



D.C. PRETRIAL SERVICES AGENCY
WASHINGTON, DC 20004-2903

THE ADVOCATE

**COMMUNITY
ACCOUNTABILITY
JUSTICE**

April/May 2003

From the Director by Susan W. Shaffer



I am looking forward very much to our training days at the end of the first week in May, and as I look at the agenda, I find myself not knowing how to choose what to attend, since everything looks so interesting. I may have to move around during sessions, pretending I can be everywhere at once! Kudos to the Training Department for putting it all together for us, and to all those who are presenting and those who will be assisting the Training Committee with logistics on May 8-9.

Peter [Krauthamer] and I also look forward to talking with you on May 9 about the Performance Management Project and the solutions for improving our performance management system that have been generated with your help. We are grateful to all of you for participating in multiple surveys, to many of you who attended focus groups and provided very useful comments, to Brenda Greene for managing the first fact-finding phase of the project, and to Faye Redding for managing the second solutions phase. Our consultant, T Dutton, has also been an indispensable resource throughout the projects.

My report to you will be posted on the PSA Infoweb by the time you read this, and I urge you to review it as soon as you can so we can talk about it together on May 9. One of the things we are instituting, to begin with the first meeting on June 3, is a Director's Staff Communications Advisory Committee, which will include line staff participants from every unit/team in the Agency. We had discussed doing this over a year ago with an election process that cut across units, but my sense is that many people felt that was too cumbersome, and as a result it did not generate much interest. I would like to try to do it differently this time, leaving it up to the line staff in each unit to determine how to select a representative to attend. (A unit/team is an entity that has its own supervisor.) My vision of this is that the representative would come to monthly meetings with me and Peter, prepared to speak on behalf of the unit about any issues effecting workforce morale, including employee recognition opportunities. The Committee would advise us on issues such as how to develop peer recognition awards, and would provide an opportunity to exchange information on issues effecting morale in

the Agency. If issues are raised that require the consideration of Agency managers, we will refer the issues to them and ensure that the appropriate persons respond, either through me and Peter back to the Committee members or directly through avenues such as the *Advocate*. We have no objection to more than one person representing a unit, but it is up to the supervisor as to whether more than one person at a time can be "spared" from the unit to attend the monthly meeting. If there is a lot of interest in this, you may want to take turns representing your unit every few months, or have backups who can cover for each other. There is no other requirement other than to be committed to getting a sense from your peers of the issues that need to be addressed, and, of course, what steps have already been taken to address any issues that are raised. As you can imagine, we would ordinarily expect that issues are first raised with supervisors so they can have an opportunity to solve problems before they come to our attention.

I am also instituting a Director's Quarterly Meeting, to

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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.

commence July 1, for all managers, supervisors, line staff who are involved in the Director's Staff Communications Advisory Committee, and any other line staff who are interested and who can be spared from their units by their supervisor. This meeting will provide an opportunity for the Director's Office and each Office Director and/or his or her designee to talk about what we have accomplished in the previous quarter (accomplishments and performance data) and our goals and objectives for the following quarter. I hope it will become a vehicle for improved communication throughout the Agency, so we can all recognize the enormous amount of work that is going on in every unit and be "up-to-date" on changes coming down the road. It may also prove to be an opportunity for public recognition of those who have been responsible for particular accomplishments during that quarter.



The first meeting of the Director's Staff Communications Advisory Committee is set from 10-11 am on Tuesday, June 3 in the 9th floor Drug Court Group Room at 633 Indiana Avenue. Peter and I will donate the coffee and donuts, and we hope to repeatedly see you on the first Tuesday of every month. Every fourth month this meeting will be replaced by the Director's Quarterly meeting, starting Tuesday, July 1, from 10 am to noon, in the Drug Court Group Room. I would appreciate receiving email notification by May 23 of the names of line staff from each unit who will be attending the Communications Advisory Committee meeting. We can talk more about all this on May 9, and I appreciate your suggestions any time.

Thank you.

Deputy's Digest by Peter A. Krauthamer

In the spirit of Training Week, here is a refresher on how we (PSOs) should handle subpoenas served by either defense or prosecutors in a criminal case either in Superior or District Court: The relevant portion of our statute, 23 D.C. Code §1303(d) states that “any information contained in the agency’s files, presented in its report, or divulged during the course of any hearing shall not be admissible on the issue of guilt in any judicial proceeding, but such information may be used...in perjury proceedings, and for the purposes of impeachment in any subsequent proceeding”. It has never been definitively decided whether the list of appropriate purposes in 23 D.C. Code §1303 (d) is exhaustive or merely illustrative of the types of proceedings where pretrial information would be allowed. Probation revocation proceedings, for instance, are not considered an adjudication of guilt, nor are sentencing, so some judges have allowed pretrial information, such as drug test results, to be admitted in those proceedings. It is up to the judge, of course, to decide how narrowly or broadly to interpret the statutory language.

