

United States Probation Office
for the
District of Columbia

Supervision
Orientation
Handbook

333 Constitution Avenue, NW, Ste. 2214

Washington, DC 20001

Tel: (202) 565-1300

Fax: (202) 273-0242

Internet: <http://www.dcp.uscourts.gov>

Revised March 2015

TABLE OF CONTENTS

Welcome from the Chief.....	4
Overview of the Supervision Process.....	5
Reporting Information	5
Directions	
Courthouse Entry	
Office Reporting	
Telephone Reporting	
Monthly Supervision Reports (MSR)	
Sample MSR	
Law Enforcement Contact.....	10
Travel.....	11
Probation/Supervised Release Cases	
Parole Cases	
Community and Home Visits.....	12
Third Party Risk Notification.....	12
Drug/Alcohol Use.....	13
Employment/Educational Requirements.....	13
Non-Compliance with Conditions of Supervision.....	13
Graduated Sanctions	
Mandatory Revocation of Supervision	
Special Conditions.....	17
Specialty Programs.....	17
Drug Aftercare	
Mental Health Aftercare	
Sex Offender Aftercare	
Location Monitoring	
Workforce Development	
Community Service	
Support Groups	

TABLE OF CONTENTS

CONT'D

Community Resources	23
STRIVE DC	
D.C. Healthcare Alliance	
Maryland/VA Resources	
Mayor's Office of Returning Citizens Affairs	
Voting Rights – DC, MD and VA.....	26
Selective Service.....	29
Jury Duty.....	30
Case Expungement.....	31
Criminal Records and Employment (DC).....	32
Continuity of Operations.....	33
Updating Your Information using the Internet	
Probation Officer Directory.....	37
Inserts.....	Notebook Pockets
Speakers Biography	
Supervision Orientation Questionnaire	
Friends and Family Brochure	
ESL Brochure	

WELCOME

Welcome to the United States Probation Office. If you are a resident returning to our city from service of a prison sentence, we welcome you home.

You are unique and have individual needs, concerns and, perhaps problems you must address. While probation officers must address concerns about public safety and the risk any person on supervision may present to the community, we also are required to assist you in making positive changes in your life.

We have several treatment providers who provide an array of services to assist you. Many of you are required to participate in these programs, and we will place you in the program best suited for you. If you are not required to participate in a treatment program, but feel it will help you comply with supervision and improve your life, please talk to your officer immediately and we will help you get the services you need.

While on supervision, we expect you to adhere to your conditions of supervision. We also expect and want you to become a positive, contributing member of our community. In return, you should expect our officers and other employees to conduct themselves professionally and respectfully when they interact with you.

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

Again, welcome to the United States Probation Office for the District of Columbia.

Sincerely,
Gennine A. Hagar
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 must submit a monthly supervision report by the 5th day of every month.
- 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, 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

PART A: RESIDENCE (If new address, attach copy of lease/purchase agreement.)

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		

PART B: EMPLOYMENT (If unemployed, list source of support under Part D.)

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)		
Did you change jobs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position Held:	Gross Wages:	Normal Work Hours:
Were you terminated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	LABORER	\$800/MONTH	MON-SAT; 7:30AM-4PM
If changed jobs or terminated, state when and why.			
N/A			

PART C: VEHICLES (List all vehicles owned or driven by you.)

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.#:	

PART D: MONTHLY FINANCIAL STATEMENT

Net Earnings from Employment: <u>596</u> (Attach Proof of Earnings)	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: <u>475</u>	Name and Address of Location: _____ Box No. or Space _____
TOTAL MONTHLY CASH INFLOWS: <u>1071</u>	_____
TOTAL MONTHLY CASH OUTFLOW: <u>625</u>	_____
Do you have a checking account(s)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Bank Name: <u>CRESTAR BANK</u> Account No.: <u>00000000</u> Balance <u>\$120</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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a savings account(s)? <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 BANIK</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)

Date	Amount	Method of Payment	Description of Item
12/1/01	\$539	\$50/MONTH	AUTO REPAIRS
12/20/10	\$900	\$75/MONTH	ATTORNEY'S FEES

PART E: COMPLIANCE WITH CONDITIONS OF SUPERVISION DURING THE PAST MONTH

Were you questioned by any law enforcement officers?
 Yes No
 If yes, date: 12/24/01
 Agency: METRO POLICE DEPT. (MPD)
 Reason: STOPPED FOR ILLEGAL TRAFFIC VIOLATION - DUI

Were you arrested or named as a defendant in any criminal case?
 Yes No
 If yes, when and where? 12/24/01
 Charges: DUI (RETAINED ATTORNEY)
 Disposition: PENDING COURT DATE: 02/26/02 DC SUPERIOR COURT

(Attach copy of citation, receipt, charges, disposition, etc.)

