



Court Services and Offender Supervision Agency  
for the District of Columbia

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# POLICY STATEMENT

Policy Statement 4020

Policy Area: Supervision

Effective Date: ~~01/01/12~~ 03/03/2012

Approved: *Nancy Ware*  
Nancy Ware, Director

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## ACCOUNTABILITY TOURS

### I. COVERAGE

This Policy Statement establishes procedures for the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA or Agency) staff involved in community supervision of offenders. CSOSA staff with specific responsibilities under these procedures includes Community Supervision Officers (CSOs), their supervisors (SCSOs), Branch Chiefs (BCs), and/or any other CSOSA staff that conduct field contacts with armed law enforcement officers.

### II. BACKGROUND

In 1998, the Court Services and Offender Supervision Agency and the Metropolitan Police Department (MPD) signed a Memorandum of Understanding launching CSOSA's Community Justice Partnerships based upon the common goal of reducing crime among offenders and increasing public safety. In 2004 the Partnerships were expanded to include the D.C. Housing Authority Police. To accomplish these objectives, law enforcement officers in the Partnerships collaborate on a number of activities. One of these activities involves Accountability Tours, joint home visits performed by a CSO and an armed law enforcement officer. Accountability Tours can also be conducted with law enforcement officers in designated counties in Maryland and Virginia as part of the Agency's Cross Border Initiative.

### III. POLICY

Accountability Tours are face-to-face field contacts with offenders at their homes that are conducted jointly by a CSO and an armed law enforcement officer. Accountability Tours may be scheduled or unscheduled and are conducted by CSOSA for a variety of purposes. On days to be determined jointly by a team made up of at least one armed law enforcement officer and a CSO, an offender(s) in the community is identified for an accountability tour, either directly or via a collateral contact as defined in Appendix A. The law enforcement officer is temporarily relieved from responding to calls for service in the Police Service Area (PSA) or other designated areas within the District of Columbia in which the accountability tour is being conducted. The law enforcement

officer and the CSO will determine the defined areas and routes necessary to accomplish the assigned tasks.

#### **IV. AUTHORITIES, SUPERSEDURES, REFERENCES AND ATTACHMENTS**

##### **A. Authorities**

Statutory Authority: Sections 11232 (b) and 11233 (b)(2) and (c) of the National Capital Revitalization and Self-Government Improvement Act of 1997 (“Revitalization Act”), Pub. Law 105-33, 111 Stat. 712, D.C. Code §§ 24-1232 (b) and 24-1233 (b) (2).

##### **B. Supersedures**

Procedure Statement for Accountability Tours (7/13/2000)

Accountability Tours Policy Statement 4020, dated 2/13/2006.

##### **C. Procedural References**

- Community Supervision Services Staff Safety Policy Statement
- Sensitive Offender/Defendant Information Policy Statement
- Offender Drug Testing Protocol Policy Statement
- Guidelines on Supervision Contact Standards, Collateral Contacts and Field Contacts
- Memorandum of Understanding, CSOSA-MPDC Community Partnership By and Between the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA) and the Metropolitan Police Department for the District of Columbia (MPDC) (2008)
- Memorandum of Understanding By and Between the Court Services and Offender Supervision Agency (CSOSA) and the District of Columbia Housing Authority Police Department (DCHAPD) (2004)
- Role of CSO in Search and Seizure Policy Statement
- Memorandum: Accountability Tours/Role of CSO in Search and Seizure (May 22, 2003)
- Memorandum: Soft Body Armor (August 14, 2000)

##### **D. Attachments**

Appendix A. General Procedures

## **APPENDIX A**

### **GENERAL PROCEDURES**

#### **A. Goals of Accountability Tours**

1. To increase offender accountability through reinforcing the message that law enforcement officers in the Partnerships and CSOs are working together and sharing information.
2. To increase the visibility of the Partnerships within communities as a means to enhance public safety.

#### **B. Accountability Tour Activities**

During the course of accountability tours, the CSO shall engage with law enforcement officers in the following activities to share knowledge about the offenders' compliance with conditions of release and the law generally, as well as general public safety issues in the affected PSAs or other designated areas within the District of Columbia:

1. Scheduled and unscheduled home contacts with offenders under CSOSA's supervision. Such contacts may be planned weekly as part of the regular meeting and information sharing process that occurs among the law enforcement officers and the CSOs involved in the Partnerships;
2. Scheduled and unscheduled collateral contacts with identified individuals in the community who are familiar with the offender's adjustment to, and compliance with, community supervision. Collateral contact is contact between a CSO or SCSO and an individual other than the offender who can provide relevant information about the offender's adjustment in the community, or potentially provide services or resources that will contribute to the offender's reentry;
3. Scheduled and unscheduled interactions, contacts, and/or meetings with residents known to offenders, businesses, and other interested parties in the PSA or other designated areas within the District of Columbia, in order to increase community awareness about the Partnerships; and
4. Scheduled and unscheduled home contacts with offenders of mutual interest to DC and Cross Border Initiative partners.

