



Voice of the Director



Paul A. Quander, Jr.

Several weeks ago, I announced a series of staff changes in Community Supervision Services (CSS). First among them was the shuffling of Branch Chief assignments, followed by the reassignment of about a quarter of our Supervisory Community Supervision Officers (SCSO) and the transfer of the VOTEE, Community Service and Victim Services programs from CSS to the Office of Community Justice Programs (CJP). Responses to the changes were as varied as the personalities effected. A number of people welcomed the new assignments as opportunities to grow professionally and make a greater contribution to the Agency. Others greeted the changes with trepidation, speculating that the reassignments were in some way punitive, political or highly personal. Still others limited their comments, quietly considering what the changes might mean for them, their colleagues and the Agency.

As Deputy Director of the DC Department of Corrections (DOC) I was responsible for nine institutions and approximately 13,000 inmates. Like our Branch Chiefs, wardens in the city's prison system exercised a degree of autonomy in the day-to-day management of their operations.

In a well-run institution the warden knew the strengths and weaknesses of each individual employee; could recite policy as easily as his or her own social security number; could navigate the institution blindfolded and, most importantly knew every problem inmate, their specific issues and what was likely to happen if those problem inmates were not managed appropri-

ately. While I appreciated that level of competence in the wardens, it did present a few challenges. First, over time institutions began to take on the personality of the warden, their particular management styles, priorities and personal idiosyncrasies. Before long, creativity was limited to institution-specific initiatives that seldom had implications for system-wide improvement. Finally, turfs were established and a wagon-circling mentality took hold. Staff settled into their institutions for what they thought would be the long haul, and the Department began to exhibit signs of stagnation.

That is precisely the situation we face at CSOSA. While we have enjoyed a meteoric rise in our funding and our reputation in the criminal justice and local community, I see very real signs of inertia in our community supervision program. Many staff have become far too comfortable in their positions, losing some of the innovative edge that fueled the Agency at its inception. My response to stagnation at DOC was to periodically shift wardens to new institutions, forcing them to bring the same talents and management skills to a new inmate population and staff. Likewise, I am convinced that the recent shift in CSS will breathe new life into our community supervision program.

I look forward to the new energy the Branch Chiefs and SCSOs are bringing to their new assignments. While I am expecting all of them, and all of you, to do your best, I caution you to avoid getting too comfortable. As President John F. Kennedy once said, "Change is the law of life. And those who look only to the past or present are certain to miss the future."

Paul A. Quander, Jr.
Director

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Special Points of Interest:

Highlights in pictures from the Taste of CSOSA

EEO describes examples of harassment and inappropriate behavior

A CSO comes to the rescue

Hispanic Heritage Month celebration

Tips for Stress Reduction

Children plant flowers for peace

Technology on the forefront

National Disability Awareness Month in pictures.

CSOSA's Mission Statement

The mission of the Court Services and Offender Supervision Agency for the District of Columbia is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community. The Agency will enhance decision-making and provide effective community supervision, thereby ensuring public confidence in the criminal justice system.

Office Updates

OGC UPDATE:

“Outside Employment Can Be Tricky ‘Business’”

By Lisa Terry, Assistant General Counsel

The question of whether an employee may hold employment outside of his/her government position can sometimes be a challenging one. As a general rule, federal employees are permitted to engage in outside employment. However, federal ethics regulations specifically prohibit employees from holding outside employment that conflicts with their official duties. Therefore, some outside positions must be carefully scrutinized and perhaps prohibited. In every case, prior approval of the Ethics Officer is required before engaging in outside employment. Failure to obtain prior approval can result in disciplinary action.

The recent case of scientists at the National Institutes of Health who are the targets of a Congressional investigation for their “double-dipping” in the private sector—and for not reporting it, is an extreme example of conflicting outside employment. In this case senior level employees received lucrative consulting fees of as much as \$517,000 from various drug companies for work that overlapped or even conflicted with their government positions. And while it is true that NIH was exempted in 1995 from the regulations restricting outside income, it is being argued that the NIH employees took advantage of such exemptions by violating the spirit of the law. This is an example of why it is important to consider both the letter and the spirit of the law when considering outside employment.

A position conflicts with federal employment if an employee’s performance of his/her duties would be “materially impaired” by engaging in the outside position (or if it is otherwise prohibited by statute or regulation). Agencies may adopt supplemental regulations that further prohibit employees from holding certain positions that conflict with that agency’s activities and/or mission. CSOSA is in the process of publishing its own supplemental regulations and has identified several categories of outside employment that will be prohibited. These include:

- employment that involves criminal matters, unless approved by the Ethics Officer and either the CSOSA or PSA director;
- employment that creates an apparent or real conflict of interest;
- employment that creates a direct or indirect financial interest that could be affected by the performance or non-performance of government duties or responsibilities; and
- employment involving testimony as an expert witness, other than on behalf of the U.S., in any legal proceeding in which CSOSA/PSA or the U.S. government is a party or has an interest, unless otherwise approved.

Unpaid activities on behalf of nonprofit organizations, such as religious, civic, or service organizations, do not typically present the same concerns as other types of outside activities. Employees wishing to engage in such activities need not seek prior approval *unless* the participation involves the providing professional services or compensated advice.