The government or defense issues most subpoenas served on PSA because they want to use our information for impeachment purposes. “Impeachment purposes” means the attorney anticipates contradicting the witness’ testimony with statements made to Pretrial by that witness. First, tell your supervisor, and then (s)he can call me, or have the subpoena delivered to me; faxes are acceptable at 220-5618. Second, never provide the information sought to either party. All subpoenaed information should be turned over to the judge for evaluation of certain specific legal issues, namely whether the subpoenaed information is relevant, material, and meets the legal predicate for admission. These are judicial decisions and none of us at Pretrial have the authority to make such decisions. Third, remember to always complete a subpoena tracking form. If you still are not clear, give me a call or send me an e-mail.

For once, the District of Columbia is experiencing a real Spring -- cool weather for more than a week before the oppressive heat and humidity



moves in and remains until early September. And Spring would be nothing without baseball/softball. This Spring is particularly special as PSA fields a softball team of All Stars. Kudos to Brant Powell, player-manager, who took the initiative in organizing the team and will be joined by Charles Hanik, Mark Davis-McCrary, Julian Doyle, Stephen Crabtree, Demond Tigs, Rufus Felder, John Lucas, Tarya Lewis, Eric Olson, Thomas McGriff, and Christopher Talley. Games will be played every Wednesday at 7:00 p.m., beginning May 7th and ending on July 23rd, at West Potomac Park. So come out and cheer the PSA All Stars—that is the team’s official name—and help them live up to their name.

When the weather is good and hot, PSA offers a summer social event, the PSA Annual Family and Friends Day, which this year will be hosted at Six Flags in Mitchelville, MD on Sunday, June 29th. Our own Tracie Wilson has once again stepped up to the plate and organized this event, which promises to be fun and fulfilling as it will be accompanied by a four-hour All-You-Can-Eat Buffet. For further information see the flyers that have been emailed to you and that will be posted everywhere. This is a staff and family event and my children are already looking forward to running wild in the Amusement Park and cooling off in the Water Park.

On a more serious note, I want to briefly spotlight the accomplishments of Jerome Robinson, formerly Director of the Forensic Toxicology Drug Testing Laboratory (FTDTL) and currently the Director of Forensic Research. If you are relatively new to PSA, you may not know that Jerome has been with the Agency for approximately 14 years, and was one of the chief architects who modernized and updated

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FYI
by Janice Bergin
Operations Director

“People first.”

I would like to introduce a motto for the Office of Operations - an expression of the ideal that we will put “People first” in carrying out our mission. The vitality of the motto, “People first,” presents stunning potential and significance for the kind of work we do. Too often, and usually, unwittingly, people use labels when talking about others. In our business, for instance, we talk about clients in terms of defendants, drug addicts, and the mentally ill. Even the term “client” bears certain connotations. No harm is intended by these descriptions. But, on second thought, thinking of someone in certain terms – “drug addict” for instance – conjures up a host of negativisms. Replace the term drug addict and simply think about the authentic person. Putting the person first in your thoughts presents a different meaning, suggests a different approach. Likewise, with all the paperwork we have to do, from bail reports to release orders to violation reports, think about the people behind them. We can extend the motto in other ways. Think “People first” when it comes to your co-workers and the stakeholders we serve. Think of the public as people who come to our offices lost, confused and feeling abused by a system that doesn’t always think about the “people” part of their business. I’m not suggesting we abandon our current terminology. But, in practice, place the human person in front of the label. “People first” actualizes the dignity and respect we all want to receive.

I can only wish I was the one who came up with the original notion of “People first.” Actually, I learned

about it at the Aubrey Robinson, Jr. Third Annual Conference sponsored by the D.C. Department of Mental Health. One of the speakers, Charles Currie, Administrator, Substance Abuse and Mental Health Administration (SAMSHA), created the idea. In his speech, Mr. Currie talked about people - you, me, mental health patients – all of us want to be treated as people first. When asked what they need to live a “normal” life, Mr. Currie explained, people identified three things: a job, a home and “a day in the weekend.” A job gives one status, prestige, security, sustenance, pride; a home gives just as much along with warmth and safety; and a day in the weekend is time spent living life with friends, family, and community. Needless to say, I was inspired. During a break, I approached Mr. Currie and described to him the work of PSA. I also told him that “People first” epitomizes what so many of our employees already do and I want to make it a living motto for the Office of Operations. Mr. Currie had four words for me, “Do it! Do it!” Please, let’s do it! In our jobs, it’s easy to find people who need our understanding and acknowledgement. “People first” affirms humanity’s dignity, resiliency, compassion and spirit of giving.

