

Number: TBD

EFFECTIVE DATE: January 11, 2001

POLICY STATEMENT

Policy Area: Supervision

Issue: Community Justice Partnerships

Action/Guidance: Minimum Standards for Community Justice Partnership Activities

Context: Community Justice Partnership (“CJP”) teams are composed of CSOs and police officers. These teams are organized by Police Service Areas (“PSAs”) within the District of Columbia. A CJP allows CSOs and police at a minimum to do the following within each PSA:

- Share information on intensive and maximum supervision level offenders in a given PSA (CJP teams may and often do share information on additional offenders);
- Conduct Accountability Tours (joint home visits conducted by a CSO and police officer); and
- Establish and maintain partnerships with residents and community stakeholders to address public safety concerns and to develop resources for offenders that address the root causes of crime, such as substance abuse and unemployment.

The establishment of effective partnerships is a critical success factor that must be met in order for the Agency to achieve its goal of reducing drug-related and violent crime by 50 percent between 2000 and 2005. The purpose of this policy is to establish guidelines for sustaining the partnership among CSOs, the police, and the neighborhoods to which CSOs are assigned.

Consequently, this policy focuses on the various roles of CSOSA staff in establishing minimum standards for the frequency of interaction, information sharing, accountability tours, offender orientation sessions, and community interaction among partnership participants. The standards set forth in this policy are designed to enable Community Supervision Services teams to remain flexible and creative in the ways that they collaborate with law enforcement and the community to prevent offenders from committing additional crimes.

I. Policy:

A. Classification of PSAs – the frequency of CSOSA team contacts under the CJP is determined by the offender population in the PSA. CSOSA classifies PSAs as Tier One if the number of offenders in the PSA is above the average for the District of Columbia or as Tier Two if the number of offenders in the PSA is below the average for the District of Columbia.

1. Tier One – top half of most populous PSAs
2. Tier Two – lower half of most populous PSAs

See the attached chart for current Tier One and Tier Two designations.

B. Assignment of CSOs to PSAs:

1. Because CSOSA intends to make the neighborhood, not the office, the place of supervision, the Agency requires that offenders be assigned to supervision staff on a geographic basis. This enables the CSO to conduct more supervision activities in

the field. It also enables the CSO to work closely with police officers who work in the same geographic areas.

2. The Associate Director for Community Supervision Services assigns each General Supervision Branch team a specific geographic area of responsibility.
3. In each team's area, each SCSO assigns individual CSOs to the PSAs within the team's area of responsibility in a manner that ensures a CSO of primary responsibility for each PSA and maintains equity in case size among CSOs on the team.
 - a. The SCSO will assign at least one CSO as the sole or the primary person responsible for that PSA based on the number of offenders within the PSA.
 - If the number of offenders is less than the mean number of offenders per CSO on the team, that CSO will have primary responsibility for more than one PSA.
 - If the number of offenders is greater than the mean number of offenders per CSO's on the team, the SCSO will assign one CSO with primary responsibility for that PSA and an appropriate number of CSO's with secondary responsibility.
4. SCSO for each team must maintain lists of CSO primary and secondary assignments to each PSA.
5. SCSOs must assign offenders to the appropriate CSO based upon the offender's PSA.
 - a. The SCSO will first assign the offender to the PSA's primary CSO.
 - b. If the primary CSO's caseload exceeds the mean number of offenders per CSO on his/her team, the SCSO may assign the case to the secondary CSO assigned to that PSA.
6. CSOs will handle probation and parole cases on the same caseload.

C. Frequency of Information Sharing and Accountability Tours

1. SCSOs must ensure that CSOs share information with the police on the basis of the following minimum standards:
 - a. CSOs must utilize the CSOSA risk screener to classify offenders based on the risk they present for committing additional offenses in the community; and
 - b. At minimum, CSOs must prepare and share case presentations (see attachment, Case Presentation Form) on the intensive and maximum level offenders on their caseloads.
2. The Branch Chief will ensure that information sharing and Accountability Tours occur within each PSA with the following frequency:

- a. Tier One – At a minimum, information sharing and Accountability Tours shall occur every other week; or
- b. Tier Two – At a minimum, information sharing and Accountability Tours shall occur once per month.

D. Community Outreach

1. SCSOs must ensure that CSOs assigned primary responsibility for a particular PSA participate in the regular community-based public safety forums that occur in or on behalf of that PSA (e.g. – PSA meetings, Community Justice Advisory Network functions)
2. Community Justice Advisory Network (CJAN)
 - a. Community Relations Specialists shall organize at least one CJAN per police District.
 - b. The mission of each CJAN is to resolve key public safety issues and/or concerns in order to achieve an improved quality of life throughout the District of Columbia. The primary goals of the CJAN are to identify and prioritize key public safety issues, identify community assets in order to build community capacity, and facilitate strategies for community education, prevention, and intervention activities. The objectives of CJANs are to: (1) work to enhance effective crime prevention groups; (2) coordinate support for the victims of crime; (3) resolve issues impacting youth; and (4) improve environmental conditions in communities.
 - c. CJANs develop strategies to support offenders in making a successful reintegration into the community, thereby, helping to reduce rates of recidivism. CJANs meet on a monthly basis and participate in annual CSOSA sponsored training and development sessions.
 - d. The membership of CJANs includes representatives from CSOSA; the Metropolitan Police Department (“MPD”); residents of the District of Columbia; Advisory Neighborhood Commission representatives; citizen, civic and tenant associations; nonprofit organizations; schools; the faith community; businesses; and government agencies.