Finally, employees should also be mindful of regulations governing the use of government property. As a general rule, employees are prohibited from conducting outside employment or commercial activities while on government time or using government property.

The Agency is in the process of updating its Standards of Conduct. If you have any concerns about an outside position or your activities relating to such a position, I urge you to contact the Office of the General Counsel. If you already hold a position for which you have not sought approval, it is not too late to do so; indeed you must. Approval is requested by completing an Outside Employment Request form available on the Intranet.

Remember, in considering whether to pursue an outside position, the ultimate question you should ask yourself is, “Would I be serving two masters if I take this position?” If the answer is yes, you should look elsewhere.

OFFICE OF HUMAN RESOURCES

“END OF YEAR LEAVE GUIDANCE”

By Fran Hagan, Special Assistant to the Associate Director

The Office of Human Resources reminds you that it is important to schedule annual leave throughout the year. Here's why:

Earning and Using Annual Leave

In the Federal system, annual leave is earned each pay period based on years of service. Full-time employees with fewer than 3 years of service earn 4 hours per pay period; full-time employees with more than 3 but fewer than 15 years of service earn 6 hours each pay period; and full-time employees with 15 years or more of service earn 8 hours of annual leave each pay period. Part-time employees earn annual leave on a prorated basis.

While the *earning* of annual leave is an entitlement, its *use* requires supervisory approval. Leave must be requested reasonably in advance, usually in writing on an SF-71, “Request for Leave or Approved Absence.” Workload considerations will determine whether the request for annual leave may be granted. Your supervisor has the authority and the responsibility to deny leave requests if staffing, office coverage, and customer service obligations cannot be met.

Use or Lose

You are entitled to carry-over up to 240 hours of annual leave from each leave year to the next. A leave year corresponds with the pay period calendar, typically ending in the first week of January. Annual leave in excess of 240 hours is referred to as “use or lose” and is projected on your bi-weekly Earnings and Leave Statement. If you cannot use all the annual leave you earn in excess of 240 hours, it is usually forfeited. OHR recommends that you schedule your leave throughout the year to avoid being in a “use or lose” situation as the end of the leave year approaches. Remember, your supervisor is under no obligation to approve end-of-year leave requests simply because you may be in a “use or lose” situation.

Leave Forfeiture Exceptions

The only exceptions to the leave forfeiture rule are cases where 1) an “*exigency of the public business*” results in the cancellation of previously approved leave; 2) a sudden medical emergency prevents you from using previously approved annual leave; or, 3) an administrative error is made in computing your leave balance. In order to qualify for an “*exigency of the public business*” exception, the following conditions must be met:

- 1) the annual leave must have been requested and approved, *in writing*, prior to the beginning of the third pay period before the end of the leave year. **This year that deadline is November 27, 2004;**
- 2) the annual leave must have been subsequently cancelled, in writing, because of an unforeseen emergency or other critical situation occurring after November 27, 2004, which requires the presence of that particular employee or group of employees; and,
- 3) if, as a result of the leave cancellation, annual leave is forfeited, an employee may request restoration of the leave by submitting a written request, through supervisory channels, to the Office of Human Resources. The request must be accompanied by the original signed SF-71 documenting the approval and subsequent denial of the leave, and a written statement from the management official who cancelled the leave explaining the nature of the exigency which required cancellation. If the request is based on a medical emergency or administrative error, appropriate documentation is required. Only the Director, CSOSA may approve leave restoration requests.

If a request for annual leave is *initially* denied because of work considerations, it does not qualify for restoration if the leave is later forfeited. Restored annual leave is kept in a separate leave account, must be taken before other annual leave and must be scheduled and used no later than the end of the leave year ending 2 years after the restoration. Any restored annual leave unused at the end of the two-year limit is forfeited with no further right of restoration.

Human Resources continued:

Donate Your Unused Leave

Employees may wish to consider donating annual leave in excess of 240 hours to the Agency's Voluntary Leave Transfer Program. Please contact OHR on 220-5600 with any questions concerning donating unused leave, leave scheduling or leave restoration.

Office Of Management & Administration Update

By Jim Williams, Associate Director, Management and Administration

Facilities

The 900-910 Rhode Island Avenue project is progressing. Facilities staff is in the process of reviewing construction documents and working with the architect to resolve any design issues. Construction is scheduled to begin in mid-December with an estimated completion date of May 2005.

Renovations to 601 Indiana Avenue were completed in July. The CJP Treatment Team and the Office of Professional Responsibility moved into their new offices on the 4th and 7th floors on August 1.

The Office of Facilities now has a presence at 300 Indiana Avenue. Harry Furr and Brenda Barnette are on site to provide mail and fleet management services, and property management for 300 Indiana Avenue. The team will be located in Room 2077 once the renovations for Intake Unit are complete.

Helpdesk support for all sites is now handled by Marketia Davis. She is located in Facilities Headquarters and can be reached on 220-5740.

