service prior to the offender's placement at the community service site. As is current practice, the CSO is required to advise the offender of why he or she is being sanctioned, what the sanction will entail, and consequences for failing to report for the community service activity. After the sanction discussion, the CSO

is to refer the offender to a sanction orientation group session that will be conducted by CSP staff.

The sanction orientation group sessions will be conducted every second and fourth Thursday, beginning Thursday, July 28, 2005. CSP staff will accept the community service referral form, with a referral reason of sanction, from the CSOs one business day prior to the scheduled sanction orientation group session. In emergency situations, the CSP can schedule the offender in the sanction orientation group session based on a phone call from the Branch Chief, SCSO, or the CSO with a written referral to follow. Please note, however, that telephone referrals are not the preferred practice. Telephone referrals are to be used in emergency situations, only.

CSP will initiate the revised procedures as noted herein for a 60-day transition period. During the transition period, staff are to refer for the sanction orientation group session those offenders assessed at the low to medium risk level and those offenders whose current offenses are in one of the following seven offense groups:

1. Traffic related offenses;
2. CPOs;
3. Simple Assault;
4. Prostitution;
5. Public order;
6. Theft; or,
7. Marijuana Possession.

Following the 60-day transition period, all offenses (other than community service exclusionary offenses) are to be referred for sanction orientation group sessions.

The maximum number of offenders assigned to the second and fourth Thursday sanction orientation group session will be 35 offenders. And, the maximum number of offenders who will be assigned to a sanctioned community service activity four-hour time block will be 25 offenders. A team of three CSOSA staff will be assigned to each sanctioned community service activity; two community relations specialists (CRS) and one community supervision officer (CSO).

The assigned CSO will be responsible for supervising the activities of the offenders assigned to the sanctioned community service activity and for resolving any offender issues. CRS staff will be responsible for taking attendance of the participants, forwarding the attendance list to the CSP, providing instructions to the offenders regarding the sanctioned community service activity, distributing any required equipment to the offenders, and resolving any issues with the community person(s) requesting the community service activity. Initially, the sanctioned community service activities will be planned twice a month. Additional events will be planned based on CSS' needs.

In addition, the CSO is to document in SMART the offender's non-compliant behavior that resulted in the offender being referred for a community service sanction. This documentation is to be in the form of entering a violation in SMART, with the sanction of Community Service (see Appendix A). This documentation is current practice. The CSO also is to sanction the offender if the offender fails to report to the community service sanction orientation group and/or the community service activity, per existing Agency policy.

In summary:

- Effective Thursday, July 28, 2005, CSP will hold its first community service sanction orientation group session for offenders who are to be sanctioned for community service due to non-complaint behaviors.
- Community service sanction orientation groups will be held the second and fourth Thursday of each month.
- There will be an initial 60-day transition period (selected offenses). Offenders referred for the first 60-day transition period to the community service sanction orientation groups are to be in one of seven offense groups:
 1. Traffic related offenses;
 2. CPOs;
 3. Simple Assault;
 4. Prostitution;
 5. Public order;
 6. Theft; or
 7. Marijuana Possession.

Following the 60-day transition period, all offenses (other than community service exclusionary offenses) are to be referred for sanction orientation group sessions.

- The CSO is to refer offenders for the community service sanction orientation group session in the same manner that referrals are made for community service, through a CSO Referral in SMART, with a referral reason of "Sanction."
- The community service referral reason is to include a notation that the offender is being referred for the sanction orientation group session. Staff are to document in SMART the community service referral as a sanction, which is standard operating procedures, and enter the second or fourth Thursday date for the offender's availability.

- The CSO is to document in SMART the offender's non-compliant behavior that resulted in the offender being referred for a community service sanction. This documentation is to be in the form of entering a violation in SMART, with the sanction of Community Service.
- The CSO also is to sanction the offender if the offender fails to report to the community service sanction orientation group and/or the community service activity, per existing Agency policy.

IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

A. Authorities:
None

B. Supersedures:
None

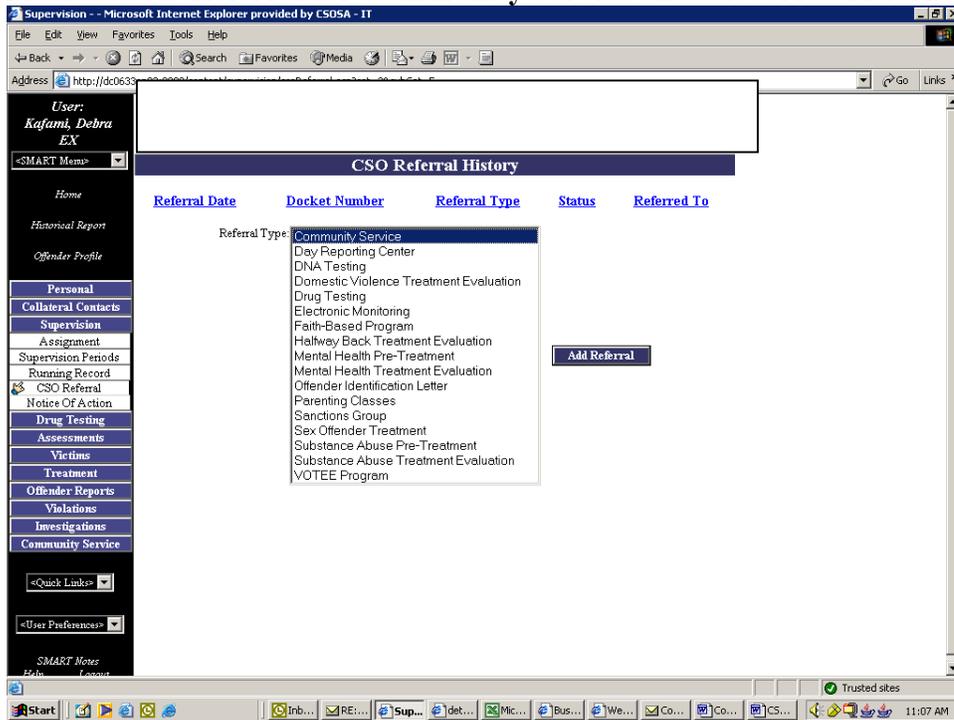
C. Procedural References:
SMART Note 26: CSO Referrals Through SMART—Community Service Program, dated 9/26/02.
SMART Note 51: Violations and Sanctions, dated 4/15/04.

D. Attachments:
Appendix A. Instructions for Referring Offenders to Community Service as a Sanction.

APPENDIX A

Instructions for Referring Offenders to Community Service as a Sanction

1. Make a CSO Referral for Community Service and select Add Referral button.



2. Enter the required information for the referral, selecting the Referral Reason of “Sanction”, not the reason “Special Condition”.

The screenshot shows the 'CSO Referral Information' form in a Microsoft Internet Explorer browser window. The browser title is 'Supervision -- Microsoft Internet Explorer provided by CSOSA - IT'. The address bar shows the URL: http://jdc0633ap03:8888/content/supervision/csoReferralInfo.asp?cat=28subCat=5. The user is identified as 'User: Kafami, Debra EX'. The form contains several fields: Status (Pending Orientation), Referral Date (calendar icon), Referral Reason (dropdown menu with 'Sanction' selected and circled in red), Docket Number (dropdown menu), Special Needs (dropdown menu), Special Skills (dropdown menu), Primary Language (dropdown menu), Availability Status (dropdown menu), Reason for Unavailability (dropdown menu), Projected Availability Date (calendar icon), Community Service Hours (text input), Expected Completion Date (calendar icon), Rereferral (dropdown menu), and a Comments text area. At the bottom of the form are 'Save Changes' and 'Clear Changes' buttons. The browser's taskbar at the bottom shows the time as 11:09 AM.

3. For the Projected Availability Date, enter the second or fourth Thursday of the month for which the offender is to attend the community service orientation session.

This screenshot is identical to the one above, showing the 'CSO Referral Information' form. In this view, the 'Projected Availability Date' field is highlighted with a red box. The 'Referral Reason' dropdown menu is still open, showing 'Sanction' and 'Special Conditions'. The rest of the form and browser interface are the same as in the previous screenshot.

- 4. Upon entering all required information, select the “Save Changes” button. The community service referral will automatically be sent to the CSP staff.**
- 5. Staff also are required to enter a violation in SMART, under the Violations screen, to document the offender’s non-compliant behavior and the sanction of Community Service, per existing agency policy. Refer to SMART Note 51: Violations and Sanctions, dated 4/15/04.**
- 6. If the offender does not report to the community service orientation, and/or the community service activity, the offender is to be sanctioned for the non-compliant behavior, per existing Agency policy.**