



D.C. PRETRIAL SERVICES AGENCY
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THE ADVOCATE

**COMMUNITY
ACCOUNTABILITY
JUSTICE**

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MISSION STATEMENT

The D.C. Pretrial Services Agency (PSA) honors the constitutional presumption of innocence and enhances public safety by formulating recommendations that promote the use of non-financial pretrial release under the least restrictive conditions and by providing effective community supervision for defendants in a manner that: (1) ensures that defendants will return to court and will not be a danger to the community while on pretrial release; and (2) addresses the social problems that contribute to criminal behavior. PSA collaborates with CSOSA's Community Supervision Program and other criminal justice agencies to enhance the overall success of defendants.

From the Director by Susan W. Shaffer



I have been spending a lot of time lately working on projects that take me outside the Agency, but they are all useful vehicles for educating others about the vital work performed by pretrial services. I am part of an excellent work group that is making great strides in revising the Standards for the National Association of Pretrial Services Agencies (NAPSA), and we just spent a few days in Florida, working around-the-clock no less, so that we could get a draft to the NAPSA Board fairly soon. The Standards are much in need of updating, but they have stood the test of time in enunciating some of the core principles that guide the pretrial field. It is also a wonderful opportunity to discuss key issues, like confidentiality of pretrial information and the appropriate pretrial role with victims, with other folks who have struggled with the same issues we have.

I have also been involved in another exciting endeavor with the Pretrial Resource Center to develop for the Judicial College in Reno some materials that can be used to teach state court judges about pretrial services. I think it fair to say that not nearly enough coverage has been given to the importance of good decisionmaking at the front end of the justice system, and the more judges understand about the inequities of most state systems, where money bail and bondsmen prevail, the better chance we have of bringing overall improvements to the criminal justice system nationwide.

I am leaving shortly for Seattle to participate in a panel of federal and local judges and practitioners who will be showcasing the ABA Standards for Pretrial Release in conjunction with the American Bar Association's Mid-year meeting. These opportunities provide excellent vehicles for folks in attendance to look at their own criminal justice systems and see how far apart they are from the ideals set forward

in the ABA Standards. Needless to say, it is a source of great pride for me to be able to say that the bulk of the principles set out in the Standards are, in fact, practiced in D.C.

On the local front, we participated in the Criminal Justice Coordinating Council's recent strategic planning effort, and it remains clear to me how critical it is for all the criminal justice entities in our city to work together, not only with each other, but with the non-criminal justice players, in order to bring some solutions to intractable problems. In our own internal strategic planning process and in our performance management process, many of you have been offering excellent suggestions in a host of different work groups or focus groups for how we can better frame or achieve our goals, and I am very grateful for your insights. All suggestions will be given serious consideration, and we will be providing feedback to you in a number of different ways in the months ahead. Thank you.

Deputy's Digest

by Peter A. Krauthamer



It seems like eons ago, but if you have not heard, the PSA Holiday Party was a resounding success. On that evening, the 6th floor at 633 Indiana Avenue was rocking thanks to the planning and organizing by Tracie Wilson, who lived up to and exceeded the billing I gave her before the event as “Party Planner Supreme”. Now let me not misrepresent because Tracie was ably assisted by a number of PSA staff dedicated to ensuring that we all had a good time; Kori Spriggs was, by all accounts, Tracie’s right hand woman. Tracie and Kori were assisted by a strong PSA Holiday Party Committee — Tracey Carson, Deron Edwards, Ronetta Harris, Monica James, Andrew Marcus, Michael Popil, Christina Ruppert, and Christopher Talley. Additional critical assistance came from Charlene Andrews, Michael Baksis, Kenneth Black, Jon Froehlich, Dan Gillespie, John Hall, John Lucas, and Tiffany Manley. From all of PSA and our friends who attended—Thank You!!! There was one consistent suggestion—the party should have started earlier than 6:00 p.m., which is something we will definitely consider for this year’s party. The success was both a testament to Tracie’s and the Committee’s skill but to the PSA spirit that endures, so a summer event (probably a picnic or something even more exciting) for PSA staff and family is being planned.

On the topic of PSA spirit, our own Brant Powell is organizing a PSA softball team to play games on the Mall. I do not know what the response has been but we all have until February 7th to respond to Brant to ensure a spot on

the roster. Do not be shy, sign up and come display your skills, or in my case lack of them, on the diamond.