Finance

The President signed CSOSA's FY 2005 Appropriation on October 18. The estimated FY 2005 appropriation provides only a slight increase over our FY 2004 funding level, providing primarily for pay increases and inflation. OFM is working with Operating Plan Managers in each office to devise FY 05 budgets that are line with our funding levels and will meet our highest priorities and performance goals.

Security

Joe Burns, Director of Security, attended a Regional Gang Summit in Arlington, Virginia on September 29. The Summit focused on identifying gang signs and paraphernalia as well as ways to combat the growing gang problem in the Washington metropolitan area. The Summit was sponsored by the Metropolitan Washington Council of Governments and was attended by numerous federal, state and local law enforcement officials.

The Office of Security is coordinating CSOSA's participation in Project Blue Light. Project Blue Light hosts holiday parties and provide gifts for the children of slain law enforcement officers. CSOSA will host a Project Blue Light holiday party on December 17, 2004 from 4 p.m. to 7:30 p.m. in the Training and Career Development Center. If you would like to purchase a gift for or help with the holiday party, please contact Carol Holloway, Supervisory Security Specialist, by email or on 220-5727.

Procurement

The Office of Procurement is pleased to welcome Contract Specialists Mecale McCorkle, Merwin Charles and Eloise Foster and Lease Specialist Tiffany de Lisio to the M&A team. Please extend them your support and assistance.



The WORD Is . . .

A Monthly Equal Employment Opportunity Article

You Be The Judge

The standard for determining an agency's liability for discriminatory harassment depends on whether the offending employee was a supervisor or simply a coworker. With regard to conduct between coworkers, an employer is responsible for acts of harassment in the workplace if it knew or should have known of the misconduct, and failed to take immediate and appropriate corrective action. **Consider this scenario:**

Because of construction on the women's bathroom, employees at a facility are forced to share the men's bathroom. A female employee, upon entering the bathroom, called out and got no response. However, while she was using the toilet, she saw a male coworker looking at her over the top of a neighboring stall.

In response to the woman's complaint, the facility manager installed a latch on the entrance door to the bathroom and prohibited the male coworker from using the bathroom at issue as long as it was shared. The manager also arranged for the EEO office to present a service talk about sexual harassment and hostile work environment.

Is the agency liable for an inappropriate bathroom peek?

- A. No. One peek over a bathroom stall is hardly harassment.
- B. Yes. This incident was so outrageous that it constituted unlawful harassment.
- C. No. There's no way the agency could have anticipated the coworker's misconduct.
- D. No. Although the coworker's conduct was harassment, the agency's immediate and appropriate response allowed it to avoid liability.
- E. Yes. The agency should have anticipated something like this would happen in a shared bathroom and taken preventive steps.

Answer:

How did the EEOC rule?

If you chose D, you agree with the ruling of the EEOC. The male coworker claimed he did not know the complainant was in the stall. He asserted he had been talking with two other male employees. He went to use the bathroom, and thought one of them was in the stall. He claimed he did not hear the complainant call out as she entered the bathroom. The EEOC found that the male coworker's look over the bathroom stall door – an "intrusive and inappropriate" action for which he had no credible excuse – was sex-based harassment. However, the agency was not liable for the incident because the manager took immediate and appropriate action, and there was no evidence the harassment continued.

Employee Focus

A CSO Comes to the Rescue

Submitted by Aprille Cole



The recent actions of Rasheed Tahir, a CSO in General Supervision Branch IIA, add new depth to CSOSA's commitment to public safety. At this year's Federal Law Enforcement Officers' Association (FLEOA) conference in Orlando, Mr. Tahir responded to a crisis with the kind of selfless, reflexive courage that characterizes a truly dedicated law enforcement professional.

On June 26, Mr. Tahir was headed toward the poolside lounge at the Orlando Airport Marriott, the conference hotel, for an evening get-together with other attendees. Passing the indoor portion of the hotel's pool, he noticed a little girl under the water. He paused. The child did not come up for air. "I immediately jumped into the pool and grabbed her," Mr. Tahir recalled. "I then handed her to another attendee who was with me." The child was semi-conscious, Mr. Tahir said, and had swallowed a great deal of water, but she revived almost immediately. "She started asking for her mommy," Mr. Tahir said.

While Mr. Tahir characterizes his act as "no big deal," the child's uncle immediately ran out of the hotel and thanked him. The child and her uncle were part of a family reunion staying at the hotel. The little girl was playing with relatives at the pool and had wandered into the deeper, indoor water.

Mr. Tahir, 32, has been with CSOSA since March, 2001. He is married with a three-year-old daughter of his own. His bravery was commended in the FLEOA newsletter.

Rashid Tahir embodies CSOSA's philosophy that every individual can make a big difference. His supervisor, Aprille Cole, brought his actions to the attention of Newslink because, as she said, "It was a pretty extraordinary thing he did."

