

Number: TBD
EFFECTIVE DATE: May 11, 2000

PROCEDURE STATEMENT

Policy Area: Classification

Issue: Field Units

Action/Guidance: Case Assignment for General Supervision Branch Population

Context: Community supervision is one of the cornerstones of CSOSA's assessment-driven case management system. Effective supervision requires CSOs to supervise offenders in the communities in which they reside. Consequently, the SCSO assigns offenders to the CSO assigned to the offender's Police Service Area (PSA). This allows CSOs to link offenders to the important community-based resources necessary to aid offenders with transition towards law-abiding lives, to facilitate supervision in the community, and to ensure offender accountability. In addition, it is also necessary to establish a geographic team assignment strategy that apportions cases equitably among CSOs. Workload equity is an essential component in ensuring that each CSO is able to engage his/her clients in meaningful interaction.

I. Procedure

A. Overview

CSOSA assigns each General Supervision Branch team a specific area of responsibility. In each team's area, each SCSO assigns individual CSO(s) to the PSAs within the team's area of responsibility. Each PSA must have at least one CSO assigned to it. An SCSO assigns an offender to the appropriate CSO based upon the PSA in which the offender's residence is located. Lists of assignments will be maintained by the SCSO for that specific field unit. Once assignments are made, the SCSO will be responsible for recording the assignment in PRISM.

B. Assignment to Supervision Team

Probation cases are assigned at the Probation Intake Unit (4206 Main Court Building). The Transitional Intervention Parole Service (TIPS) assigns parole cases. Intake or TIPS assigns cases to the supervision team responsible for the PSA of an offender's home address. Each team's area of responsibility is defined by PSA and indicated in the table, "PSAs of Team Responsibility." Each area of responsibility is defined by the Supervisor's name. The Intake Unit or TIPS transmits the case jacket to the SCSO of the assigned supervision unit after making the appropriate data entries in the I-PARS or PARIS system.

PSAs of Team Responsibility

PSA	SCSO	BRANCH	SITE	ADDRESS	ABBREVIATION
101	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
102	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
103	Leggett	II-A	Bldg. B	409 E Street, NW	Bldg B
104	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN

PSA	SCSO	BRANCH	SITE	ADDRESS	ABBREVIATION
105	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
106	Leggett	II-A	Bldg. B	409 E Street, NW	Bldg B
107	Ashe	II-A	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
108	Ashe	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
109	Ashe	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
110	Ashe	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
111	Ashe	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
112	Ashe	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
201	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
202	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
203	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
204	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
205	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
206	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
207	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
208	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
209	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
301	Savwoir	II-A	Northwest Field Unit	1707 Kalorama Road, NW	NWFU
302	Savwoir	II-A	Northwest Field Unit	1707 Kalorama Road, NW	NWFU
303	Savwoir	II-A	Northwest Field Unit	1707 Kalorama Road, NW	NWFU
304	Savwoir	II-A	Northwest Field Unit	1707 Kalorama Road, NW	NWFU
305	Savwoir	II-A	Northwest Field Unit	1707 Kalorama Road, NW	NWFU
306	Savwoir	II-A	Northwest Field Unit	1707 Kalorama Road, NW	NWFU
307	Savwoir	II-A	Northwest Field Unit	1707 Kalorama Road, NW	NWFU
308	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
309	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
310	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
311	Savwoir	II-A	Northwest Field Unit	1707 Kalorama Road, NW	NWFU
312	Savwoir	II-A	Northwest Field Unit	1707 Kalorama Road, NW	NWFU
313	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
314	Terry-Crusor	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
401	Pears	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
402	Pears	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN

