

**United States Probation Office  
for the  
District of Columbia**

**Supervision  
Orientation  
Handbook**

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Washington, DC 20001  
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Internet: <http://www.dcp.uscourts.gov>

Revised November 2018

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## WELCOME

Welcome to the United States Probation Office for the District of Columbia. For those residents returning to our city after serving a prison sentence, we welcome you home.

Your relationship with your probation officer is important to your success. Each individual on supervision has a unique set of life circumstances and challenges. Your probation officer will work with you to carefully examine these challenges to help bring about positive, lasting change in your life. Your probation officer will also listen to your goals and aspirations, and is committed to helping you reach those goals.

To assist in addressing challenges you face, we are proud to offer a variety of treatment services and vocational and employment assistance programs. If you are required to participate in any of these programs, we will place you in a program best suited for you. If you are not required to participate in such a program, but feel it will help you comply with supervision and improve your life, please immediately speak with your probation officer.

While on supervision, we expect you to adhere to your conditions of supervision. We also expect your commitment to make improvements in your life as a contributing member of our community. In return, you can expect your interactions with all employees of the probation office to be courteous and respectful to you and your family.

Finally, we prefer you have an appointment when visiting your probation officer at the courthouse. However, if during business hours, you feel you need to speak with someone about a matter urgent to you and do not have an appointment, please feel free to come to the courthouse and ask to speak to your probation officer. If your probation officer is unavailable, then please ask to speak with the duty officer or a supervisor. Someone will see you to address your concerns.

I wish you great success!

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian D. Shaffer". The signature is fluid and cursive, with the first name "Brian" being particularly prominent.

Brian D. Shaffer  
Chief United States Probation Officer

## **OVERVIEW OF THE SUPERVISION PROCESS**

The United States Probation Office for the District of Columbia is required to execute the sentence imposed by the Court or Parole Commission.

### **REPORTING INFORMATION**

**Directions via Metro** - Take the Metro's Red Line to Judiciary Square. After exiting the train, follow the United States Courthouse exit to D Street. After you exit the subway station, go left one block and make a right onto 3rd Street, NW. Follow 3rd Street (approximately one block) until you see the United States Courthouse on your right.

The Probation Office is located on the second floor of the United States District Court, E. Barrett Prettyman Courthouse, 333 Constitution Avenue, NW, Room 2214, Washington, DC 20001-2866.

Our office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. The office is closed on all Federal holidays.

For directions to the Probation Office from Maryland or Virginia, please call (202) 565-1300 and follow the voice mail prompts.

**Courthouse Entry** - To enter the United States Courthouse for the District of Columbia you must present valid identification.

DO NOT bring any weapons, illegal materials, dangerous substances, illegal contraband (knives, guns, mace, etc.), or liquids into the courthouse.

### **OFFICE REPORTING**

You are to report as directed by your Probation Officer. However, if you have an emergency or other issue that requires assistance, you will be seen.

Report to the Probation Office reception area located on the 2nd floor of the courthouse, Room 2214. Once you have signed in the receptionist will inform your officer of your arrival or you may contact him/her directly by dialing their office extension using the telephone in the reception area.

Please dress and conduct yourself appropriately when visiting the courthouse.

## **TELEPHONE REPORTING**

You may contact your Probation Officer by dialing their direct line or office mobile telephone. If your Probation Officer is not available, leave your name, telephone number, and a brief message. Feel free to contact a supervisor, the Deputy Chief, or the Chief if needed.

## **MONTHLY SUPERVISION REPORTS (MSR)**

- **You may be required to submit a monthly supervision report as directed by your probation officer.**
- You have the option of submitting your MSR electronically. Your officer can register you to submit your report online.
- Your monthly supervision report must be completed in its entirety and signed.
- Attach pay stubs and other correspondence to the monthly supervision report.
- To submit your monthly supervision report, you may place it in the Probation Office drop box located in room 2214 reception area, U. S. mail, fax, scan and e-mail, or give the report directly to your Probation Officer.
- You may also register with your officer to submit your MSR electronically through the internet.