Success Story

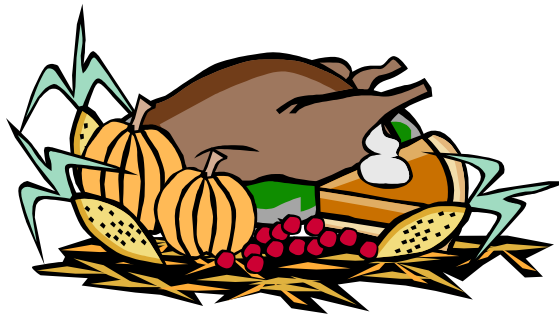
The Sky is Truly the Limit

Submitted by Yolanda Perry



September 17, 2004, marked the date that Stephanie Gray (Community Supervision Services) became a proud graduate of the USDA Graduate School's 2004 New Leader Program (NLP). Stephanie began the six-month developmental program March 28, 2004. "The New Leader Program was a great opportunity for me. I am thankful to have had the opportunity to experience such a program. This program has helped me both personally and professionally. It taught me integrity to do what you say you will do. I will keep this quote with me always " If you do what you've always done you will get what you've always gotten".

TASTE OF CSOSA 2004



Associate Director Jim Williams edges out Director Paul A. Quander, Jr. as the two compete in the "Entree" category at the 4th Annual Taste of CSOSA. Williams' North Carolina Pork Bar-B-Que tied for First Place, while Quander's Chicken Marsala tied for second. Williams and Quander were among 33 chefs participating in what has become one of the Special Observances Committee most popular events.

The Hispanic Heritage Month Celebration

By Len Sipes, Public Affairs Officer

Great Food, Great Music and Fascinating Stories

“America is a big melting pot—a land of opportunity.” “We can all make it here. We can all reach our goals.” Victor Alcalde, PSA Drug Testing Technician.

Interesting, encouraging, embracing, enjoyable and a lunch that only several cups of coffee could overcome were the hallmarks of the National Hispanic Heritage Month ceremony on September 23. For those who missed the event and are fans of great food, I can only thank you for providing more for me. It was a memorable event. The food came from El Tamarindo, a local Mexican and Salvadorian restaurant on Florida Avenue NW.

“A tapestry of many cultures to make a beautiful sound.”

The Broadbelt Brothers, who are professional guitarists, provided a relaxing and intriguing backdrop throughout the ceremony and lunch. Sean and Girshwyn Broadbelt, of Venezuelan and Trinidadian descent, are an explosion of poetry. They’ve created their own unique style and sound. Their recent CD titled “Brooklyn Renaissance Vol. 1” is a synergy of rhythmic interaction of Caribbean and South American sounds. The Broadbelt Brothers brought the art of guitar duo to an inspiring new level.

Luis Cardona

“I was shot five times and left for dead.” Luis Cardona is now the head Baseball Coach at Bell Multicultural High School. He turned tragedy into inspiration. *“My dedication is helping young people find their way to peace and prosperity.” “I buried 22 young people during my 10 years of service as a youth worker.”*

The presenters provided an array of “rags to riches” stories that kept the interest level high. Luis Cardona, Executive Director of DC Barrios Unidos was the primary speaker. He felt so strongly about his appearance that he left his sick bed to deliver his address. He made sure that all present understood the difficulties of growing up as a newcomer to a strange and challenging land. The language and customs were enough of a challenge to prompt some to enter into gangs and violence. His experiences in escaping the influence of gangs culminated in his dedication to DC Barrios Unidos.

DC Barrios Unidos’ mission is to promote peace, unity and justice in the DC area and provide alternatives to violence primarily among youth. This is accomplished through outreach and community technology, video and technical training, and classroom and community presentations. The program works with communities and schools to provide workshops on gang awareness and prevention for the Washington, DC, Metropolitan Police Department, community-based organizations and churches.

Hispanic Heritage continued:



Barrios Unidos believes that community workers who have overcome the challenges facing young people today are best able to assist youth in making life-affirming choices, based on positive self-esteem, meaningful activities and cultural pride. The vision of safer, stronger communities can be realized only with leaders who can face today's gang related challenges. The program works primarily with Latino youth ages 10-18 in the Adams Morgan and Mount Pleasant neighborhoods.

Luis Cardona has accepted a head Baseball Coaching position at Bell Multicultural High School. Luis has been active in the Columbia Heights/Petworth neighborhoods for many years in the areas of juvenile justice and youth development, working as a consultant to the Metropolitan Police department, on the faculty of UDC's public safety program and recently with the Department of Health and Human Services.

Other Speakers

The celebration included others who spoke passionately about their experiences. Anadaris Coplin, was a young woman who serves as the Lt. Commander in the ROTC who spoke about her time in America. As a recent immigrant from the Dominican Republic, she overcame the challenge of learning a new language to become the head of her senior class at Bell Multicultural High School. She stated that, *"No barriers will stop me. I will accomplish my goals. I am proud of myself, and I am proud of my roots."*

Ramon Cala is a gentleman of Dominican heritage. He is now Executive Director of the CalPro Group, managing and marketing musical acts (he arranged for the Broadbelt Brothers to appear). He addressed the importance of mentors. To him, every day is an opportunity to be proud of being Hispanic. *"I celebrate my heritage every day,"* he declared.

CSOSA's Meredith Armour, a Staff Assistant in the Training & Career Development Center not only introduced the speakers in fluent Spanish and English, she also spoke with pride about her family's Panamanian heritage and Hispanic culture.