PSA	SCSO	BRANCH	SITE	ADDRESS	ABBREVIATION
403	Pears	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
404	Pears	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
405	Pears	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
406	Pears	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
407	Pears	II-A	300 Indiana	300 Indiana Avenue, NW	300 IN
408	Sessoms	II-A	Bldg. B	409 E Street, NW	Bldg B
409	Sessoms	II-A	Bldg. B	409 E Street, NW	Bldg B
410	Sessoms	II-A	Bldg. B	409 E Street, NW	Bldg B
411	Sessoms	II-A	Bldg. B	409 E Street, NW	Bldg B
412	Sessoms	II-A	Bldg. B	409 E Street, NW	Bldg B
413	Sessoms	II-A	Bldg. B	409 E Street, NW	Bldg B
414	Sessoms	II-A	Bldg. B	409 E Street, NW	Bldg B
501	Sessoms	II-A	Bldg. B	409 E Street, NW	Bldg B
502	Piper	II-B	Northeast Field Unit	401 New York Avenue, NE	NEFU
503	Piper	II-B	Northeast Field Unit	401 New York Avenue, NE	NEFU
504	Piper	II-B	Northeast Field Unit	401 New York Avenue, NE	NEFU
505	Piper	II-B	Northeast Field Unit	401 New York Avenue, NE	NEFU
506	Piper	II-B	Northeast Field Unit	401 New York Avenue, NE	NEFU
507	Piper	II-B	Northeast Field Unit	401 New York Avenue, NE	NEFU
508	Piper	II-B	Northeast Field Unit	401 New York Avenue, NE	NEFU
509	Leggett	II-B	Bldg. B	409 E Street, NW	Bldg B
510	Leggett	II-A	Bldg. B	409 E Street, NW	Bldg B
511	Leggett	II-A	Bldg. B	409 E Street, NW	Bldg B
512	Leggett	II-B	Bldg. B	409 E Street, NW	Bldg B
513	Leggett	II-B	Bldg. B	409 E Street, NW	Bldg B
601	Addison	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
602	Smith	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
603	Smith	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
604	Addison	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
605	Smith	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
606	Addison	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
607	Smith	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
608	Addison	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
609	Addison	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
610	Smith	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU
701	Sutton	II-B	Southeast Field Unit	3850 South Capitol Street, SE	SEFU
702	O'Grady	II-B	Southeast Field Unit	3850 South Capitol Street, SE	SEFU
703	Sutton	II-B	Southeast Field Unit	3850 South Capitol Street, SE	SEFU
704	O'Grady	II-B	Southeast Field Unit	3850 South Capitol Street, SE	SEFU
705	O'Grady	II-B	Southeast Field Unit	3850 South Capitol Street, SE	SEFU
706	Sutton	II-B	Southeast Field Unit	3850 South Capitol Street, SE	SEFU
707	O'Grady	II-B	Southeast Field Unit	3850 South Capitol Street, SE	SEFU
708	Sutton	II-B	Southeast Field Unit	3850 South Capitol Street, SE	SEFU
709	O'Grady	II-B	Southeast Field Unit	3850 South Capitol Street, SE	SEFU
710	O'Grady	II-B	Southeast Field Unit	3850 South Capitol Street, SE	SEFU

PSA	SCSO	BRANCH	SITE	ADDRESS	ABBREVIATION
711	Ashe	II-B	Anacostia Field Unit	1418 Good Hope Road, SE	AFU

C. Steps to Access PSA Locator on MPD Website:

- a. Open Internet Explorer on your computer. (Note: You may leave Explorer open while you run I-PARS, PARIS and other applications. To switch quickly from one program to another, point and click at the program icon on the bottom of the screen or hit ALT + TAB).
- b. Type <http://www.mpd.org> into the “Address” window at the top of the web browser.
- c. Once on MPD’s home page, point and click the “District & PSA’s” link on the left side of the screen.
- d. Enter the address in the box labeled “Find your PSA.” Be sure to include the street number, street name, and quadrant. For example:

Type: 1718 Holbrook St NE *(avoid punctuation marks, if the address does not generate a PSA, try typing it in a slightly different format).*

The PSA Finder will tell you that the address is in PSA 508.

If the PSA Finder does not produce the offender’s PSA, locate the PSA using the hard copy MPD PSA Street Index.

II. Statutory Authority: N/A

III. Procedural References/Supercedures:

- References: N/A
- Supersedes: N/A