



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

Office of the Associate Director

TO: John Milam, Branch Chief

DATE: December 30, 2002

FROM: Tom Williams, Associate Director, CSS (*signed*)

SUBJECT: Treatment Placement

As a follow-up to our December 23, 2002 meeting with Associate Judge Susan Winfield, please ensure that your staff are following the procedures noted below for all sentenced offenders from the Superior Court for the District of Columbia:

1. For all adjudicated offenders in which a safety net special condition is ordered, staff are to contact the Director of the safety net program within two business days of receipt of the J&C to ensure that the offenders are on schedule for program entry;
2. Within five business days upon contacting the Program Director, staff are to notify the judge, via fax, of any offenders not placed in the safety net program;
3. For any offender who has a safety net order while in a pre-trial status and who has had a pre-sentence investigation ordered, SATB staff are to notify the diagnostic writer who will confirm with the safety net director the anticipated safety net program completion date for the offender; the information is to be included in the PSI document;
4. For adjudicated offenders with an in-patient treatment order and who are remanded back to the jail, staff are to arrange for the placement of the offender at the treatment facility no later than ten working days from the date of notification to SATB (this may mean arrange for the offender to leave safety net prior to completion); and
5. Staff are to notify the sentencing judge no later than the 10th business day if the in-patient placement for a detained offender cannot be processed (as noted in item #4 above) and, in the written communication with the judge, staff are to provide the expected placement date.

Please contact Deputy Associate Director Rush if you have any comments or need clarification with respect to any of the above items.

cc: Deputy Director Poteat
Deputy Associate Director Rush
Branch Chiefs
Special Assistant Erika Evans

Information Copy: Intake Manager Morgan Massey

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