Please see a sample of a completed MSR on the next page.

**U.S. PROBATION OFFICE**  
**MONTHLY SUPERVISION REPORT FOR THE MONTH** December, 20 07

Name:	DOB:	Court Name (if different):	Probation Officer:
JOHN DOE	03/27/1972	BILLY DAKOTA	Renee Donoho 202-565-1461
<b>PART A: RESIDENCE (If new address, attach copy of lease/purchase agreement.)</b>			
Street Address, Apt. Number:	Own or Rent?	Home Phone:	Cellular Phone: Pager:
123 MAIN STREET, NW, #1	RENT	202-123-456	NONE 301-123-4567
City, State, Zip Code:	Persons Living With You:		
WASHINGTON, DC 20001	SPOUSE: JANE DOE		
Secondary Residence:	Own or Rent?	Did you move during the month? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address (if different):	E-Mail Address:	If yes, date moved: <u>12/15/2001</u> Reason for Moving:	
456 KNOX ROD, COLLEGE PARK, MD 20740		GOT OWN APARTMENT	
<b>PART B: EMPLOYMENT (If unemployed, list source of support under Part D.)</b>			
Name, Address, Phone No. of Employer:	Name of Immediate Supervisor:	Is your employer aware of your criminal status: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
ATKINS CONSTRUCTION	MR. BOB TROVER		
3215 BEAVER HEIGHTS ROAD, LANDOVER, MD 20845	How many days of work did you miss? <u>3</u> Why?		
Your work phone #: 301-555-1212	WEATHER/SNOW (2); ILLNESS (1 DAY)		
	Position Held:	Gross Wages:	Normal Work Hours:
	LABORER	\$800/MONTH	MON-SAT; 7:30AM-4PM
Did you change jobs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If changed jobs or terminated, state when and why.		
Were you terminated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A		
<b>PART C: VEHICLES (List all vehicles owned or driven by you.)</b>			
1. Year/Make/Model/Color:	Mileage:	Tag Number:	Owner:
1985/TOYOTA/SUPRA/WHITE	17344	20H-423-DC	MOTHER - MRS. DOE
		Vehicle I.D.#:	
		JPQT2956T1A495	
2. Year/Make/Model/Color:	Mileage:	Tag Number:	Owner:
		Vehicle I.D.#:	
<b>PART D: MONTHLY FINANCIAL STATEMENT</b>			
Net Earnings from Employment: (Attach Proof of Earnings)	596	Do you rent or have access to: a post office box? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No a safe deposit box? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No a storage space? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Other Cash Inflows:	475	Name and Address of Location: _____ Box No. or Space _____	
TOTAL MONTHLY CASH INFLOWS:	1071		
TOTAL MONTHLY CASH OUTFLOW:	625		
Do you have a checking account(s)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Bank Name: <u>CRESTAR BANK</u>	Does your spouse, significant other, or dependant have a checking or savings account that you enjoy the benefits of or make occasional contributions toward?	
Account No.: <u>00000000</u> Balance <u>\$120</u>	Do you have a savings account(s)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bank Name: <u>CRESTAR BANK</u>	Account No.: <u>00000001</u> Balance <u>\$143</u>	Bank Name: <u>SUNTRUST BANK</u>	
Attach a complete listing of all other financial account information, if you have multiple accounts.	Account No.: <u>2000001</u> Balance: <u>\$400</u>		
List all expenditures over \$500 (including, e.g., goods, services, or gambling losses)			
<u>Date</u>	<u>Amount</u>	<u>Method of Payment</u>	<u>Description of Item</u>
<u>12/1/01</u>	<u>\$539</u>	<u>\$50/MONTH</u>	<u>AUTO REPAIRS</u>
<u>12/20/10</u>	<u>\$900</u>	<u>\$75/MONTH</u>	<u>ATTORNEY'S FEES</u>



# ELECTRONIC REPORTING SYSTEM (ERS)

Browser address bar: <https://supervision.accounts.gov/ERSLogin/>

Page Title: ERS Login

Navigation: File Edit View Favorites Tools Help

Logos: Department of Justice, UNITED STATES COURTS

## Supervision Reporting

**Browsers on most Mobile Devices are currently not supported.**  
(Los navegadores en la mayoría de los dispositivos móviles en la actualidad no son compatibles.)

