



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

*Community Supervision Services
Office of the Associate Director*

TO: CSS Managers and Staff

FROM: Thomas H. Williams, Associate Director

CC: James A. Morris, Interim Deputy Associate Director
Debra M. Kafami, Interim Executive Assistant
Christine Keels, Executive Assistant
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Branch Chiefs

DATE: August 5, 2002

RE: Level of Supervision for Offenders Removed from the Community

This memorandum provides guidance to staff on changing the level of supervision for offenders who are under active supervision and consequently are removed from the community.

SMART has the following five levels of supervision for an offender:

- Active (intensive, maximum, medium, minimum, or to be determined)
- Closed
- Dead
- Warrant
- Monitored

Whenever an offender is removed from the community, and is unavailable for supervision for a period of at least 30 days, the offender's level of supervision is to be changed in SMART from Active to Monitored within two business days of determining the 31st day. In addition, the CSO must enter a running record entry in SMART to document the reason for the change in the offender's supervision level and to provide any other pertinent information. Examples of when an offender is unavailable for supervision include the placement of the offender in a residential facility, or the incarceration of an offender in jail awaiting a hearing.

Offenders with a supervision level of monitored are to be reviewed on a monthly basis. The CSO is to verify the offender's status in person, at a staffing, by telephone, or a computerized database search (JACCS and/or CIS) to verify that the offender is still unavailable for supervision. Once the offender returns to the community, the offender's level of supervision is to be changed to Active according to existing CSS policy and procedures.

If you have any questions regarding this matter, contact your SCSO or Branch Chief.