



# CSOSA

## GUIDANCE STATEMENT

Intergovernmental and Community Affairs

Number: PG-OLIPA-1211.01

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Richard Tischner

Director

### INTERGOVERNMENTAL AND COMMUNITY AFFAIRS

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#### GUIDANCE DISCLAIMER

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

#### AUTHORITIES

- Section 11232 (b)(1), § 11232(b)(2), § 11233(b)(2)(B) of the National Capital Revitalization and Self-Government Improvement Act of 1997 (“Revitalization Act”), Pub. Law 105-33, 111 Stat. 712, D.C. Code § 24-1232(b)(1), § 24-1232(b)(2), § 24-1233(b)(2)(B) (1996 Repl., 1999 Supp.)

#### SUMMARY

The Court Services and Offender Supervision Agency’s (CSOSA) team of Intergovernmental and Community Affairs Specialists (ICAS) develop and carry out a program of outreach and education that advances the mission of the Agency.

#### BACKGROUND

This guidance statement describes the nature and scope of the ICAS duties and responsibilities, the manner in which these are to be carried out.

## COVERAGE

This Guidance Statement applies to CSOSA ICAS employees who are assigned to CSOSA's Office of Legislative, Intergovernmental, and Public Affairs (OLIPA).

## ROLES AND RESPONSIBILITIES

- Develop and undertake community outreach, support and public information initiatives that are designed to facilitate the Agency's community-oriented criminal justice supervision programs that are designed to increase client accountability, respond to agency partner and community concerns and enhance public safety.
  - Representing CSOSA before federal and local agencies.
  - Create and maintain a list of standing civic, community and stakeholder meetings.
  - Attend significant civic, community and stakeholder meetings.
  - Initiating and/or coordinating special events or projects.
  - Identifying, and, when appropriate, resolving problems with or within the community that impact CSOSA operations.
  - Develop and maintain a Community Justice Advisory Network (CJAN), and conduct periodic CJAN meetings.
  - Maintain a current electronic listing of all agency, community, faith-based and business contacts.
- Keep Agency leadership and members of the community apprised of the status of programs, community resources and community needs by tracking programs, initiatives and other relevant activities and by developing and submitting reports.
  - Submit written weekly reports to supervisor that contain detailed descriptions of all meetings, events and significant contacts that occur involving agencies, businesses, community and faith-based organizations or contacts.
  - Provide supervisor bi-weekly calendars showing proposed work schedules for approval.
  - Utilize list sews, mailings, newsletters, and other available means of communication to exchange information with members of your network.
- Develop formalized partnerships with federal and local government agencies, businesses and community and faith-based organizations that secure the provision of resources and services that can benefit our clients.
  - Secure agreements with agencies and community organizations for work sites and/or events where clients can complete community service hours.
  - Serve as CSOSA's liaison to assigned agencies, establish relationships and agreements that foster communication and collaboration and facilitate access to resources and services that may benefit our clients.
  - Identify and recruit candidates for CSOSA's mentoring program.
  - Cultivate relationships within the business community that foster support for CSOSA's mission.

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## CONTACT

CSOSA welcomes comments or questions regarding the role of Intergovernmental and Community Affairs Specialists. For more information, please contact [Cedric.Hendricks@csosa.gov](mailto:Cedric.Hendricks@csosa.gov) or by sending correspondence to:

Court Services and Offender Supervision Agency (CSOSA)  
Attn: OLIPA  
800 N. Capitol Street, 2<sup>nd</sup> Floor  
Washington, DC 20002