E. Mass Offender Orientation Sessions

1. SCSOs must ensure that CSOs conduct Mass Offender Orientation Sessions for offenders living in every PSA (these sessions may include offenders from a single or multiple PSAs).
2. The Branch Chief shall ensure that Mass Offender Orientation Sessions will occur with the following frequency based on the population of the PSA:
 - a. Tier One PSAs – quarterly; or
 - b. Tier Two PSAs – semi-annually.
3. CSOs must require offenders who live in the PSA to attend. The CSO shall also invite offenders’ families and/or significant others to attend.

4. The purpose of the Mass Offender Orientation Sessions is to remind offenders of the collaboration among CSOs and police and demonstrate the opportunities for remaining in compliance with conditions of release.
5. Each Mass Offender Orientation Session shall contain the following core elements:
 - a. All CSOs, SCSOs, Community Relations Specialists (“CRSs”), and police officers present must introduce themselves.
 - b. A CSO and a police officer must each make a statement about his or her respective role in the partnership, how it functions, and what to expect during an Accountability Tour.
 - c. CSOs, police officers, and CRSs present must also arrange for community-based resources, such as employers, treatment programs, faith-based groups, etc. to participate in the session and offer opportunities or services to offenders and their families.
 - d. The CRS present must describe how the CJANs support offender reintegration.

II. Statutory Authority: Section 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 § 24-1233(b)(2)(B) (1996 Repl., 2000 Supp.) (Director’s authority).

III. Procedural References/Supercedes:

- References: N/A
- Supercedes: N/A

CLASSIFICATION OF PSAs

PSA	Tier
101	Tier Two
102	Tier One
103	Tier One
104	Tier Two
105	Tier Two
106	Tier Two
107	Tier Two
108	Tier Two
109	Tier Two
110	Tier One
111	Tier Two
112	Tier Two
201	Tier Two
202	Tier Two
203	Tier Two
204	Tier Two
205	Tier Two
206	Tier Two
207	Tier Two
208	Tier Two
209	Tier Two
301	Tier Two
302	Tier One
303	Tier One
304	Tier Two
305	Tier Two
306	Tier One
307	Tier Two
308	Tier Two
309	Tier Two
310	Tier Two
311	Tier Two
312	Tier One
313	Tier Two
314	Tier One
401	Tier Two
402	Tier One
403	Tier One
404	Tier Two
405	Tier Two
406	Tier Two
407	Tier One
408	Tier Two
409	Tier One

PSA	Tier
410	Tier Two
411	Tier Two
412	Tier Two
413	Tier One
414	Tier One
501	Tier One
502	Tier One
503	Tier One
504	Tier One
505	Tier One
506	Tier Two
507	Tier Two
508	Tier One
509	Tier One
510	Tier One
511	Tier Two
512	Tier One
513	Tier One
601	Tier One
602	Tier One
603	Tier One
604	Tier One
605	Tier One
606	Tier One
607	Tier One
608	Tier One
609	Tier One
610	Tier One
701	Tier Two
702	Tier One
703	Tier One
704	Tier One
705	Tier One
706	Tier One
707	Tier One
708	Tier Two
709	Tier One
710	Tier One
711	Tier Two



COURT SERVICES AND OFFENDER SUPERVISION AGENCY Case Presentation

Choose One:

DATE FORM COMPLETED: 01/12/2001

Type of Case:

Form Completed by: {CSO Enter Name Here}

Name:	{Enter Client Name Here}	PDID:	-	{Insert Offender Photo Here}
AKA		DCDC:	-	
DOB:	MM/DD/YYYY	Telephone:	() -	
Street Address:	Choose Quad:			
City		State:		
PSA:		ZIP:		

SEX: MALE <input type="checkbox"/>	RACE: AFR. AM. <input type="checkbox"/> ASIAN <input type="checkbox"/> CAUC. <input type="checkbox"/> HISP. <input type="checkbox"/> OTHER: <input type="checkbox"/> (specify:)	Scars/Tatoos, Other ID Marks		Eye Color	
		Height		Hair Color	
		Weight		Complexion	
CURRENT CHARGE(S):		FELONY <input type="checkbox"/>		SUPERVISION BEGAN: MM/DD/Year	EXPIRATION DATE: MM/DD/Year
		MISDEMEANOR <input type="checkbox"/>			
		TRAFFIC <input type="checkbox"/>			
		CASE NUMBER(S)			

<u>SPECIAL CONDITIONS OF RELEASE (exclude special conditions related to substance abuse treatment or mental health treatment¹):</u> <ul style="list-style-type: none"> • 	
<u>SPECIAL COMMENTS/CONSIDERATIONS:</u> <ul style="list-style-type: none"> • 	
<u>PROPOSED ACTION:</u>	<u>DATE/TIME:</u> Choose Date MM/DD/Year and time to conduct home visit.

COMPLETE THE FOLLOWING FOR BENCH/BOARD WARRANT CASES ONLY

WARRANT DATA:	REASON:
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{Enter CSO name here} _____ ()- - _____
CSO COMPLETING FORM PHONE NUMBER

Previous Addresses:					
1. Street Address:	Choose Quad:				
City		State:		ZIP:	
2. Street Address:	Choose Quad:				
City		State:		ZIP:	
3. Street Address:	Choose Quad:				
City		State:		ZIP:	

¹ Without a waiver, CSOSA may not disclose information related to an offender's substance abuse (see 42 C.F.R. Part 2), mental health (see D.C. Code §§ 6-2061 – 2062), or HIV/AIDS (see D.C. Code § 6-1204) status. CSOSA personnel who do so may be subject to criminal and/or civil penalties.