Upcoming events

As usual there are a number of new and challenging experiences occurring at PSA, and we are preparing to undergo another phase of changes in the structure of the Office of Operations. One major change is the establishment of a new branch, the Community Justice Resources Branch. A second change we’re about to undertake is retooling parts of the Court Services

Branch. Read on to find out about what’s to come:

The DC criminal justice community has struggled, not unlike any other community, with the issue of people in need of mental health treatment. Our first major attempt at dealing with this problem was the development of the *Options* program in collaboration with the Public Defender Service, the Department of Mental Health (DMH), and Superior Court. Teresa Grant, our *Options* case manager, has leaped over tremendous hurdles to establish the program and make it work for the program participants. A byproduct of her outstanding work has been the reinforcement of PSA’s reputation as an exemplary agency. In her work, Teresa also brought home the critical need for treatment of defendants with co-occurring illnesses. That is, clients dually diagnosed with mental health and substance abuse problems. Coincident with all of this, the DMH invited PSA to training for treating people with co-occurring illnesses. In fact, Staci Burrough has taken on the task of training as a trainer with DMH on this particular subject. Staci’s training will be of great value to PSA as we meet the challenge of launching the Specialized Supervision Unit, which will be charged with supervising defendants with mental health problems or co-occurring illnesses. Development of the new unit, led by Policy and Program Development Manager Terrence Walton, is taking place right now. In fact, Terrence is presenting the program vision to Marty Knisely, the Director of DMH, early in May. We’ll really start to

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see the Specialized Supervision Unit take shape after a new position, the Community Justice Resources Branch Manager, is hired.

The Community Justice Resources Branch has its origins in the Day Reporting Center. We received funding this fiscal year to create the center, which will also be PSA's first step into the community. However, we changed the name to mean something more than a place to report, and we are working from Claire Johnson, her committee, and Dan Taylor's groundwork for providing supervision services in the community. The vision for this Branch is to become more interactive with the community – not just with our presence but in what we do. In the beginning, the Branch will be comprised of the Social Services and Specialized Supervision Units. Further decisions about its make-up will be determined by the Agency's ability to obtain space in the community. CSOSA has been working hard at getting space around the 6D area. But, until we know what our space options are, we will gradually move ourselves into the community in other ways.

SSU, following Sheila Cherry's lead as the former Drug Court Community Treatment Specialist, started reaching out to the community by identifying "tons" of social service resources for our clients. Besides all the assessments they conduct, SSU has the endless task of keeping our social services repository up-to-date. Tanya McNair is busy working on community service options for clients referred by Sioban Castor and Tiffany Manley from the 6D Community Court (to expand to 7D on June 2). The Treatment and Supervision Branches are collaborating on making referrals for early intervention clients, i.e., assessed clients who don't reach the level of needing outpatient treatment, to drug education sessions in the community. We are also looking into sending treatment vendors to halfway houses, and the Heightened Supervision Program plans to pilot off-site intervention/treatment sessions for high-risk defendants without telephones and possibly for clients who present a risk to appear but are not so much a safety risk.

While all this planning is going on in the Treatment, Supervision, and soon-to-be Community Justice Resources Branches, you also can expect to see

some changes in the Court Services Branch. A major change to take place is Dave Gilchrist's new appointment as Special Assistant to the Court Services Branch Manager. Dave arrived at PSA in October 1987, and he has served as supervisor of the FTA Unit since December 1995. Despite his personal challenges over the past few years, Dave's unparalleled patience, drive, and fervent commitment to PSA have kept FTA on its toes. Now Dave will be moving to new horizons assisting Court Services with an array of responsibilities. Mike Kainu and Demond Tigs (a/k/a D) will continue to share supervision responsibilities but with more defined teams. Mike will supervise business conducted in room C-301, including FTA, traffic and DC cases, and other court services duties. D will take full charge of C-225. The intent of this restructuring is to clearly define supervisory roles and distinctions among team functions.



I cannot give precise dates for all of these changes because "all the balls are still up in the air" in our planning processes. We approximate launching the Specialized Supervision Unit mid-July and likewise for Court Services.

Other initiatives taking place right now include Mike Williams, Michelle Amos, and Patty Sucato's reworking of high risk supervision services. We can look forward to the debut of the new Intensive and Heightened Supervision Programs around mid-June. PRISM 2.0 continues to move along as we enter into the first phase of development of this humongous project this month. As part of the first phase, a new interface for the Court Information System (CIS) will be built. We're looking forward to the new interface cutting down on the endless amount of work the Information Support Services staff must do every day to make sure all the court activities on a given day get into ABA DABA (and soon PRISM) as quickly as possible. Under the leadership of Policy and Program Development Manger Brian Rybicki, Antoinette Williams, Rashida Mims, and Kristin Kainu have undertaken the huge project of reconciling look-up lists in PRISM. Their work will finally bring uniformity and consistency to documentation processes in PRISM and, ultimately, take statistics away from case managers. Now, that's the best thing I've heard all day...



The Training Buzz

**A Line From Laura [DeVol]
Director, Office of Training and Career Development**

The First Annual Substance Abuse Treatment Training Program

In October, 2001, a small and dedicated group of Agency employees began the laborious task of developing what has come to be known as the PSA Substance Abuse Treatment Training Program. There has long been the need to educate our employees on how to effectively work with defendants who have substance abuse issues. The “project” started off with two committees, the curriculum committee and the program committee. Several months later, the curriculum committee had reached its objectives so we became one overall program committee. After months of research, procuring an educational providership license, interviewing countless subject matter experts and what seemed like endless meetings, we launched the very first training module around January 2002 with 16 full-program participants.

