



POLICY STATEMENT

Policy Statement 4300
Policy Area: Partnerships
Effective Date: July 15, 2016

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COMMUNITY SUPERVISION SERVICES LAW ENFORCEMENT PARTNERSHIPS

I. COVERAGE

This Policy Statement establishes procedures for the Community Supervision Services (CSS) staff involved in establishing and maintaining effective partnerships and associated activities with law enforcement agencies.

II. BACKGROUND

The Court Services and Offender Supervision Agency's (CSOSA's) mission is to enhance public safety, prevent crime and reduce recidivism among those supervised and to support the fair administration of justice in close collaboration with the community. One of the three goals selected to support this mission is Public Safety, defined as decreasing criminal activity among the supervised population by increasing the number of offenders who successfully complete supervision. One of the many strategies used to achieve this goal is the establishment of partnerships with public safety agencies to facilitate close supervision of offenders in the community. CSS works with many local and national law enforcement agencies with similar missions and goals to implement this strategy. Effective partnerships allow CSS access to external experts, intelligence, and resources that may help to advance the mission of the Agency. Conversely upon approval from the Office of the General Counsel (OGC) and the Chief Privacy Officer, CSS is also able to provide expertise, intelligence, and resources to outside agencies.

III. POLICY

The purpose of this policy is to establish guidelines for collaborating with local and national law enforcement partners to facilitate close supervision of clients in the community.

Every two (2) years CSS Management shall meet with its law enforcement partners to review the effectiveness of its law enforcement partnerships. CSS shall document newly proposed partnerships and changes to existing partnerships through the development or revision of new and/or existing Memorandums of Understanding (MOUs) and associated operational instructions.

CSS shall submit MOUs to applicable CSOSA divisions for review, and to the Office of the Director for final approval and signature.

IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

A. Authorities

- Sections 11232(6) (1) & (2), of the National Capital Revitalization and Self Government Act of 1997 ("Revitalization Act") Pub. Law 105 33, 111 Stat. 712;
- D.C. Code §§24 1232(b), 1233 (2) (1996 Repl., 1999 Supp.) (Trustee's authority);
- D.C. Code §§ 16 710, 24 104 (authority over probationers);
- D.C. Code §§ 24 201.2 (a) (3) (Parole Board's authority over parolees);
- Section 11231 (a) of the Revitalization Act, D.C. Code §§ 24 1231 (a) (U.S. Parole Commission's authority over parolees);
- Section 11231 (a) (3) of the Revitalization Act (Superior Court's authority over misdemeanants).

B. Supersedures

- None

C. Procedural References

- None

D. Attachments

- Appendix A – General Procedures

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

Appendix A
General Procedures

A. Existing Law Enforcement Partnerships

Every two (2) years CSS Management shall engage applicable CSS staff, including CSOs and existing law enforcement partners for a review of established partnership activities and associated MOUs. These meetings will be used to:

1. Identify and review existing law enforcement partnership activities to assess alignment with the existing MOU as well as to consider the ongoing relevance of the MOU in light of any significant environmental changes (e.g., changes in either partner, legislative changes, technological changes, etc.).
2. Collect feedback regarding partnership activity protocols, processes, procedures and/or formal written agreements between the agencies as well as discuss if revisions are necessary;
3. Assess the need for training and develop a training schedule if applicable;
4. Review Office of Research and Evaluation (ORE) data regarding the impact of each activity as it relates to meeting the partnership goal and supporting the mission of the Agency; and
5. Collaborate on the proposal of new partnership activities:

a. New Activities

New activities under an existing MOU may be proposed. Once approved by the CSS Associate Director (AD) or designee, CSS Management will submit the revised MOU and any associated policies and/or operational instructions to the following CSOSA divisions for review:

- The Office of the General Counsel (OGC)/ Chief Privacy Officer– to ensure that information/data sharing and/or conducting the activity is legal and ethical and that partnership details adhere to privacy and civil liberties policies. Also, to assess the need for Non-Disclosure Agreements (NDAs);
- The Chief Information Security Officer (CISO) – to ensure that under the agreement appropriate security measures are in place for the facility, data, and personnel for any electronic data sharing;
- The Office of Information Technology (OIT) – to ensure information/data sharing is possible, and that data can be stored and sent in the requested formats;
- The Office of Research and Evaluation (ORE) – to ensure that CSOSA can appropriately measure and evaluate suggested activities and/or the utility of receiving the requested information;

- The Office of Financial Management (OFM) – to review fiscal and monetary impact;
- The Office of Legislative, Intergovernmental, and Public Affairs (OLIPA) – to ensure that revisions are in alignment with CSOSAs existing MOUs/partnerships;
- The Office of the Director – to provide final approval and signature to MOU amendments.

Once the revised MOU is approved and signed, CSS Management will provide guidance to staff regarding implementation of the new partnership activity through an operational instruction.

B. New Law Enforcement Partnerships

CSS staff at any level may submit a request to partner with outside agencies through the CSS chain-of-command. Once approved by the CSS AD or designee, CSS Management shall draft an MOU and submit it to the divisions listed in Section A.5.a above. Once the MOU has been approved by the Office of the Director, CSS Management will provide guidance to staff regarding implementation of partnership activities through an operational instruction.

C. Implementation of Partnership Activities

Once an Operational Instruction (OI) applicable to the partnership activity has been finalized it is the responsibility of CSS staff to:

- Carry out the processes and procedures outlined in the OI;
- Document all applicable partnership activities in the Supervision Management Automated Record Tracking (SMART) system;
- Communicate with their supervisors when partnership issues arise.

D. Evaluation of Partnership Activities

CSS Management shall work with the Office of Research and Evaluation (ORE) to identify and monitor both process and outcome goals for its law enforcement partnership activities. Data and reports developed by ORE will be used to inform decision-making for the partnership activities.