**Probation and Pretrial Services Electronic Reporting System**

Defendants and offenders under federal supervision can use this site to submit supervision reports.

This is a **restricted website** for Official Court Business only. Unauthorized use of this site is subject to prosecution under Title 18 of the U.S. Code.

All Activities and access attempts are monitored and reported.

**ACCOUNT LOGIN**

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)

Report technical problems / suggestions by emailing: [Supervisor\\_Reporting\\_Feedback@ao.uscourts.gov](mailto:Supervisor_Reporting_Feedback@ao.uscourts.gov)  
Note: you will not receive an email response. Report any account User ID/Password issues to your supervision officer.

[Cambiar a español](#)

This site is best viewed at resolutions of 1280x800 or higher.

Disclaimer:  
Administrative Office of the United States Courts

## LAW ENFORCEMENT CONTACT

You must report any contact with law enforcement within 72 hours of the event.

Reporting the contact includes calling and speaking directly to your Probation Officer or leaving a detailed voice mail message regarding the extent of the contact. Always leave a telephone number, so that your officer may return your call.

You must report the contact on the monthly supervision report.

### Law Enforcement Contact

- New arrests
- Court appearance
- Questioning by law enforcement for any reason
- Receiving citations, tickets, warnings for traffic or other offenses
- Any situation in which an officer enters your name in the law enforcement database.

## TRAVEL

You must obtain permission in advance from your probation officer to travel beyond a 50 mile radius of the District of Columbia. Travel beyond 50 miles is granted only in special situations. Travel **will not** be granted during the first 60 days of supervision, unless it is a verified emergency. The Court must approve all foreign travel in advance.

If you have been convicted of a felony, you are prohibited from entering Canada, either as an immigrant or non-immigrant, unless you possess a travel permit from your probation officer and have the Court's permission. Additionally, the Canadian authorities require you to obtain a Minister's Permit [(7)(2)(c) Immigration Act], through application to a Canadian Consulate serving your area of residence, prior to any travel.

## Probation/Supervised Release

Your probation officer may approve travel outside the district without approval of the Court in the following situations:

- Vacation trips not to exceed 30 days
- Employment Searches not exceeding 30 days to investigate reasonably certain employment possibilities

- Recurring travel across the district boundary, not to exceed 50 miles outside the district for work, shopping, or recreation.

You should request permission to travel in advance to allow your probation officer time to investigate your proposed travel plan. After your travel plan is approved, your officer will give you a travel permission document.

## **Parole Cases**

The Parole Commission must approve all foreign travel in advance. A special condition imposed by the Regional Commission prohibiting certain travel shall supersede any general rules relating to travel as set forth above.

## **COMMUNITY & HOME VISITS**

Your probation officer is required to visit you at home and may also visit you elsewhere in the community, i.e., at your place of employment or community service site.

## **THIRD PARTY RISK NOTIFICATION**

As directed by the probation officer, you are required to notify third parties of risks that relate to your criminal record or personal history or characteristics.

You shall permit the Probation Officer to make such notifications and to confirm your compliance with these notification requirements (e.g., If you are convicted of Bank Fraud or Theft and plan to work as a bank teller, you will be required to inform the bank or your employer of your prior conviction of Bank Fraud).

## **DRUG/ALCOHOL USE**

You are subject to random drug and/or alcohol testing.

