



Court Services and Offender Supervision Agency for the District of Columbia

*Office of the Associate Director
Community Supervision Services*

DATE: August 27, 2003
TO: Addressees
FROM: Thomas H. Williams, Associate Director (*signed*)
RE: Additional Guidance on Halfway House Placements

Recently, it has come to light that staff may require additional guidance with respect to Halfway House placements as ordered by D.C. Superior Court. The purpose of this correspondence is to clarify the processes in place for facilitating those Halfway House placements.

When an offender is sentenced to a term of probation and the sentencing judge orders a Halfway House stay **as a special condition of probation**, those placements are handled by Special Assistant Erika Evans. The Probation Intake Office must forward a copy of the Judgment and Commitment to Ms. Evans, who in turn will prepare a package to the Bureau of Prisons requesting Federal Halfway House placement. Once a facility has been designated, Ms. Evans will contact the supervising CSO via e-mail and notify of the offender's placement date and location. During the period that the offender is remanded to the halfway house, the CSO must maintain supervision responsibility of the offender, just as if the offender was in the community.

When an offender is ordered to serve a **split sentence**, meaning the execution of the original sentence is suspended as to all but a certain amount of time to be served in a Halfway House, responsibility for facilitating the Halfway House placement rests with the Department of Corrections. To verify that these placements are made and to discern the offender's release date from the Halfway House facility, CSOs can contact DOC Community Corrections Administrator Erma Brady at (202) 727-2700 or DOC Records Office Administrator John Pendergraph at (202) 673-8276. During the period of Halfway House stay for offenders serving split sentences, the CSO will not assume supervision responsibility until the offender has been released from the Halfway House. As is current policy, the CSO is required to monitor the offender and assume supervision upon the offender's release.

Attached to this memorandum you will find two examples of Judgment and Commitment Orders that are relevant to this issue. One exemplifies an order for Halfway House placement as a condition of Probation and one exemplifies a split sentence with Halfway House placement. Please note that **split sentence J&C orders do not need to be forwarded to Special Assistant Erika Evans.**

Addressees:
Mr. Rush
Ms. Lawson
Branch Chiefs
Ms. Evans