On April 16, 2003, we celebrated those 16 participants who completed the program and thanked all of those people who made it possible. While the program is in its second year, I would like to mention the people who were involved in the very beginning and without whose help, the program would not have been possible. They are: Charles Windley (Committee Chairperson), Terrence Walton, Dan Taylor, Linda Buckmon, Dr. Renee Madden, Teresa Grant, Sheila Cherry, Chandra Colvin-Foster, Malaika Mayberry, Staci Burrough and Nicole Washington-Green.

Perhaps one of the truly unique things about this program, is that it would not have been possible without the instructors who **volunteered** to teach classes so that participants would get the training they needed to enhance their knowledge and skills of substance abuse treatment and fulfill the educational requirements for becoming a substance abuse treatment professional. The instructors were: Linda Buckmon, Teresa Grant, Dr. Renee Madden, Trudy Mitchell-Gilkey, Dan Taylor, Terrence Walton and Charles Windley.

Not only did we have people volunteer their time to instruct, but we also had people volunteer to serve as clinical supervisors for those participants working on their supervision hours. A special thanks goes to them — Charles Windley, Terrence Walton, Linda Buckmon, Rufus Felder and Dr. Gwen Fox.

Now let’s get to the graduates! The following people participated in all twelve training modules of the Substance Abuse Treatment Training Program: Rita Adu, Joyce Corley, Orlando Gholson, Michael Lopez, Timothy Myles, Leroy Rollins, Pamela Thomas, Michele Yemc, Tracey Carson, Franklin Dunn, Angela Leonard, Teena Miller, Glenda Flowers, Andre Sidbury, Renee Toye and George Zouzoulas. To the graduates, I say “Job Well Done;” to their supervisors, I say “Thank you for supporting their development and I hope you are already seeing a ‘return on investment.’”

All of the above accomplishments were recognized at a wonderful ceremony on April 16, 2003, which was organized by Staci Burrough with the help of Norma Scott. Thanks Staci and Norma! The guest speaker was Brenda Samuel, President of the Professional Alcohol & Drug Counselors DC Certification Board. Ms. Samuel gave a moving speech about the significance of what the participants have accomplished. She talked about how the concept of change surrounds the field of substance abuse treatment and offered the following thoughts of what change stands for:

Commitment – to the people you serve.

Honesty – “You have to be honest in your words and deeds.”

Accountability – “You have to be accountable for your behavior and actions.”

Nonjudgmental – “Do not judge unless you have all the facts.”

Growth – “Make sure you are always growing with new knowledge and skill.”

Expectations – “Do you communicate clearly to the clients you serve?”

All of her words made perfect sense and as I sat and watched everyone shaking their heads in agreement to what Ms. Samuel said, I thought to myself, “What a great accomplishment.” As one of the people who has been involved in the project from the beginning, I take great pride in seeing what it has become and thank all of those who had the vision and unwavering dedication to make it happen. As we have been so many times before, we are on the cutting edge. As Ms. Samuel said, “In 2017, where do you think this field will be? Think about it!” Do you want to make a difference?

Substance Abuse Treatment Training Program
Graduation Ceremony
April 16, 2003



Left to right — Susan W. Shaffer, Director, PSA; Laura DeVol, Director, Training and Career Development, PSA; Charles Windley, SATTP Committee Chairperson; and Brenda Samuel, President, Professional Alcohol & Drug Counselors DC Certification Board



SATTP Instructors —
Left to right: — Dan Taylor, Linda Buckmon, Charles Windley, Dr. Renee Madden, Terrence Walton
*Instructors Not Pictured—*Teresa Grant, Trudy Mitchell-gilkey



SATTP Graduates — Class of 2003
*Front row left to right—*Teena Miller, Glenda Flowers, Joyce Corley, Pamela Thomas, Renee Toye, Michelle Yemc, Leroy Rollins
*Back row left to right—*Andre Sidbury, Angela Leonard, Orlando Gholson, Tracey Carson, Rita Adu, Timothy Myles, Franklin Dunn
Graduates Not Pictured - Michael Lopez, George Zouzoulas

All Those Surveys and What Happens to Them

by Norma Scott

Human Resources Specialist, Training and Career Development



It's another Monday morning! You have an unbelievable pile of work on your desk; the Metro had delays; you're going through your e-mails and discover you've been assigned to yet another working group! And then, there it is, another SURVEY! Your first reaction is, "All these surveys! There was the Supervisory Training Survey, the Annual Training Needs Assessment Survey, the Performance Management System Survey! Don't these people know how much work I have to do?" Yes, leadership does know how hard you work and that's what the surveys are all about, it is leadership wanting to know more about YOU! Do our managers have the resources and training they need to manage? Do you have the tools you need to maximize your effectiveness? What forms of recognition give you the most satisfaction? Does PSA provide for an optimal workplace that enables your success? How can we improve on our workplace?