The Combined Federal Campaign (CFC) is over and was by all accounts a success. Romeyn Rowson, this year’s CFC PSA Co-Chair, and the very able key workers managed to collect pledges from PSA staff totalling \$15,069, which is no small feat given how our economy is faring. Thank you go to Romeyn, Willette Bruton and the nine key workers: Liz Braswell, Tracey Carson, Charlene Coleman, Alisha Glover, Renee Madden, David Reed, Paige Reinhart, Robert Smith, and Debbie Taylor. In addition, PSA can boast to having 4 eagle donors and one double eagle donor (I will not name them at this time, as I have not obtained their permission to publish their names here). (Eagle donors are those who contribute 1% or more -but less than 2%- of their annual salary; double eagle donors are those who contribute 2% or more of their annual salary.)

A rumor is going around about the old CVS space located at 633 Indiana Avenue. I have heard from any number of people, staff and non-staff, that PSA is taking over the space and converting it into additional offices. However, as with so many rumors, that is not correct; the space has been leased by CSOSA. So let us nip this one in the bud.

What you may not have heard is that the PSA Strategic Plan is being updated. Part of the process involves interviewing our stakeholders in the DC criminal justice community to

give them a formal opportunity to provide us with feedback about our current operations and their views about what they would like to see from PSA in the future. I, along with Carolyn Peake, Derrick Gervin and Rebecca Childress, who all hail from the Strategic Planning, Analysis and Evaluation team, have begun conducting these interviews and we will report in future *Advocates* the impressions we receive from our stakeholders.

This process, in conjunction with all the in-house surveys and focus groups, will give us significant insight in making our customer service agency more responsive to the needs of all—both internally and externally. These are exciting times for the Agency and I want to acknowledge all those who make this Agency one of the more efficient and effective agencies within the DC criminal justice system. The standard was set long before many of us joined PSA, and just living up to this historical precedent can be a daunting task; surpassing and taking the Agency to new heights will be even more challenging, but I know we can achieve it through hard work and respect for all.

I want to specially acknowledge some of the staff who have volunteered for tasks and committees that are not directly reflected in a strategic plan but are important in assuring that PSA remains a healthy and vibrant agency: Ana Caro, Byron Daniels, Derrick Gervin, and Jan Jenkins for their selection to the CSOSA/PSA Special Observances Committee; and Derrick Gervin, Joyce Corley, Tiffany Manley, and Tracey Carson for their selection as EEO counselors.

Finance World



by **Eric Kravchick**
Deputy Director
Office of Finance and Administration

This is the first article in a series that will highlight the efforts and accomplishments within the world of Finance and Administration (F&A). Although we are a small unit within PSA, we sometimes make what may be perceived as large waves to ensure the agency complies with federal rules and regulations. For those who have not had the opportunity to read our mission, it is to:

“Resource D.C. Pretrial Services Agency through expeditious and appropriate budget, accounting, acquisition, facilities management, and decision support activities to achieve the most effective and efficient organizational performance.”

In support of this mission, with the assistance of Jamil Muhammad and the IT staff, we are in the process of rolling-out three software applications that will enhance the agency’s efficiency and effectiveness: Payroll Estimation Tool (PET); Form SF-52 input module; and Contracting Automated Procurement System (CAPS). The PET will provide extensive funds control of the agency’s payroll. The SF-52 process will automate this form to support HR in the routing for approval signatures and F&A to manage the payroll (i.e., funds control). CAPS will automate the procurement process and assist the agency in complying with Federal Acquisition Requirements reporting.

With the recent departure of two F&A staff, we have been working extra hard to support the agency. The Office of the Director has given us a few additional positions to better support our mission and the agency. Over the past three months we have traversed through the maze of hiring and are beginning to see results. This could have only been accomplished with the patience and experience that HR Specialist Valerie Taylor has provided. We thank her for the effort. We would also like to introduce some of our new staff:



Pam Callicutt – is our new contract specialist who brings many years of experience in procurement.

Ayana Bess – is our new financial specialist who will help the treatment COTR’s receipt invoices. Her first day is February 9.

Darren Brown – is another contract specialist who will focus on supporting our treatment contracts. His first day is February 23.

