



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

*Community Supervision Services  
Associate Director*

**MEMORANDUM**

**DATE:** April 9, 2003

**TO:** Addressees

**FROM:** Tom Williams, Associate Director (*signed*)  
Community Supervision Services

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**RE:** VOTEE Program

This correspondence is to advise that the VOTEE Unit is now fully staffed. The Agency is equipped to provide academic services for offenders at our 1230 Taylor Street, 25 K Street, and Saint Luke's locations. Employment Specialists are available to provide employment assessments and employment placements, as well as, referrals to the Department of Employment Services for both job readiness and placement services.

Staff should refer to VOTEE offenders who are:

1. Unemployed;
2. Under employed and could benefit from job placement; and
3. Lacks a GED or high school education.

VOTEE services can be arranged to fit the specific needs of the offender. In my meetings with the judiciary, I have alerted them that staff may be requesting a special condition for offenders to receive VOTEE academic services if there is unwillingness on the part of the offender to comply with the supervision strategy of the CSO in this regard.

Addressees:  
Branch Chiefs  
SCSOs

Information Copy:  
Mr. Rush  
Mr. Parker