You minimize this Monday morning's survey and work through your other e-mail thinking, "What happens to all these surveys after I fill them out, anyway?"

Well, lots actually!

The Supervisory Training needs survey gave the Office of Training and Career Development critical input that resulted in our Supervisory Development Program. Unveiled to the Senior Executive Committee on April 3, 2003, the contents of this program were profoundly enhanced by the input of Agency supervisors with first-hand knowledge of what a supervisor needs to know to be successful.

Your participation in our Annual Training Needs Assessment Survey (an OPM requirement for Federal agencies) was critical to the Office of Training and Career Development's planning process for Fiscal Year 2003. Based on your survey responses, we brought in Change Management and are currently coordinating to have Stress Management, Time Management, Customer Service, and Teambuilding training brought in, all in response to your identification of a training need! (To see the results of the Annual Training Needs Assessment Survey, go to the Training page on the Intranet, Annual Training Needs Assessment Results.)

The ongoing Performance Management project is another initiative inspired by leadership's desire to fairly and appropriately appraise performance and recognize excellence! The Performance Management Survey provided the basic data to launch this project!

So, all those surveys have a purpose! Surveys properly used show the Agency where it is at and shape leadership's vision of our destination. Filling out a survey is an opportunity for us, as employees, to make a difference and let our voice be heard!



Southwest Airlines - Yeah, I'd Work for Them

by Scott Hopkins
Training Officer

Scott Hopkins

If you have ever flown Southwest Airlines (SWA), you may have noticed that their flight attendants and pilots seem to have much more fun than those from other airlines. Why do you suppose that is? What are they trying to accomplish by acting silly in front of plane loads of people? And why is this flight attendant sitting next to the man in front of me talking about how bad of a headache she had on New Years' Day?

I have asked myself these questions many times while languishing on the BWI to Providence leg and back, and I've only just recently learned the answers. Let me explain:

I've just finished reading a book called 'First, Break All the Rules'. This book talks about how the best managers in the world have become great managers. It tells how these managers try to motivate and retain their employees, build on each person's unique strengths rather than trying to fix their weaknesses, and how they find the right "fit" for each person in a company. SWA pops up a couple of times in this book as one of those companies following those principles already.

Last June, I attended a large training conference in New Orleans. One of the sessions was called, 'Developing Leaders Who Make a Difference', coincidentally taught by SWA employee Rita Bailey. In a nutshell, the session taught SWA's concept of 'leading from the heart' and how it has had a direct correlation to employee retention, productivity, and job satisfaction.

So what's the point of this article? The point is that SWA realized long ago that in order to keep employees happy and maintain a high customer service rating, you have to have a little bit of fun. Other companies can learn from that concept. If you are a manager, it is important to let your employees have a bit of fun because it will increase their effectiveness.

In New Orleans, Rita Bailey provided a list of SWA CEO Herb Kelleher's leadership principles:

- Keep it simple and fun;
- Be 'other' oriented (don't just think about what you want; think about what other people want);
- Want the RESPONSIBILITY of a leader, not just the title (or the money);
- Small things are very important (like letting people sit wherever they want on the plane);
- Be interested in AND like people;
- Don't be afraid to say: "I don't know", "I messed up", or "please help me";
- Learn from EVERYONE;
- Respect the worth of every job (don't just assume that because you would never want a particular job doesn't mean it's not a perfect job for someone else);
- Write your own obituary – how will you be remembered?;
- Maintain meticulous attention to detail;
- HAVE A SENSE OF HUMOR;
- Have an open door policy;
- Push decisions down – let your staff make important decisions too;
- Be a good follower;
- Rules are means, not an end;
- Have patience and forbearance.

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As you can see, there are certain themes that run throughout these principles: fun, humor, respect, thinking about others, learning from others and from your mistakes. While safety is SWA's number one priority, the flight attendants manage to have fun with their safety lectures by using such phrases as "Stop screaming long enough to put the oxygen mask on your face".

'First, Break All The Rules' says SWA's CEO Herb Kelleher instinctively empathizes with air travelers. He knows that he will never be able to remove the fear and frustration of flying, so he encourages every one of his employees to make the flying experience as much fun as possible; hence the jokes, the games, and the unusual amount of attention sometimes lavished on the passengers.

So, as the SWA employees have fun, and as I advised the flight attendant to "take an Aleve, that'll help your headache", suddenly the flight isn't so bad. The next thing I know we're touching down at T.F. Green Airport and I haven't thought for a second about how much I can't stand the fetid air on airplanes and how much I wish I were in my car with the stereo cranked.

So I guess SWA does it right. Their employees seem to genuinely like their jobs; they continue to provide cheap, safe flights and excellent customer service; and customers seem to enjoy flying.