Were any pending charges disposed of during the month?
 Yes No
 If yes, date: _____
 Court: _____
 Disposition: _____

Was anyone in your household arrested or questioned by law enforcement?
 Yes No
 If yes, whom? _____
 Reason: _____
 Disposition: _____

Did you have any contact with anyone having a criminal record?
 Yes No
 If yes, whom? BROTHER (JIM DOE) RELEASED 12/05/01

Did you possess or have access to a firearm?
 Yes No
 If yes, why? _____

Did you possess or use any illegal drugs?
 Yes No
 If yes, type of drug: _____

Did you travel outside the district without permission?
 Yes No
 If yes, when and where? _____

Do you have a special assessment, restitution, or fine? Yes No If yes, amount paid during the month:
 Special Assessment: \$100 - UNPAID Restitution: \$600 Fine: N/A

NOTE: ALL PAYMENTS TO BE MADE BY MONEY ORDER (POSTAL OR BANK) OR CASHIER'S CHECK ONLY.

Do you have community service work to perform?
 Yes No
 Number of hours completed this month: 12
 Number of hours missed: 0
 Balance of hours remaining: 68

Do you have drug, alcohol, or mental health aftercare?
 Yes No
 If yes, did you miss any sessions during this month?
 Yes No
 Did you fail to respond to phone recorder instructions?
 Yes No
 If yes, why? _____

WARNING: ANY FALSE STATEMENTS MAY RESULT IN REVOCATION OF PROBATION, SUPERVISED RELEASE, OR PAROLE, IN ADDITION TO 5 YEARS IMPRISONMENT, A \$250,000 FINE, OR BOTH.

 (18 U.S.C. § 1001)

I CERTIFY THAT ALL INFORMATION FURNISHED IS COMPLETE AND CORRECT.

 _____ 12/31/2002
 SIGNATURE DATE

REMARKS:

 (ANY QUESTIONS FOR PROBATION OFFICER INPUT HERE)

 _____ _____
 U.S. Probation Officer Date

RECEIVED:
 _____ Mail _____ OC
 _____ HC _____ CC
 RETURN TO:
 United States Probation
 c/o Renee Donoho
 333 Constitution Ave. N.W. Suite 2214
 Washington, D.C. 20001

ELECTRONIC REPORTING SYSTEM (ERS)

http://supervision.accounts.gov/ERSLogin

ERS Login

File Edit View Favorites Tools Help



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: Supervision_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.



Department of Justice
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 Includes:

- New arrests
- Court appearances
- Questioning by a law enforcement officer
- 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 more than 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.

TRAVEL cont'd

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 REQUIRMENTS

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 OF SUPERVISION

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 is a violation of supervision and will be reported to the Court and/or the Parole Commission.
- Refusal to comply with drug testing: If you refuse to submit to drug 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 one year, 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

Location Monitoring

Workforce Development

Community Service

Men's Support Group

Women's 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 are available at 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.

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 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, three-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.

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-Buffler Workforce Development Center within the United States District Courthouse, Suite 2505.

The center provides the following services:

- Employment-Related Assessments and Evaluations
- Job Readiness Classes
- Job Club Support Groups
- 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 Vehicles Non-Driver ID

WORKFORCE DEVELOPMENT GOALS

The primary objective of the Workforce Development Program is to assist individuals in their efforts toward employment, job retention, and career advancement.

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.

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 6:30 p.m to 8:00 p.m
- Provides an open environment for women to express and share ideas to promote positive living

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

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. To obtain enrollment information call (202) 842-2810 or 1(866) 842-2810 (toll free).

COMMUNITY RESOURCES cont'd

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
Call to Make an Appointment
Phone: (202) 715-7670
Fax: (202) 715-7672
Web Site: <http://www.oeca.dc.gov>

COMMUNITY RESOURCES cont'd

Virginia Department of Health and Human Services:

www.hhr.gov

(703) 838-0710

Alexandria Department of Health:

www.alexandriava.gov

(703) 838-4400

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

www.dhmf.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 July 1, 2007, if you have been convicted of a felony and have completed serving a court-ordered sentence of imprisonment, including any term of parole, probation or supervised release for the conviction, you are eligible to register to vote. 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.

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

(800) 341-2582 (toll-free)

(202) 628-1200 (local)

(202) 824-2423 (fax)

E-mail: 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. 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. 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'
- In the 'Comment' section, briefly report your condition
- 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

District of Columbia

- About Probation
- Presentence/Investigations
- Supervision
- Programs & Services
- Human Resources
- Contact Us

Emergency Contact

Fill out your information below:

First Name:	<input type="text" value="John"/>	←
Last Name:	<input type="text" value="Doe"/>	←
Phone:	<input type="text" value="111-222-3333"/>	←
Email Address:	<input type="text" value="John_doe@gmail.com"/>	←
Address:	<input type="text" value="123 Abc St. Washington, DC"/>	←
Probation Officer:	<input type="text" value="Frederick Albert"/>	←
Comment:	<input type="text" value="I am home, safe"/>	←
	<input type="button" value="Submit"/>	