As the dust begins to settle from the past few years of PSA’s transition to federal status, Finance and Administration continues to strive to better support the agency through innovative methods and tools. Our staff is available and willing to try and answer any question you have for them. Please stop by to say ‘hello’ and welcome our new staff.

What I meant to say...

by Trudy Van Voorhis



**Branch Manager
Court Services Branch**

I, of course, must begin with the customary introduction *I would like to thank the Administration for allowing me the opportunity to attend a training session on Leadership Essentials. It was most informative and provided skills that I will use in my work as Branch Manager.*

That said, I was surprised that a section of the training addressed a subject that I had penciled ideas on for this *Advocate* article. Mentoring. The training addressed the career type of mentor, but in our breakout group discussion, many agreed that we might have multiple mentors and perhaps a different one for each facet of our life.

The training manual stated that a mentor would help in the development of the knowledge or skills necessary to advance in the protégé's career. The mentor would show an interest in you, provide meaningful advice, feedback and encourage you to discover and make challenging decisions. The other life category mentors do the same. They help with decisions. Not those daily ones like, "Do I wear black socks or navy blue?" or "Will it be regular or decaf?" They help consider questions of consequence like, "How will I live? For what purpose shall I live?" We make decisions all the time, most of which we don't give a second thought to, but to every person there comes a pivotal moment when the stakes are high and the decision made strikes a direction for your life. "Two roads diverged in a wood," wrote Robert Frost. "And I chose the one less traveled by (in other words, the more difficult of the two), and that made all the difference.



Making decisions isn't what it used to be. Decisions used to be simple; the choices clear-cut. From grocery shelves to what we see on television, the choices are overwhelming. So many choices, so many perspectives. We become so bogged down by the little choices that we don't know how to handle the big ones. Instead of deciding on the road less traveled by, we find ourselves following

Yogi Berra's famous advice - "When you come to a fork in the road, take it."

We need to remind each other that our decisions matter greatly. By not deciding, you are deciding. We make up our lives by our choices. I read, "Every choice contributes to the fullness or frailness of our existence." Ever think about how very different your life could have been if just one decision had been made differently. I wish I could say all of my decisions were smart ones. But even the dumb ones taught me something.

What was the number 1 song on the Billboard charts for 2001? Who won the Academy Award for Best Picture in 2000? Who was the first physician to perform life saving heart surgery or the first brain surgeon? There are a million questions like these that may have seemed important at the time and their contribution still applies today – but can you remember what or who they were?

What was the name of the teacher who made you interested in learning? Who was your first love? Who turned you on to your religion? Those who affected you are the names we remember. When you think about your personal mentors, someone who made a profound influence on you - did you ever tell them? We have those to whom we owe much but we can no longer say what we wanted to say. Before today ends, please tell someone what they mean to you. Don't put off the important things always for tomorrow. Slap yourself every time you say, "I'll get around to it." Time is on our side only so long. There are so many opportunities.

Mentor. "*Meantor*" Meant = Intend. Were these people meant or intended to be there to help you? Look across your desk, the counter or through the bars at the individual before you. Wouldn't it be great if they had a positive reason in the future to remember *your* name?

"Every choice contributes to the fullness or frailness of our existence."

FTA (Failure to Appear Unit)

by David Gilchrist, Supervisor



FTA Bench Warrant- Rearrest Assignment

Starting January 13, 2003, as part of the new Case Assignment Management Instruction, the FTA Unit became responsible for an "Active Bench Warrant" queue. This queue contains all defendants who were supervised for extensive and monitored release conditions and have outstanding bench warrants for 60 days or more. Supervision case managers will be responsible for investigations on bench warrant cases less than 60 days. Once this deadline occurs, the cases are automatically transferred from the Supervision PSO's case load list to this queue in the Failure to Appear Unit. This procedure is outlined on page 2 of the new management instruction for PRISM-Case Assignment.

The FTA Unit will be responsible for submitting updated bail reports and recommendations to the calendar judges on these defendants who are arrested with outstanding bench warrants for 60 days or more. The Unit will check daily CJIS records to ascertain the status of defendants arrested for bench warrants. Staff will also communicate with the Diagnostic desk supervisor to determine if the defendant will be charged with a BRA violation or any other charge. If no new charge(s) is being papered, the interview folder will be retrieved from Diagnostic, the case processed by the FTA Unit and the report will be forwarded to the courtroom of the calendar judge. If a new charge(s) is papered, the Diagnostic Unit will complete the bail report for the new charge(s) and FTA will use the new information to prepare an updated summary bail report for the underlying bench warrant case. FTA will forward the updated summary bail report to the calendar judge. In the near future, the Office of Operations will tackle preparation of summary bail reports for defendants under extensive and monitored supervision who are arrested with bench warrants outstanding for less than 60 days. We also have to come up with a solution for preparing reports for people without supervised conditions, e.g. released on straight PR, who are arrested with a bench warrant.