So, what can we do to be more like Southwest?

Deputy's Digest—Continued from page 3...

the PSA Laboratory to its present state. Recently, Jerome lectured in Maine, Michigan and in the District of Columbia. He is a regular lecturer on the national scene at both state and national Drug Court conferences and seminars, which is a testament to his knowledge, experience, and the respect he holds in this field. Jerome brings to the Agency not only a vast field of knowledge but also a desire and a capability to enhance what we do. I will only highlight a couple of his many current projects: research and method development for Opiates to be used by the FTDTL, and compilation of a 600 plus drug cross-reactivity list, which assists the Lab in identifying what drugs cross react for immunoassay test. Jerome's skills extend well beyond the scientific: he is an accomplished computer expert who has recently developed a computerized sample tracking system; and he is collaborating with the George Washington University Forensic Science Department in establishing a graduate internship program for the FTDTL. Keep up the good work, Jerome!



Jerome Robinson



Court Leave
by Romeyn Rowison
Sr. Human Resources Specialist

There may be occasion for you to be summoned to serve jury duty ... or as a witness in a trial. Let's take a look at the specific effects these have on your Federal employment. Following is what the Office of Personnel Management (OPM) has to say about the subject:

Court Leave

An employee is entitled to paid time off without charge to leave for service as a juror or witness. An employee is responsible for informing his or her supervisor if he or she is excused from jury or witness service for 1 day or more or for a substantial part of a day. To avoid undue hardship, an agency may adjust the schedule of an employee who works nights or weekends and is called to jury duty. Citizens are normally called to jury duty for a one or two week period. In some locations, they are assigned a number and are advised to call in daily to see if they are required to report each day of the summoned period of duty. If an individual is not required to report on any individual day, they are required to report for duty at work, if that is a scheduled day of work for them. They **do not** get a day off charged to court leave if they do not report for jury duty. The employee would be charged annual leave, sick leave, or leave without pay, as appropriate.

Jury Duty

An employee who is summoned to serve as a juror in a judicial proceeding is entitled to court leave.

Witnesses

An employee who is summoned as a witness in a judicial proceeding in which the Federal, State, or local government is a party is entitled to court leave.

Official Duty

An employee who is summoned as a witness in an official capacity on behalf of the Federal Government is on official duty, not court leave.

Fees/Expenses

Employees must reimburse to their agency fees paid for service as a juror or witness. However, most jurisdictions have crafted statutes to allow reimbursement for expenses, which you may keep. Read your paperwork; if it states you are being paid a fee you must turn it in, if it states you are being reimbursed for expenses, e.g., transportation, you may keep it.

References

- 5 U.S.C. 6322, 5537, and 5515
- Comptroller General opinions:
 - 26 Comp. Gen. 413 (1946)--return to work site
 - 38 Comp. Gen. 142 (1958)--official duty status
 - 52 Comp. Gen. 325 (1972)--private party suit
 - B-214863 (07/23/84)--fees

It's always best to turn in a copy of any paperwork you receive to your supervisor as documentation. I hope that this information has been informative and proactive. If I can answer any of your questions please call me on 220-5678 or e-mail me. Thanks ...

Buprenorphine - A new drug for the treatment of heroin dependence



by Richard Taylor, Ph.D.
Technical Director, FTDTL

Richard Taylor

The Drug Addiction Treatment Act of 2000 (DATA 2000) expanded the options for the medication-assisted treatment of opiate addiction. Specially qualified physicians, there are six registered in the District, are allowed to dispense and prescribe certain narcotic medications for the treatment of opiate addiction. Before DATA 2000 medication-assisted treatment was limited to the dispensing of methadone and less commonly LAAM solely through clinics established under the Opioid Treatment Program (42 CFR Part 8). In 2002, the narcotic buprenorphine (Suboxone®) received FDA approval for the treatment of opioid dependence and in early 2003 shipments to pharmacies began. Low doses enable addicts to discontinue using heroin without experiencing serious withdrawal symptoms. PSA may begin to see defendants treated with buprenorphine for opiate addiction. Like methadone, treatment will be for an extended period of time and perhaps indefinitely. "Methadone" clinics cannot prescribe buprenorphine but this may change in the future.

Buprenorphine produces typical opiate effects such as euphoria and respiratory depression but these effects quickly plateau with higher doses. This ceiling on the euphoric effects limits this drug's abuse potential and lowers the risk of dangerous side effects making it safer for use in outpatient settings. Buprenorphine is available in tablet form, keeping with the desire to have a treatment modality that can be conducted in the office or home setting. Buprenorphine is prescribed as Suboxone®, which also contains the powerful opiate antagonist naloxone. Naloxone is poorly absorbed when Suboxone® is taken as directed and its antago-

nistic effects are minimal. Naloxone will block the action of the buprenorphine and precipitate some unpleasant withdrawal effects if a heroin addict makes an injectable solution from one of these tablets to get high.