Our own Victor Alcalde, PSA Drug Testing Technician whose enthusiasm was apparent when he stated, *"I'm proud to be Latino."* Victor went on to say that *"America is a big melting pot—a land of opportunity."* *"We can all make it here. We can all reach our goals."*

CSOSA Celebrates Community Involvement in Crime and Violence Prevention

By Bryan Young, Community Justice Programs

The Court Services and Offender Supervision Agency hosted its Second Annual Community Justice Advisory Network Forum on Thursday, September 30, 2004. CSOSA Director Paul A. Quander, Jr., thanked residents, community-based organizations, and law enforcement partners for their commitment to increase opportunities for success and deter repeat crime among adults on probation and parole.

Jasper Ormond, CSOSA Associate Director for Community Justice Programs, highlighted efforts in the previous year to build upon CSOSA's partnerships to provide close supervision of men and women on parole or probation in Washington, DC. Ormond also reviewed the agency's commitment to arrange substance abuse treatment and other support services that address individuals' risk factors in order to diminish repeat criminal activity. He went on to emphasize that in the coming year the agency will expand community efforts to increase offenders' capacity to solve problems without physical conflict. "A key to improved social order," Ormond said, "is helping young men and women replace anxiety, fear, and aggression with a strong sense of psychological well-being that enables them to remain employed, drug-free, and supportive of family."

Guests highlighted additional aspects of CSOSA's strategic approach to preventing crime. United States Attorney for the District of Columbia Kenneth Wainstein and Metropolitan Police Department Fourth District Commander Hilton Burton discussed the benefits of working with CSOSA to encourage offenders' increased compliance with conditions of release.

Rev. Donald Isaacs of the East of the River Clergy Police Community Partnership acknowledged faith-based organizations that provide mentoring and community support for offenders who are often alienated from positive peer groups.

Curtis Watkins, President of The East Capital Center for Change, encouraged efforts to encourage young men caught up in the life of the streets to become advocates for violence prevention in their communities.





THE PEACE GARDEN

Submitted by Robert Murphy



On October 26, Domestic Violence Supervision Team #40 joined with students at the Walker Jones Elementary School to plant a "Peace Garden" to symbolize efforts at reducing violence. The idea for the garden came from Ms. Gladys Dorgett, Supervisor for Team 40 and an avid gardener herself.

At 2:00 p.m. on a beautiful fall afternoon Ms. Dorgett and her team, which included, Fernando Carral, Rodney Canter, Jamie Henson, Emily McGilton, Jeri Price-Parker and Shawn Slade joined with pupils from the 4th, 5th and 6th grades to plant an assortment of tulips, daffodils and other perennials that will bring a symbol of peace to the community. Walker Jones Elementary is across the street from the Sursum Corda Public Housing development, the site of numerous violent incidents in the past year. Ms. Dorgett explained that the children planted the bulbs in the names of loved ones and that come Spring, she and her team will return to the school and the children to enjoy the results of their efforts.



CSOSA In The Community



CSOSA Director Paul A. Quander, Jr. speaking at the September 22, Issues Forum on "Prisoner Re-Entry" hosted by the Ward 6 Democrats at the South-west Branch of the DC Public Library. With him are (l to r) Jan Eichhorn, President, Ward 6 Democrats; Ken Jarboe, Forum Moderator; Dr. Carl Hampton and Councilmember Kathy Patterson.

Day Reporting Center Mobilizes Health Care for Offenders, Community

By Joyce McGinnis, Management Analyst, OLIPA

CSOSA's Day Reporting Center (DRC) provides structured programming for unemployed offenders reporting to the Taylor Street field unit. Beginning October 12, the DRC provides another vital service: improved access to health care. Offenders, who often have chronic health problems and limited access to care, can now receive a range of services through Project Orion, a community outreach venture of Unity Health Care and the DC Department of Health.

Project Orion operates a mobile health unit in a converted bus. The mobile unit offers primary medical care; testing and treatment for HIV, hepatitis, tuberculosis, and sexually transmitted diseases; social service case management; substance abuse referrals; and referrals for emergency shelter and food assistance. In addition, DC residents can register for the Health Care Alliance, the District's universal health coverage plan, at the mobile unit.

The Project Orion bus was parked at Taylor Street all day on October 12 and served about 12 clients. While this was slightly below expectations, both Project Orion and DRC staff are confident the numbers will increase. Both non-DRC offenders and residents of the Taylor Street area can access services aboard the Project Orion bus, which will visit Taylor Street monthly.

"Over time, I'm sure we'll see more people take advantage of this," DRC Coordinator Curtis Atkinson said. "It's a good thing for everybody."

The DRC opened on June 1, 2004. The program provides a range of services, including substance abuse programming, educational and vocational skills training, parenting classes, and job search assistance, to probationers and parolees who need structured programming as part of a successful supervision plan. Offenders are assigned to the DRC for 90 days and enter into a behavioral contract to reinforce personal accountability. After 90 days, the offender's need for the program is reassessed, and placement may be extended. The DRC has a capacity of 30 offenders.

The first cohort of DRC participants completed the program in October. The "Alpha Class" was honored with a graduation ceremony on October 26, at which Congresswoman Eleanor Holmes Norton delivered remarks.