Use of illicit drugs will be reported to the Court/Parole Commission. Excessive use of alcohol is prohibited and will be reported to the Court/Parole Commission.

You should not frequent places where illicit drugs are sold, used, administered, or distributed.

## **EMPLOYMENT/EDUCATIONAL REQUIREMENTS**

You must be gainfully employed or enrolled in an educational and/or vocational training program unless excused by your Probation Officer for medical or other acceptable reasons.

Report changes in employment to the Probation Officer within 72 hours.

## **NONCOMPLIANCE WITH THE CONDITIONS OF SUPERVISION**

### **GRADUATED SANCTIONS PROCEDURES**

Graduated Sanctions are used to address non-compliant behavior. The following sanctions may be imposed by the Probation Officer to address non-compliance:

- Reprimand by the Probation Officer and/or the United States Parole Commission (written/verbal)
- Three-way conference (Supervising Probation Officer, Probation Officer, and you)
- Modification of conditions (waiver of rights, Court hearing, or parole hearing)
- Hearing on Violation of Supervision (before the Court or United States Parole Commission)
- Request for warrant.

### **MANDATORY REVOCATION HEARING**

A violation of the following conditions of supervision will result in mandatory notification to the Court and a revocation hearing:

- Possession of a Firearm
- Possession of Controlled Substances: You are prohibited from possessing illegal substances.
- Possession of illegal drugs in violation of supervision will be reported to the Court and/or the Parole Commission
- Refusal to comply with drug testing. If you refuse to submit to testing and/or treatment, you are subject to mandatory revocation of supervision.
- Testing positive for illicit drug use. If you submit four positive urine tests in a 12 month period, you are subject to mandatory revocation of supervision.

## **SPECIAL CONDITIONS**

Special conditions are generally imposed by a judge during sentencing. However, both the Court and the United States Parole Commission reserve the right to add, delete, or modify special conditions at any time during the course of supervision.

## **SPECIALTY PROGRAMS IN THE PROBATION OFFICE**

The United States Probation Office for the District of Columbia has several programs designed to help meet your needs.

- Drug Aftercare
- Mental Health Aftercare
- Sex Offender Aftercare
- Workforce Development
- Gender Support Group

### **DRUG AFTERCARE**

You will be referred to a drug aftercare program if you have a special condition of drug testing and/or treatment. This condition may be on an outpatient and/or residential basis. The Probation Office contracts with various vendors in the District of Columbia, Maryland, and Virginia to provide services such as individual and group counseling, educational group sessions, anger management, lifestyle and relapse prevention groups, residential treatment services, and urinalysis testing.

We encourage you to develop a positive social network in the community to assist you with substance abuse and mental health issues. Your probation officer may assist you with identifying community-based support groups. A listing of NA/AA meetings around the Washington, DC, metropolitan area is available at [www.meetings.intherooms.com](http://www.meetings.intherooms.com)

### **MENTAL HEALTH AFTERCARE**

If you have a special condition of mental health treatment, you will be referred to services to address your mental health needs.

## **SEX OFFENDER AFTERCARE**

If you have a special condition of sex offender treatment, you will be referred to a vendor either in Maryland or Virginia who provides services to the Probation Office.

Sex Offender Registration Requirement:

District of Columbia Headquarters:  
MPD Sex Offender Registry Unit  
300 Indiana Avenue, NW  
Washington, DC 20001

Maryland & Virginia – Registration can be accomplished at any local police station.

## **WORKFORCE DEVELOPMENT**

The United States Probation Office's Workforce Development Program is committed to providing you with meaningful employment assistance. The program is located in the Migdalia Baerga-Bufler Workforce Development Center within the United States District Courthouse, Suite 2505. The primary objective of the Workforce Development Program is to assist individuals in their efforts toward employment, job retention, and career advancement.