There are anecdotal reports, mostly from Europe, of coma and death associated with intravenous misuse of buprenorphine and benzodiazepines (Valium®).

Clinical studies showed that buprenorphine's effects last up to 48 hours after administration. This is much longer than heroin's 2-4 hours. The liver is the principle metabolic site for this drug. Clinical studies indicate that liver disease will slow down buprenorphine's clearance. Also, several HIV protease inhibitors, some antifungal agents, and antibiotics like erythromycin were shown to slow down the metabolism of buprenorphine. Significant amounts of this drug and its metabolites were found in the urine during clinical trials. Renal (kidney) disease had no effect on elimination.

Since it is an opiate, Buprenorphine likely will give a positive response with our opiate assay. Unfortunately, there is no experimental data available on how frequent this may be. Likewise, we do not know how long we may detect it using our screening methods, but in clinical studies the drug was detected for several days after administration. Liver disease and some drugs may prolong the detection period. We don't have a confirmation test for buprenorphine but the Lab's confirmation test can identify illegal opiate use even with buprenorphine treatment. Please consult with the Lab if you have a defendant on this medication.

Office of Finance and Administration Updates

Facilities

The Agency has received four new vehicles and we are asking everyone to take extra precautions while utilizing these vehicles. Each employee utilizing these vehicles shall familiarize himself or herself with the policy and procedures as outlined in the PSA Vehicle Policies and Procedures manual. Each individual using these vehicles must complete a Vehicle Transaction Form and obtain approval from their appropriate supervisor prior to taking possession of a vehicle. This form and the policy that provides guidance to employees on the use and safeguarding of Agency vehicles is located on the intranet at <http://infoweb/intranetFA/facilities/PolicyVehicle.pdf>

We will need everyone's effort to ensure that these new vehicles remain in excellent working condition and impeccable appearance. We would also ask that everyone do his or her part in ensuring that the policy and procedures outlined in the PSA Government Owned Vehicle policy are closely adhered to. Some of the major procedures that each operator should pay close attention to are:



- Inspect the interior and exterior of the vehicle prior to taking possession;
- Properly fill out the Vehicle Transaction Form (VTF) that accompanies each vehicle;
- Adhere to the safety and cleanliness of the vehicles;
- Familiarization of Traffic Laws and Fines;
- Proper procedures for accident reporting; and
- Liability for damage or injury to third party.

Other procedures and guidance are outlined in the PSA Vehicle Policies and Procedures manual. For more information on the proper procedures for reserving a vehicle and the proper procedures and rules governing the use of agency vehicles can be found on the PSA intranet.

D.C. Pretrial Services Agency vehicles are available for authorized employees to use for official business. Employees shall not use Agency vehicles to conduct personal business. This includes social purposes not related to Government business, such as to attend luncheons, dinner, and non-Agency sponsored social events. If you have any questions that we did not address at this time, please contact Al Miller at 5508 or Rebecca Bythewood at 5670.

HAPPY MOTORING!

Accounting

Your Government Travel Card is a valuable and simple means to manage your travel expenses. Along with the numerous benefits of having this card, there are certain responsibilities. In addition to the Agency's travel policy here are some guidelines you should follow:

1. Prepare a travel authorization before going on official government travel. (Cost & No-cost Travel Authorizations)
2. Make sure that the travel authorization includes provisions for all allowable costs.
3. Make arrangements by using Omega World Travel, the Travel Management Center.
4. Verify that arrangements are correct *before* traveling.
5. Verify that the hotel rates are within the per diem rate.

Continued on following page...

6. Have your travel authorization signed by your supervisor/manager and routed for other necessary approvals before submitting it to Finance and Administration.
7. Adhere to the “prudent person rule” while on travel status. Employees traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would if traveling on personal business.
8. Track your expenses while on travel so you have accurate information for filing your travel claim.
9. File the travel claim within 5 days after you complete your trip.
10. Provide original receipts for common carrier (airline, bus, and train), lodging, rental car and anything over \$75.00.
11. Assure that reservations are canceled if the trip is canceled to avoid fees and charges.
12. Submit your Bank One payment in *full* for each monthly bill. The Government Travel Card is in your name and liability for payment is your responsibility. Do not allow your monthly bill to become overdue.
13. Follow your bank’s dispute process for charges that are incorrect.
14. Contact your bank’s customer service number if you have questions about your monthly bill.
15. Remember your Government Travel Card is not for personal use.
16. Be aware that misuse of the card could result in disciplinary actions by the Agency.

If you have any questions that we did not address at this time, please contact Alma Bell-Billups at 5668 or Donna Jones at 5641. **HAPPY TRAVELS!**



CSOSA's 2nd Annual Conference for National Administrative Professionals Week

by Annette Bryant

Receptionist, Office of the Director



I had the privilege to attend the Court Services and Offender Supervision Agency's 2nd Annual Conference for National Administrative Professionals Week. The theme for the conference was "The Changing Role of the Administrative Professional." There were several workshops.