Probation Officer Telephone Directory

Name/E-mail Address	Office/Fax Number	Cellular Number
ALBERT, Frederick, Senior Probation Officer – Sex Offender Treatment Specialist Frederick_Albert@dcp.uscourts.gov	202-565-1386	202-731-8251
BOLTON, Steve, Senior Probation Officer – Safety Officer Specialist Steve_Bolton@dcp.uscourts.gov	202-565-1320	202-870-0962
BOONE, Tanya, Probation Officer Tanya_Boone@dcp.uscourts.gov	202-565-1427	202-731-8263
BOYD, Patricia Senior Probation Officer – Financial/Contracting Specialist Patricia_Boyd@dcp.uscourts.gov	202-565-1392	202-731-8260
BRANDON, Sherry, Probation Officer Sherry_Brandon@dcp.uscourts.gov	202-565-1327	202-870-0960
CHESTER, Megan, Probation Officer Megan_Chester@dcp.uscourts.gov	202-565-1448	202-280-8022
DAVIS, Lisa, Probation Officer Lisa_Davis@dcp.uscourts.gov	202-565-1346	202-870-0930
DICK, Kevin, Probation Officer Kevin_Dick@dcp.uscourts.gov	202-565-1462	202-870-0968
FUNCHES, Stacy, Probation Officer Stacy_Funches@dcp.uscourts.gov	202-565-1370	202-870-0953
GLOVER, Monica, Stacy, Probation Officer Monica_Glover@dcp.uscourts.gov	202-565-1384	202-570-5646
GOLDER, Kimberly, Deputy Chief Probation Officer Kimberly_Golder@dcp.uscourts.gov	202-565-1446	202-763-3016
GREEN, Chandra, Probation Officer Chandra_Green@dcp.uscourts.gov	202-565-1411	202-870-0952
HAGAR, Gennine, Chief Probation Officer Gennine_Hagar@dcp.uscourts.gov	202-565-1336	301-325-1906

Probation Officer Telephone Directory

Name/E-mail Address	Office/Fax Number	Cellular Number
HUGHES, Darryl, Supervisory Probation Officer Darryl_Hughes@dcp.uscourts.gov	202-565-1328	202-365-9445
JOHNSON, Pasquinucci, Probation Officer – Workforce Development Coordinator Pasquinucci_Johnson@dcp.uscourts.gov	202-565-1413	202-870-0944
KRAEMER-SOARES, Kelly, Probation Officer Kelly_Kraemer-Soares@dcp.uscourts.gov	202-565-1353	202-870-0947
LOSCH, Tennille, Probation Officer Tennille_Losch@dcp.uscourts.gov	202-565-1385	202-870-0946
LUSTIG, Crystal, Probation Officer Crystal_Lustig@dcp.uscourts.gov	202-565-1425	202-870-0971
McCOY, Shari, Deputy Chief Probation Officer Shari_McCoy@dcp.uscourts.gov	202-565-1352	202-256-8657
McGILL, Kathie, Senior Probation Officer – Sentencing Guideline Specialist Kathie_McGill@dcp.uscourts.gov	202-565-1421	202-731-8255
MOSES-GREGORY, Renee, Probation Officer Renee_Moses-Gregory@dcp.uscourts.gov	202-565-1348	202-731-8257
RHODES, Sondra, Senior Probation Officer – Custody and Corrections Specialist Sondra_Rhodes@dcp.uscourts.gov	202-565-1349	202-870-0937
RODRIGUEZ-FELEKE, Damaris, Senior Probation Officer – Mental Health Specialist Damaris_Rodriguez-Feleke@dcp.uscourts.gov	202-565-1360	202-870-0964
SHAFFER, Brian, Supervisory Probation Officer Brian_Shaffer@dcp.uscourts.gov	202-565-1338	202-870-0943
SOLARIN, Chase, Probation Officer Chase_Solarian@dcp.uscourts.gov	202-565-1325	202-280-8121

Probation Officer Telephone Directory

Name/E-mail Address	Office/Fax Number	Cellular Number
STEVENS-PANZER, Deborah, Supervisory Probation Officer Deborah_Stevens-Panzer@dcp.uscourts.gov	202-565-1422	202-870-0941
SUBER, Shawn, Supervisory Probation Officer Shawn_Suber@dcp.uscourts.gov	202-565-1333	202-731-8252
THOMAS, Danny, Senior Probation Officer – Location Monitoring Specialist Danny_Thomas@dcp.uscourts.gov	202-565-1374	202-439-5620
WILLETT, Kelli, Probation Officer Kelli_Willett@dcp.uscourts.gov	202-565-1357	202-870-0955
WILSON, Andre, Senior Probation Officer – Drug Treatment Specialist Andre_Wilson@dcp.uscourts.gov	202-565-1428	202-731-8250