For more information about the DRC or medical services available from Project Orion, contact Curtis Atkinson at (202) 585-7706.

Health and Wellness Seminar: Tips for Stress Reduction

By Pereuna Johnson, Director, Training and Career Development Center

Did you ever imagine that you could find stress relief in a classroom in the Training and Career Development Center? Well you can, just ask the 44 people who attended the Health and Wellness Seminar sponsored by the Training and Career Development Center on Thursday, September 30. The seminar began with a stress test to determine the amount of stress participants were feeling. Next we reviewed the signs and symptoms of stress to include physical, psychological and behavioral symptoms. Participants then had a chance to identify their stress triggers like the daily hassles of getting caught in traffic, on going problems like credit woes or caring for an aging parent and major life event stressor like moving to a new home, having a baby or changing jobs. Once stress and its triggers were identified, our instructor Granetta Coleman provided us with tools to combat stress. She called the first set of tools, mind body tools, which included deep or abdominal breathing, visualization and my personal favorite meditation. Meditation is the practice of focusing the mind inwardly or on one object, sound or your breath to screen out distractions and quiet your mind. Ms. Coleman suggests that you start with deep breathing, count your breaths silently from 1 to 10 and then start over again. This will shake your mind down to a quiet state. If you lose count or your mind wanders, don't worry it's normal. Just go back to 1 again and start over. Try to get so you can count breaths from 1 to 10 for 10 minutes without missing any or going past 10. Instead of counting you may also repeat a word to yourself. This word can have little meaning like "one or om" or more meaning like "Shalom or Amen".

Ms. Coleman also stressed the importance of stretching in stress reduction as well as progressive relaxation, which is a sequence of tightening and releasing various parts of the body to remind your body what it feels like to be relaxed. Ms. Coleman showed participants a series of interactive DVD's where students sat in their chairs and participated in stretching exercises while other participants including our own Director, Paul Quander, Jr. enjoyed the benefits of therapeutic massage, the highlight of the session. Massage therapy is applying fixed or moving pressure, holding and/or causing movement of or to the muscles and soft tissues of the body. The therapist typically uses their hands, forearms, and/or elbows to apply the pressure. Ms. Coleman, a licensed massage therapist provided the fifteen minutes chair massages along with three other licensed massage therapists. Participants relaxed to the sounds of authentic wind chimes as the therapist massaged their stress away. What a day!

RIVERS CASE MANAGERS RECEIVE TRAINING

By Cedric R. Hendricks, Associate Director, OLIPA

A team of four case managers from the Rivers Correctional Institution spent October 19 - 20 at CSOSA learning the details of our business process and forming personal bonds with staff previously known only by name and voice. Tina Copeland, Jana Perkerson, Yolanda Swain and Orlandors Davis comprise half of Rivers total complement of case managers. Their training visit was arranged by OLIPA and CSS in response to a request from Rivers' Assistant Warden for Programs, David Farmer. The shared objective was to improve the communication and working relationship between our respective staffs, particularly in connection with pre-release assessment and transition planning. Assistant Warden Farmer plans to send the other four case managers, and the institution's unit managers to CSOSA for similar training in the near future.

After being welcomed to the agency by Director Paul A. Quander, Jr. and CSS Associate Director Tom Williams, the Rivers case managers were briefed on the Citywide Re-entry Strategy by Senior Program Analyst Brian Young, and on the new Auto-Screener by Office of Research and Evaluation Director Dr. Calvin Johnson. Next, they met with our Transitional Interventions for Parole Supervision (TIPS) unit, with which they work very closely processing the release plans of returning offenders. Branch Chief Edmond Pears and SCSO Elizabeth Powell explained TIPS organization and methods. Following that presentation, the case managers accompanied TIPS officers into the field to conduct several home plan investigations and visit a homeless shelter.

Reverend Stephen Tucker hosted the team for dinner at New Commandment Baptist Church where they were also provided a briefing on the CSOSA Faith Community Partnership and faith-based mentoring services.

The first day ended at the Taylor Street Field Unit with the group attending a Mass Orientation for offenders in PSAs 301 and 302. Several of the case managers' former clients were present.

Day two of the training began with briefings on general supervision, the Day Reporting Center (DRC) and the VOTEE Unit. Among the CSOSA staff delivering presentations were CSO Rosa Lara and DRC Director Curtis Atkinson, along with Melvena Boykins, Sara Nebiyeloul and Miriam Murill of the Taylor Street Learning Lab staff.

Next, the case managers had a second opportunity to go in the field, visiting the Assessment and Orientation Center (AOC), and the Shaw II and EFEC Community Corrections Centers. At the AOC, Clinic Manager Kevin Lineburger, accompanied by Program Manager Leslie Cooper, Branch Chief John Milam and SCSO DeAndro Baker led a discussion about our substance abuse assessment and treatment efforts.

Later, Branch Chief Michael Gunn provided the case managers with a tour of the Illegal Substance Collection Unit at 300 Indiana Avenue. After a briefing about Interstate Supervision, the team met with SCSA Sharon Barnes-Durbin and the staff of the Data Management Group who explained our parole intake and record management processes. Finally, SCSO Paul Brennan explained how sex offender registration and GPS monitoring are done.