#### **C. Criteria for Identifying New and Existing Cases for Accountability Tours**

1. CSOs shall conduct accountability tours for all new intensive/maximum level cases received in the PSA or other designated areas within the District of Columbia.

2. CSOs may also conduct accountability tours for existing cases who pose a high risk to community safety as determined by the AUTO Screener assessment in CSOSA's Supervision, Management and Automated Record Tracking (SMART) system; MPD Gun and Most Violent Persons (MVP) STAT initiatives, or watch lists; the offender's failure to comply with release conditions, and any credible/verifiable information that comes to the attention of the CSO or CSOSA management.

D. Scheduling Accountability Tours

1. CSOs shall complete accountability tours for new maximum/intensive cases within 90 days of initial assignment of an active status case.
2. CSOs may complete accountability tours for existing cases upon notification of high risk behaviors to ensure a swift and certain response.
3. CSOs may schedule future accountability tours with a law enforcement officer during the regularly scheduled Commander's meetings. These meetings are generally held weekly with the Metropolitan Police Department's Commander and his/her respective command staff.
4. When unforeseen events arise that may impact public safety, or at the discretion of management, the CSO shall contact the appropriate law enforcement officer(s) and schedule an accountability tour.
5. Prior to making a joint community contact, the CSO shall provide a copy of the SMART Offender Profile Sheet, excluding Privacy Act protected information (as stated in section F.1), to the law enforcement officer.
6. As part of the Agency's Cross Border Initiative CSOs or managers may schedule cross border accountability tours with a member of law enforcement in designated counties in Maryland and Virginia.
7. CSOs will inform offenders of the date and time of the scheduled accountability tour in advance to make sure they are present.

E. Conducting Accountability Tours

1. Safety Precautions
  - a. CSOs shall inform their supervisor of their plans to perform an accountability tour in advance.
  - b. CSOs shall follow the staff safety guidance in the Community Supervision Services Staff Safety Policy Statement.

- c. CSOs must wear a bullet proof vest when conducting accountability tours. If a CSO does not want to wear a bullet proof vest he/she must have a signed waiver on file with CSOSA stating that they declined to wear a bullet proof vest. CSOs who are unable to wear a bullet proof vest due to a documented and verified temporary medical condition will be exempt from conducting accountability tours.
2. Transportation to and from Accountability Tours

MPD cars will be used to travel to and from each accountability tour.
  3. Offender Not Present for a Scheduled Accountability Tour
    - a. The CSO shall follow-up with the law enforcement officer by conducting an unscheduled accountability tour with the offender who failed to be present for the scheduled accountability tour.
    - b. The CSO shall sanction the offender consistent with the procedures outlined in the Offender Drug Testing Protocol Policy Statement.
  4. Offender or Collateral Contact Refuses Entry to CSO and/or Law Enforcement Officer during an Accountability Tour
    - a. If the offender or a collateral contact refuses to permit the CSO and the law enforcement officer to enter the residence or premises during an accountability tour, the officers shall leave the residence or premises.
    - b. If the offender or a collateral contact refuses to permit the law enforcement officer to enter the premises during an accountability tour, but permits the CSO to enter, both the CSO and the law enforcement officer shall leave the residence or premises. (For additional guidance on search and seizure matters and CSO safety, see the Community Supervision Services Staff Safety Policy Statement, Role of CSO in Search and Seizure Policy Statement and Memorandum: Accountability Tours/Role of CSO in Search and Seizure (May 22, 2003)).
    - c. The CSO shall sanction the offender consistent with the procedures outlined in the Offender Drug Testing Protocol Policy Statement.

F. Sensitive Offender Information

1. Law enforcement officers may not be given sensitive offender information such as social security number; drug/alcohol treatment, diagnosis, assessment, or status; HIV/AIDS status; mental health information; or other health information, including information concerning release conditions that relate sensitive information, without the prior written consent of the offender using the consent form designated for the type of information involved.
2. Law enforcement officers may be provided with offender drug test results without obtaining offender consent, if the tests were done as a condition of supervision and not by a treatment program.

G. Documenting Accountability Tours

- a. All accountability tours are to be documented by the CSO in the SMART system on the Housing screen as a housing verification. The CSO is to select the appropriate housing verification purpose value and create the housing verification record within three business days of the date the accountability tour was conducted. The CSO will enter the actual date the accountability tour was completed into the SMART system.
- b. If another staff member conducts an accountability tour on behalf of a CSO they must provide the CSO with appropriate documentation of the visit for SMART data entry.