The center provides the following services:

- Employment Related Assessments and Evaluations
- Job Readiness Classes
- Individual Assistance Sessions
- Clothing Closets for both men and women
- Transportation Assistance
- Access to Counseling Assistance
- Educational Assistance
- Referral to Community Resources
- Department of Motor Vehicle Non-Driver ID

## **GENDER SUPPORT GROUPS**

### **Men's Support Group**

- Held in Conference Room 2704 of the U.S. Probation Office every other Wednesday from 6:00 p.m to 7:30 p.m
- Provides an open environment for men to express and share ideas to promote positive living
- Meetings facilitated by Rodney Mitchell, Esquire

### **Women's Support Group**

- Held in Conference Room 2704 of the U.S. Probation Office every other Wednesday from 5:00 p.m to 6:00 p.m
- Provides an open environment for women to express and share ideas to promote positive living

## LOCATION MONITORING

Location monitoring is an alternative to incarceration and usually does not exceed a six-month period. Unless waived by the Court, you will be required to pay for the cost of location monitoring.

This special condition of supervision requires you to abide by the following:

- Have a telephone land line designated for the location monitoring unit only, or have a telephone line that is free and clear of special telephone features such as call waiting, 3-way calling, voice mail, etc., and an area designated for placement of the monitoring device
- Provide a proposed schedule or changes thereof to the probation officer, which may include hours of employment, travel time (time it takes to get to and from employment or scheduled appointments), scheduled medical appointments, treatment related appointments, etc., at least one week in advance.

**NOTE:** GPS monitoring may also be required. A Probation Officer will discuss the requirements if this applies to you.

## COMMUNITY SERVICE

Community service is unpaid work for a civic or nonprofit organization. This court-ordered condition requires you to perform a predetermined set of volunteer service hours.

You are required to attend an orientation session prior to performing community service. Orientation sessions are held in January, March, May, July, September and November at 11:00 a.m. Please discuss this requirement with your Probation Officer.

## COMMUNITY RESOURCES

**STRIVE DC** assists unemployed individuals in the Washington, DC area. STRIVE DC helps you to obtain the skills to get and keep a job through its intense three-week attitudinal job readiness training course. STRIVE DC was established as a response to the overwhelming percentage of residents unemployed in the inner-city neighborhoods of our Nation's Capital and the lack of effective programs to combat this problem.

At the conclusion of a training period, STRIVE DC offers job placement and two years of post-placement support. For additional information go to the STRIVE DC website at [www.strivedc.org](http://www.strivedc.org)

**DC Healthcare Alliance** offers a full range of health care services for its members. Benefits include: inpatient hospital care, outpatient medical care (including preventive care), emergency services, urgent care services, prescription drugs, rehabilitative services, home health care, dental services, specialty care, and wellness programs that include mother and baby care. There are currently eight sites throughout the city where residents may enroll in the system.

The Alliance provides free health care to people and families who:

- Live in the District of Columbia
- Have no health insurance, including Medicare and Medicaid
- Make less money (before taxes) than a certain limit

For more information about the program, go to [www.chartered-health.com](http://www.chartered-health.com). To obtain enrollment information call (202) 842-2810 or 1(866) 842-2810 (toll free).

**The Mayor's Office of Returning Citizens Affairs (ORCA)** has trained staff to assist District returning residents with:

- Employment and Career Development
- Housing Support
- Health, Mental Health, Substance Abuse
- Education and Training Support
- Record Sealing
- Vital Document and Public Benefits
- Child Support Parental Rights

Mayor's Office of Returning Citizens Affairs  
2100 Martin Luther King Jr. Avenue, S.E., Suite 100  
Washington, DC 20020  
Walk-in Hours of Operation  
Monday-Friday: 10am – 2pm or  
Phone: (202) 715-7670  
Web Site: <http://www.ocoa.dc.gov>

Virginia Department of Health and Human Services:

[www.hhr.gov](http://www.hhr.gov)  
(703) 838-0710

Alexandria Department of Health:

