



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

POLICY STATEMENT

Policy Statement 1001

Policy Area: Seals and Insignia

Effective Date: SEP 09 2003

Approved: *Paul A. Quander Jr.*

Paul A. Quander, Jr., Director

Susan W. Shaffer
Susan W. Shaffer, PSA Director

AGENCY SEALS

I. COVERAGE

This Policy Statement provides guidance to employees of the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA or Agency) and the District of Columbia Pretrial Services Agency (PSA or Agency) on the use of each Agency's seal. This Policy Statement applies to all CSOSA and PSA employees.

II. BACKGROUND

The CSOSA and PSA have each developed a seal which signifies the authoritativeness of the item or document to which it is affixed as an official endorsement of the Agency. Because of the importance of the seals and that which they signify, it is necessary to specify the purposes for which they may be used and to notify employees of the consequences for misuse.

III. POLICY

It is the policy of CSOSA and PSA that the Agency seals be used for official Agency business only. Approval to use the seals need not be obtained for the routine uses specified in Appendix A; however, prior approval must be obtained for all other uses.

IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

A. Authorities

- 18 U.S.C. § 1017. Government seals wrongfully used and instruments wrongfully sealed.
- 18 U.S.C. § 506. Seals of departments or agencies.

Court Services and Offender Supervision Agency for the District of Columbia

Policy Statement 1001

Effective date: 9/9/2003

Page 2

B. Supersedures

None

C. Procedural References

None

D. Attachments

Appendix A. General Procedures

Appendix B. Applicable CSOSA Regulations (28 C.F.R. Part 803)

APPENDIX A GENERAL PROCEDURES

A. Appropriate Uses of the Agency Seals

The CSOSA or PSA seal may be used for purposes of conducting official Agency business only. Not every Agency-related activity requires or justifies use of the seals. The Directors of CSOSA and PSA have determined appropriate routine uses of the seals. Approved routine uses of the seals are listed below. In order to obtain approval for any *other* use, you must submit a request in writing to the Office of the General Counsel. The request must specify, in detail, the exact use to be made. The General Counsel has been delegated the authority to approve additional uses of CSOSA's seal. With regard to PSA's seal, the General Counsel shall forward any request for additional use of the seal, together with a recommendation, to the Director of PSA or his/her designee for disposition. Reproductions of the CSOSA or PSA seal may be used as follows:

1. For display in CSOSA/PSA facilities, presentation rooms, hearing rooms, and lobbies;
2. For official awards, certificates, medals, and plaques;
3. On official CSOSA/PSA identification, security and other approved credentials;
4. On official publications which represent the achievements or mission of CSOSA/PSA;
5. On CSOSA/PSA letterhead stationery;
6. On business cards; and
7. In non-CSOSA/PSA facilities or locations in connection with CSOSA/PSA-sponsored events.

B. Misuse of the Agency Seals

Use of the CSOSA or PSA seal for any purpose other than the routine uses prescribed in this Policy Statement or as approved by the General Counsel or by the Director of PSA or his/her designee is prohibited. Misuse of the CSOSA or PSA seal includes, but is not limited to, using the seal for personal purposes or without required prior approval. Knowing or willful misuse of the seals can result in disciplinary action.

In addition, there can be *criminal* penalties for misuse of the Agencies' seals. Federal criminal law provides that fraudulently or wrongfully using an Agency seal, knowing such use to be fraudulent or wrongful, is punishable by fine, imprisonment, or both. 18 U.S.C. § 1017. Federal criminal law also provides that falsely making, forging, counterfeiting, mutilating, or altering an Agency seal, or knowingly using, possessing, selling, etc., such fraudulently made seal with fraudulent intent, knowing it to be falsely made is punishable by fine, imprisonment, or both. 18 U.S.C. § 506.

APPENDIX B
APPLICABLE CSOSA REGULATIONS

28 C.F.R. PART 803 -- AGENCY SEAL

Sec.

803.1 Description.

803.2 Authority to affix seal.

803.3 Use of the seal

Authority: 5 U.S.C. 301; Pub. L. 105-33, 111 Stat. 251, 712 (D.C. Code 24-1232, 24-1233).

§ 803.1 Description.

(a) The Agency seal of the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA or Agency) is described as follows: General George Washington's coat of arms in red and white bounded by an outline of the District of Columbia and superimposed upon a blue field together with the dome of the United States Capitol building in gold; encircled by a banner with the words "Community, Accountability, and Justice" and gold laurel branches, with gold edges bearing the inscription "COURT SERVICES AND OFFENDER SUPERVISION AGENCY" above three stars at either side of the words "DISTRICT OF COLUMBIA" in smaller letters in the base; letters and stars in gold. A reproduction of the Agency seal in black and white appears as follows.



(b) The Agency seal of the District of Columbia Pretrial Services Agency (PSA or Agency) is described as follows: General George Washington's coat of arms in red and white bounded by an outline of the District of Columbia and superimposed upon a blue field together with the dome of the United States Capitol building in gold; encircled by a banner with the words "Community, Accountability, and Justice" and gold laurel branches, with gold edges bearing the inscription "DISTRICT OF COLUMBIA PRETRIAL SERVICES AGENCY"; letters in gold. A reproduction of the Agency seal in black and white appears as follows.



§ 803.2 Authority to affix seal.

The Director of CSOSA or PSA (as appropriate) and the Director's designees are authorized to affix the Agency seal (including replicas and reproductions) to appropriate documents, certifications, and other materials for all purposes authorized by this part.

§ 803.3 Use of the seal.

(a) The Agency seal is used by Agency staff for official agency business as approved by the appropriate Director or designee.

(b) Use of the Agency seal by any person or organization outside of the Agency may be made only with the appropriate prior written approval.

(1) Any request for such use must be made in writing to the Office of the General Counsel, Court Services and Offender Supervision Agency for the District of Columbia, 633 Indiana Avenue, NW., Washington, DC 20004, and must specify, in detail, the exact use to be made. Any permission granted by the appropriate Director or designee applies only to the specific use for which it was granted and is not to be construed as permission for any other use.

(2) The decision whether to grant such a request is made on a case-by-case basis, with consideration of all relevant factors, which may include: the benefit or cost to the government of granting the request; the unintended appearance of endorsement or authentication by the Agency; the potential for misuse; the effect upon Agency security; the reputability of the use; the extent of the control by the Agency over the ultimate use; and the extent of control by the Agency over distribution of any products or publications bearing the Agency seal.

(c) Falsely making, forging, counterfeiting, mutilating, or altering the Agency seal or reproduction, or knowingly using or possessing with fraudulent intent an altered Agency seal or reproduction is punishable under 18 U.S.C. 506.

(d) Any person using the Agency seal or reproduction in a manner inconsistent with the provisions of this part is subject to the provisions of 18 U.S.C. 1017, which states penalties for the wrongful use of an Agency seal, and other provisions of law as applicable.