Upon their return to Rivers, the case managers told Assistant Warden Farmer that they had gained a far better understanding of CSOSA's structure and functions. They also had ideas about how to work more effectively with our staff. Farmer said he considered the training mission a success. The second group of case managers is expected to visit CSOSA on December 14 - 15, 2004.

Special thanks is due to CSS Executive Assistant Christine Keels, Branch Chief William Ashe, and Deputy Director Adrienne Poteat for assisting me with the planning of this training experience.



TECHNOLOGY BRINGS RESOURCES TO RIVERS' INMATES

By Cedric R. Hendricks, Associate Director, OLIPA



For the past year CSOSA has been using its videoconference technology to deliver faith-based mentoring services to individual male offenders incarcerated at the Rivers Correctional Institution, in Winton, NC. On October 12, the technology was put to a new and broader use, delivering information on District-based resources and services to a group of 230 offenders scheduled to return home over the next few months. Presentations covering housing, health care, education and employment were made by representatives from CSOSA, the District of Columbia government, and several non-profit agencies. The offenders had the opportunity to ask the presenters questions, and were each provided with a packet of handouts on the topics covered.

This pioneering step was made possible when Rivers Warden George Snyder agreed to our request that the institution's visiting hall be wired

for videoconference interactions. That step enabled us to start communicating with large groups of offenders from our 633 Training Center, NW.

On three previous occasions, CSOSA transported teams of resource and service providers to Rivers to deliver "Community Resource Day" presentations. We undertook this effort in response to a request from Rivers Assistant Warden for Programs, David Farmer. Mr. Farmer was seeking to enhance the institution's existing Release Preparation Program, which provides generic information to offenders about life skills, personal finance and job readiness. The information package we developed, built on that foundation by enabling the offenders at Rivers to meet and hear directly from the very providers they may need to turn to for assistance once they return home.

Conducting the Community Resource Day presentations by videoconference has enabled us to expand the number of providers able to participate. In the past, several were unable to commit staff for the two-day trip to Rivers. Now, it just takes two hours for each presenter to share his or her valuable information.

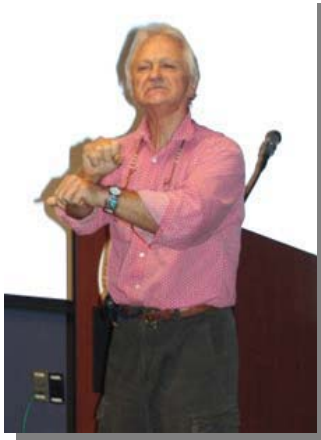
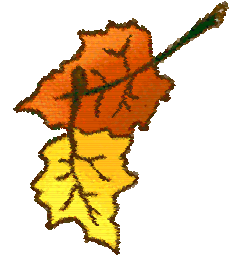
The daylong videoconference event began with a representative of the US Parole Commission covering frequently asked questions about Parole and Supervised Release. That speaker was followed by TIPS and General Supervision officers delivering a Pre-release Orientation to the offenders. After lunch, Job Training, Development and Placement were addressed. The presenters include the VOTEE Unit, DC Department of Employment Services, Jobs Partnership of Greater Washington, and the JOBS Coalition. Representatives from the DC State Education Office and the VOTEE Unit covered Education. Following that, Unity Health Care and the HIV Community Coalition covered their available Health Care services. We closed with Housing being addressed by representatives of the DC Housing Authority, the Department of Housing and Community Development, and the Community Partnership for the Prevention of Homelessness.

The University of the District of Columbia, which made one trip to Rivers in the past, was not able to participate in this videoconference. However, the University is committed to join us again in the future.

The staff at Rivers has asked that we repeat the Community Resource Day videoconference on a bi-monthly basis. By doing so, each DC offender will be able to participate prior to their release.

A special thanks is due to CSOSA's Information Technology staff for overcoming several challenges and making this accomplishment possible.

National Disability Awareness Month



CSOSA Marks Disability Awareness Month

On October 21, CSOSA marked National Disability Awareness Month with a program at 633 Indiana Avenue. The featured speaker was Gallaudet University Provost Dr. Jane K. Fernandes, pictured above with Director Quander and Deputy Director Poteat. The program also featured performances by the Gallaudet Model School Dance Company and professional mime Bronislaw Machalski.

CSOSA Celebrates Native American Heritage Month November 17, 2004



CSOSA and PSA employees, joined by students of the Stuart-Hobson Middle School, gathered on November 17 to celebrate and learn about the rich spiritual and artistic traditions of Native American culture. CSOSA's Special Observances Committee sponsored the program to celebrate Native American Heritage Month.

Guest speakers included radio personality Jay Winter Nightwolf and Native Cherokee artist David Michael Wolfe. Donna Ransom of OLIPA, who is of Cherokee heritage, introduced the speakers. PSA Director Susan Shaffer provided introductory remarks, and Cedric Hendricks, Associate Director of OLIPA, closed the program by thanking the speakers.