[www.alexandriava.gov](http://www.alexandriava.gov)  
(703) 838-4400

Maryland's Directory of local departments of Social Services can be obtained from their website:

[www.dhmv.state.md.us](http://www.dhmv.state.md.us)

## RE-ENTRY RESOURCES

**District of Columbia** - <http://www.reentry.gov/sar/dc.html>

**Maryland** - <http://www.reentry.gov/sar/md.html>

<https://mwe.dllr.state.md.us/default.asp?SessionUID=a>

<http://www.pgworkforce.org/contact.php>

<http://www.montgomeryworks.com/>

**Virginia** - <http://www.reentry.gov/sar/va.html>

## VOTING RIGHTS – DC, MD and VA

### District of Columbia:

**Felonies:** Any person in the District of Columbia who has been convicted of a crime in the United States which is a felony in the District of Columbia may vote at the end of his/her incarceration. (DC Code § 1-1001.02(7)(A))

**Misdemeanors:** Any DC resident convicted of a misdemeanor(s), may vote while incarcerated and when release to the community. Only persons convicted of DC Code §§ 1-1001.14 (Corrupt Election Practices), 1-1105.07 (Lobbying Violations), or 1-1107.01 (Miscellaneous Provisions Under Elections Laws Chapters) will forfeit their right to vote while incarcerated.

**Supervision:** A person may vote while on parole, probation, supervised release, or any combination of these sentences whether for a felony or misdemeanor.

**Residency:** A person may vote while residing in a halfway house, reentry center, or drug treatment center if they otherwise meet the criteria to vote.

### Commonwealth of Virginia:

If convicted of a felony, your right to vote in Virginia must be restored.

A restoration of rights restores the rights which are lost in Virginia upon getting a felony conviction. These include the rights to vote, run for and hold public office, to serve on juries and to serve as a Notary Public. It does not include the right to possess or transport any firearm or to carry a concealed weapon.

- A. There are two different applications/petition processes to follow for restoration of rights, depending on the nature of the felony convictions. Non-violent felony offenders may use the short form to apply for restoration. Violent or drug distribution felony offenders must use the longer application.

### General Requirements:

- You must be a Virginia resident and been convicted in a state court, to include the District of Columbia, a U.S. District Court, or military court.
- You must have been released from supervision for minimum of 3 years for a non-violent offense or 5 years for a violent, drug distribution or manufacturing offense and have no other convictions (felonies or misdemeanors) during that time.
- You must have paid all costs, fines, restitution or any financial obligation to any court, including traffic court.

- You cannot have a conviction for DWI within the past 5 years immediately preceding your application.

The Secretary of the Commonwealth will conduct a criminal history check on all applicants. This restoration process **takes a least six months** from the time the completed application is received. Granting a restoration of rights is solely at the discretion of the Governor, it is not guaranteed.

**If your petition for restoration of rights is denied, you have no right of appeal – but you may reapply after two years.**

### **State of Maryland:**

Effective March 10, 2016, federal offenders who are residents of Maryland may register to vote after they have completed serving a court-ordered sentence of imprisonment. You must meet all other criteria for voter eligibility.

You do not qualify to register to vote if you have been convicted of buying or selling votes.

## **SELECTIVE SERVICE REQUIREMENTS**

All males between the ages of 18 and 25 must register with the Selective Service within 30 days of their 18th birthday. Incarcerated men in the above age range are exempt from the registration requirement; however, they must register within 30 days of their release.

Failure to comply with this directive may result in loss of benefits, such as student financial aid, federal and state employment, and job training under the Job Training Partnership Act. In addition, failure to register is a felony offense that carries a fine up to \$250,000 and imprisonment up to five years. Registration forms are available online at [www.sss.gov](http://www.sss.gov).

Persons with convictions for criminal offenses punishable by death or imprisonment for a term exceeding one year are ineligible for induction into the military unless a waiver is granted. Individuals on supervision are generally ineligible for military service. A six-month interval between the termination of supervision and acceptance into the military may be required.

