Court Services and Offender Supervision Agency
For the District of Columbia
Office of the Director

POLICY STATEMENT

Procedure Management
Number:1004
Effective Date: 11/5/2019
Recertification Date: 11/5/2023
Review Due Date: 11/5/2025

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Richard Tischner
Director

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Overview

Background

The Court Services and Offender Supervision Agency (CSOSA or Agency) recognizes the need to issue procedures in a uniform and timely manner.

This Policy Statement establishes standards for planning, developing, reviewing, and maintaining procedures. The standards formalize a process in which procedures are:
- Coordinated through the Office of Policy Analysis (OPA);
- Evaluated to prevent the issuance of duplicative or conflicting procedures;
- Tied to a policy statement;
- Developed in a collaborative process that addresses all relevant stakeholders' input;
- Organized so that critical information is readily accessible and staff know how and where to find any related information; and
- Maintained to ensure future decision-makers have adequate information regarding the basis for previous procedure determinations.

Summary of Changes

- Removal of guidance disclaimer.
- Minor edits under Definitions: Phases of an Operational Instruction

Coverage

This Policy Statement and referenced Operational Instruction apply to all CSOSA staff and include those Policy Statements prepared for the joint signatures of the Director of CSOSA and the Director of the Pretrial Services Agency for the District of Columbia (PSA).

Authorities

- 5 U.S.C. § 301
- 5 U.S.C. § 552
- Office of Management and Budget's *Final Bulletin for Agency Good Guidance Practices* (72 FR 3422, Jan. 25, 2007)
- Section 11233(b)(2) of the National Capital Revitalization and Self-Government Improvement Act of 1997, Pub. Law 105-33, 111 Stat. 712
- D.C. Code § 24- 1233(b)(2)

Overview, Continued

Supercedes	This Policy Statement recertifies the PS 1004 dated November 5, 2019, and is in effect until the next recertification date of November 5, 2025.
References	OI-OD-1004.1 – Procedure Management Operational Instruction
Administrator	The Office of the Director (OD), Office of Policy Analysis (OPA), is responsible for the contents of this Policy Statement.

Policy

Policy	• Agency procedures are developed separately from policy statements.
	• Agency procedures are issued in the form of operational instructions.
	• Operational instructions are tied to a policy statement.
	• Operational instructions are prepared by Agency components or program offices and issued under the Director's, Associate Director's (AD), or Program Director's (PD) signature.
	• Operational instructions are permanent documents; they remain active until rescinded or superseded.
	• Operational instructions are reviewed by relevant stakeholders.
	• Operational instructions are prepared using a standard format.
	• Operational instructions are developed and maintained using a 4-phase process that includes planning, development, review, and maintenance.
	• Stakeholders must adhere to specific timeframes established for each phase.
	• Operational instructions are reviewed and recertified biennially.
Exception	Procedures can be issued as guidance memorandums for an interim period of up to six (6) months, to be rescinded at the time of operational instruction issuance.
	Guidance memorandums do not undergo the formal review process. They are developed by the issuing AD or PD and reviewed only by the Immediate Office of the Director.
Waiver	The Director or their designee may waive or truncate the process to issue operational instructions where good cause exists.

Definitions: Phases of an Operational Instruction

Phase 1:
Planning

- The Agency Director and the components identify policy and operational instruction priorities and deliverables to establish an annual work plan.
- The Component Policy Coordinator (CPC) submits a request for procedure development or existing procedure update to OPA.

Phase 2:
Development

- The CPC prepares and submits the initial draft operational instruction (OI) to the policy analyst.
- The policy analyst reviews and provides feedback to the CPC on the initial draft OI.
- OPA assures Employee Labor Relations (ELR) involvement.
- The OPA team completes a peer review of the initial draft OI.

Phase 3: Review

- The initial draft OI is submitted simultaneously to the relevant stakeholders, then the Supervisory Policy Analyst, followed by the Immediate Office of the Director for review. If applicable, notice is provided to the Union.
- The Office of General Counsel (OGC) completes a legal sufficiency review during the second stakeholder review.
- ELR provides OPA clearance when it is appropriate to implement the OI.
- A final OI is submitted to the Director, AD, or PD for review, signature, and implementation.

Phase 4:
Maintenance

- The Office of Information Technology (OIT) posts the signed OI to the Agency's intranet.
- OPA maintains the central repository of all signed OIs and associated working files.
- OPA initiates the biennial review and re-certification of all posted OIs.

Roles and Responsibilities

Employee	Reads, seeks clarity, and adheres to Agency OIs.

Supervisor	• Enforces OIs. • Reviews new and existing OI updates with staff.

Component Policy Coordinator (CPC)	• Initiates new OI development or existing OI update. • Prepares an initial draft OI. • Collaborates with OPA in reviewing and revising the initial draft OI. • Maintains all records created during OI development. • Establishes procedures to review the component's OIs to ensure they remain current.

Office of Policy Analysis (OPA)	• Serves as the central point of contact for all OI initiatives. • Reviews and provides input on initial draft OIs. • Steers the review and approval of draft OIs. • Manages the filing and archiving finalized Agency OIs, including working files. • Manages the biennial review and re-certification of all Agency OIs. • Submits an annual report on the status of all Agency's OIs to the Director by June 30th.

Employee Labor Relations (ELR)	• Determines if the proposed OI impacts the Union and provides the required notice. • Serves as the central point of contact for all Union correspondence and engagement.

Office of General Counsel (OGC)	• Reviews the initial draft OI for legal sufficiency. • Reviews the final OI for legal sufficiency when there are substantive updates due to Union review or collective bargaining.

Roles and Responsibilities, Continued

Office of Information Technology (OIT)	• Manages SharePoint tracking tool. • Posts signed OIs.
Associate Director (AD)/ Program Director (PD)	• Designates a CPC for the delegated component or program office. • Identifies and communicates component or program office priority operational instructions annually. • Signs OIs initiated by the component or program office. • Ensures OIs routed for review and approval meet the established timeframes.
Immediate Office of the Director (OD)	• Approves OIs governing the Agency. • Signs OIs initiated by the OD. • Waives all or specific steps in the OI/Guidance Memorandum review and approval process. **Note**: If applicable, all waivers are reviewed by the OGC and ELR.