Both speakers drew attention to the spirit of unity with, and thanksgiving for, the natural world that permeates Native American culture. "It's time for us to start talking to each other as individuals again," Mr. Nightwolf said. "We have to begin to heal as a human family."

Mr. Wolfe agreed. "We don't call ourselves Indians," he said. "We call ourselves human beings." Mr. Wolfe closed his remarks by quoting Tecumseh, a 19th century Shawnee leader who promoted cooperation among the different Indian tribes in order to preserve territory: "When you wake in the morning, greet the sun. Give thanks for the day. If you see no reason for giving thanks, the fault lies within you."



Membership Is Power!!!

The National Association of Blacks in Criminal Justice – District of Columbia Chapter (NABCJ-DC Chapter) invites you to join one of the most diverse and historically rich associations in the United States.

The National Association of Blacks in Criminal Justice (NABCJ) is a multiethnic, non-partisan, non-profit association of criminal justice professionals, college students and community leaders dedicated to improving the fair administration of justice. NABCJ empowers and challenges its members and constituents by acting as a resource and conduit for information, ideas and support for all disciplines within the criminal justice arena. In addition, NABCJ participates in many activities that relate to career guidance, continuing professional development and diversity.

We encourage you to join the most influential and decorated chapter in the nation. As a member, you will receive The Commitment – the bi-annual magazine of NABCJ, member updates (newsletters, correspondences, programs, projects, and activities) and registration discounts to the annual national conference. In addition, you will have opportunities to network with fellow professionals and receive valuable leadership training. To get the most out of your membership, join a committee or volunteer as a committee chair. We are continuously looking for support with our activities and rely on our members to help strengthen the success of the National Association of Blacks in Criminal Justice – D.C. Chapter. We see a fair, just and safe society where community partnerships are restoring hope by embracing a balance of prevention, intervention and advocacy. By joining NABCJ-DC Chapter, you can help make this vision a reality.

If you are interested in becoming a member of the NABCJ-DC Chapter or if you have any questions and/or concerns about membership, feel free to contact us at www.dcnabcj.org. **We look forward to seeing you at our next meeting on 11/09/04 at 6pm at 633 Indiana Avenue, NW, 6th Floor !**

Sincerely,

Willie C. Agnew, Jr., Pretrial Services Officer

President



Bulletin Board



SERVICE MILESTONES

AUGUST 2004

5 years

Bettina Corprew (CSS)
Dwayne C. Murray (CSS)

15 years

Erika Edwards (CSS)

20 years

Sheryl V. Wallace (M&A)

SEPTEMBER 2004

5 years

Calvin L. Smith (CSS)
Lorraine R. Smith (CSS)
Timothy Hill (CSS)
Jonathan W. Martin (CSS)

15 years

Susan E. H. Nelson (M&A)

25 years

John Young (HIDTA)

30 years

Dot Hawkins (OHR)
Michael A. Pegues (CSS)



Birthday Announcements



LaWanda Wright, September 2

Dorothy Foster-Hall, September 7

Mia Howard, September 15

Maurice Wilson, September 23

Dana Robinson, September 26

Gwendolyn Holmes, October 6

Frank Jacquette, October 8

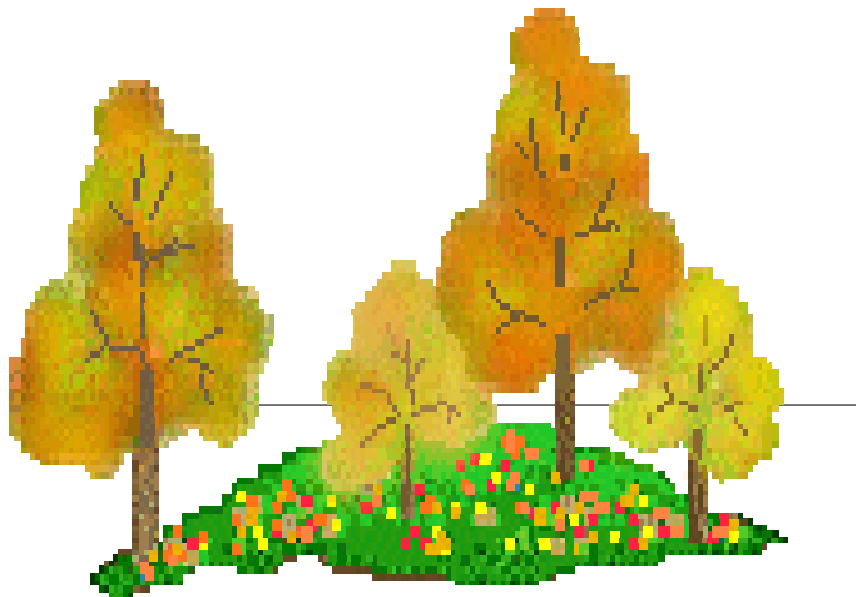
Morgan Massey, October 9

Monika Brown, October 28

NEWSLINK QUOTE OF THE MONTH

The secret of joy in work is contained in one word - excellence. To know how to do something well is to enjoy it.

Pearl Buck, *The Joy of Children*, 1964
US novelist in China (1892 - 1973)



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SUPERVISION AGENCY FOR THE
DISTRICT OF COLUMBIA