## **JURY DUTY**

If you have been convicted in a State or Federal court for a crime punishable by imprisonment for more than one year and your civil rights have not been restored, you are not qualified to serve as a juror in the United States District Court.

In the District of Columbia Superior Court, an individual who has been convicted of a felony or who has a pending felony or misdemeanor charge is not eligible to serve as a juror. However, an individual with a felony conviction may qualify for jury service not less than one year after the completion of the term of incarceration, probation or parole following appropriate certification under procedures set out in the jury system plan.

## **CASE EXPUNGEMENT**

If you have questions regarding expungement, you can contact the Public Defender Service for the District of Columbia.

The mission of the Public Defender Service for the District of Columbia is to provide and promote quality legal representation to indigent adults and children facing a loss of liberty in the District of Columbia and thereby protect society's interest in the fair administration of justice.

To request forms or additional information about having a case expunged, please contact:

Public Defender Service for the District of Columbia  
633 Indiana Avenue, NW, Room 248  
Washington, DC 20004  
Toll-free: (800) 341-2582  
Local: (202) 628-1200  
Fax: (202) 824-2423  
Email: [info@pdsdc.org](mailto:info@pdsdc.org)

Request to speak to the Duty Attorney.

## **CRIMINAL RECORDS AND EMPLOYMENT PUBLICATION**

This publication will assist you with handling employment issues related to your criminal record within the District of Columbia. You can learn how to obtain and understand your criminal record; correct any mistakes; seal, expunge or set aside cases that are eligible to be removed from your criminal record. Learn your rights and your employer or potential employer's

responsibilities and learn to answer tough questions from an employer or potential employer about your criminal past.

To obtain this publication go to [www.dcejc.org](http://www.dcejc.org). Select “Publications” at the bottom of the screen, then select the link to “Criminal Records Fact Sheet.”

## **CONTINUITY OF OPERATIONS PROCEDURES**

When the office is closed, the Probation Office has established procedures, so that in the event of a catastrophic situation, the Probation Office is aware of your location and condition.

You must access the website at [www.dcp.uscourts.gov](http://www.dcp.uscourts.gov). This website gives you the ability to easily and quickly update your officer and is especially useful in situations where transportation and phone lines are inoperable.

In the event of an extended emergency and the Courthouse remains closed due to the event, update your status with your current location and condition using this website.

Once the event has ended and the Courthouse is open, normal contact procedures will resume.

## **HOW DO I UPDATE MY INFORMATION?**

- Go to <http://www.dcp.uscourts.gov>
- Select ‘**Contact Us**’
- Select ‘**Emergency Contact**’
- Complete the ‘**Emergency Contact Information**’ form
- In the ‘**Comment**’ section, briefly report your condition and location
- Select ‘**Submit**’

**NOTE:** These directions are printed on the back of your probation officer’s business card.

See sample on the next two pages:



# U.S. Probation Office

District of Columbia

[About Probation](#) [Presentence/Investigations](#) [Supervision](#) [Programs & Services](#) [Human Resources](#) [Contact Us](#)

Welcome to the United States Probation Office for the District of Columbia.

E. Barrett Prettyman United States Courthouse  
333 Constitution Ave., NW, Suite 2214  
Washington, DC 20001  
202-565-1300



[Photo Credits](#)

## ● Announcements

**Support Groups:** The Men's Support Group will meet from 6pm to 7:30pm on August 21, 2013. The Women's Support Group will meet from 6:30pm to 8pm on August 14 and 28,, 2013. Please bring a government issued photo ID and advise the Court Security Officers that you are attending a support group. Liquids are prohibited.

U.S. Probation Office for the District of Columbia - Windows Internet Explorer

http://www.dcp.uscourts.gov/econtact.html

File Edit View Favorites Tools Help

U.S. Probation Office for the District of Columbia



# U.S. Probation Office

District of Columbia

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