The Mysterious 'TRAINING REGISTRAR'

by Scott Hopkins
Training Officer



I know the Training Offices of PSA and CSOSA are notorious for sending out many emails -- some of which are read by staff and some of which are not. I understand; you're busy. You don't have time to carefully read every email that comes across your desk. But by not carefully reading some of these emails, you are missing out on vital information.

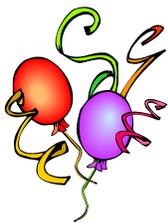
What you might be missing, specifically, is information about the mysterious 'TRAINING REGISTRAR.' Here's the deal: whenever CSOSA holds a class (like Ethics, EEO, etc.), they send out an email saying, "To register for this class, notify the 'TRAINING REGISTRAR.'" CSOSA actually has an employee who, among other duties, registers students for classes, sends "Meeting Requests" for those classes, and updates CSOSA's training records accordingly. This 'TRAINING REGISTRAR' is listed in Microsoft Outlook as (you guessed it) 'TRAINING REGISTRAR.' So when Laura DeVol sends a follow up email saying "please do not email the PSA Training Office to sign up for this class", she wants you to email the 'TRAINING REGISTRAR.'



To recap: if you need to register for a CSOSA class, email the 'TRAINING REGISTRAR.' If you need to change the dates of CSOSA classes, email the 'TRAINING REGISTRAR.' If you need to know when you attended a particular CSOSA class, email the 'TRAINING REGISTRAR.'

Hope this clears up any confusion.

Happy Birthday to those celebrating birthdays in February — David Darnes (3d); Stephanie McKenzie (5th); Arnice Mack (6th); Dave Gilchrist (7th); Al-isha Glover, Melvin Tildon and Kris Smith (11th); Pamela Johnson (12th); John Lucas (15th); Vaughn Wilson (17th); Joyce Corley and Jerome Robinson (18th); Catina Bryant and Devessdra McKoy (19th); Michael Baksis (20th); Christine Schuck (22nd); LaWanna Thomas-Ewing and Antoinette Williams (24th); Sheila Cherry (25th); Corey Baker and Derrick Gervin (28th); and Michael Lukenich (29th).



Our condolences to those whose loved ones passed away: Steve Bell (father); Shavon Butler (aunt); Eric Holder (father); Mike Lukenich (brother).

Congratulations to Gwenneth Corujo, who was selected as PSA's new Treatment Program Analyst.

Congratulations to Byron Daniels (General Supervision), Monica James (Operations), and Andrew Marcus (Restrictive), this month's parking drawing winners.



The gift of **TODAY** ~
what will you do with it?

A warm welcome to those joining the Finance and Administration Team: Pamela Callicutt (Contract Specialist), who joined us earlier this month; Ayana Bess (Financial Specialist) and Darren Brown (Contract Specialist), who join us in February.

Best get well wishes to Rebecca Bythewood (F&A) and Barbara Hill (Drug Court), both of whom are recuperating from surgery, and Tracy Spencer (HR Contractor), who is on the mend (broken arm).

Congratulations to Natasha Davis (PSO, General Supervision), on the birth of her daughter. Jada Simone Harris was born January 5th, weighing 6 lbs. 8 oz.

PSA Family Snapshot —

Ashton Khuu



Ashton is PSA's Database Administrator. He joined the Pretrial Family in August 1999. Ashton holds a B.S. in Electrical Engineering from Virginia Tech (1989), and is also a Microsoft Certified System Engineer (1997).

Ashton is from Vietnam. He is married to Huong Chau, and they have three daughters - Irene (age 9), Elaine (age 7), and Alisa (2 years old).

In my job, I love working with the constantly changing computer hardware and software. Between work and kids, I have not had much time to do anything else for the last 10 years. I hope when the kids are old enough, my wife and I can do some traveling. I like to play tennis when I have some free time.

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