- ❖ It's No Longer 9 to 5
- ❖ We've Come A Long Way Baby
- ❖ Everything Is A Priority: Today's Workforce
- ❖ Gender Doesn't Matter
- ❖ Exercise & Ergonomic Safety
- ❖ Nutrition & Energy Foods
- ❖ Meditation and the Power of Journaling
- ❖ Rest and Relaxation

One of the workshops I attended was "Gender Doesn't Matter". The speaker was Keith Fauntleroy, a Baltimore native who works as the Site Coordinator for Harbor Hospital Orthopedic Institute. Mr. Fauntleroy joined the workforce in the mid 1980's as a carpenter. After spending ten years in a male-dominated career, he made the career change to medical office administration. Mr. Fauntleroy talked about working in a primarily female-dominated career. He talked about how attention to detail and a team-oriented attitude, along with a strong work ethic will overcome any gender-dominated environment. "Some people tend to perceive you differently when they see a male receptionist or administrative assistant. "We have to be careful how to talk to one another and remember not to put your hands on people because of sexual harassment. Overall, just treat people how you would want to be treated."

Another interesting workshop I attended was "Nutrition and Energy Foods." Rhonda Lewis was the speaker. Ms. Lewis holds a Master of Arts degree in Community Health Promotion and Education from Trinity College and a Bachelor of Science degree in Education from Virginia Polytechnic Institute and State University. She taught on how to improve your nutrition and ultimately improve your life.

"It's all in what we eat and how much of it we eat." Ms. Lewis suggested that sometimes it is best to change our eating habits. "Instead of using cooking oils we should use olive oils; we should try turkey items such as turkey bacon and ground turkey. Eat a lot of fiber, fruits, beans, wheat pasta and vegetables. Drink 2% or skim milk and try and drink 8 to 10 glasses of water a day. Walk and make time to exercise; if you drive to work or park at the Metro, park in the back so that you can have a nice walk for exercise. We must take time out for ourselves to stay healthy."

What affects our nutrition?

- ❖ High availability of foods
- ❖ Busy lifestyle
- ❖ Routines
- ❖ Family situations
- ❖ Stress levels

Nutritional Myths about Weight Loss

- ❖ The less I eat, the more weight I will lose
- ❖ If I drink water, I will hold onto water and gain weight
- ❖ Carbohydrates are better than protein
- ❖ If I take Vitamins, I will get fat
- ❖ If I eat meat, I will gain weight
- ❖ I don't have time to exercise

Easy ways to improve your Nutrition

- ❖ Keep a bowl of fresh fruit available
- ❖ Eat breakfast
- ❖ Pack your lunch the night before
- ❖ Buy a healthy cookbook or food magazine

At the end of the training everyone came back together for an awards ceremony. A certificate of participation was issued to everyone who took part in the conference with Mr. Paul Quander, Director of CSOSA and his Chief of Staff Beverly Hill. I would like to thank Sheleta Slye and the CSOSA family for the invitation to participate in their Annual Administrative Conference.

The Changing Role of the Admin Professional

by Adrienna Sewell

Program Assistant, General Supervision



Recently, I had the pleasure of attending CSOSA's 2nd Annual Conference for Secretaries and Administrative Staff. At this Conference there were several workshops and seminars that would serve to provide meaningful insight for professional enhancement to a large fraction of our staff that are often the unsung heroes of the work we are charged to perform on a day-to-day basis.

One of the seminars I enjoyed most was entitled "Everything is a Priority...Today's Workforce," presented by McKinley Rush, Deputy Associate Director, Community Supervision Services, CSOSA. His description of an administrative professional was "the backbone" of our Agency. We are the ones who keep the office running smoothly on a daily basis.

The second seminar was entitled "We've Come A Long Way Baby," presented by Barbara Matthews-Beck, Director of Equal Employment Opportunity, CSOSA. Described below are different ways to develop your career plan.

Necessary Talents for Success

- Head for business
- Reasonably good health
- Extra energy
- Attention to details
- Ability to plan and organize
- Push to see that job gets done
- Flexibility and willingness to change
- Inner toughness
- Presence of command

How to Get Out of the Dead End Job

- Don't stay in your shell
- Start reading
- Seek opportunities
- Write your resume
- Prepare for the interview
- Ask questions
- Don't undersell yourself
- For second interview, get information
- If not selected, analyze why
- Ask others for their interviewing methods

Develop Your Career Plan

- Assess your own skills, values and interest
- Learn about the work
- Find the education pathways

Assess Your Skills

- Look at things you do well
- Things you like to do
- Notice skills needed for target job

So You're on Your Way

- Get a degree
- Become active in organizations
- Maintain contacts and friendships
- Don't make excuses for setbacks
- Enjoy yourself
- Work like hell and don't give up
- Learn, Learn, Learn as much as you can
- Hone your communication skills
- Keep physically fit and dress for success
- Set a goal and stick to it

Locate Your Career Path

- Consider jobs outside your family tree
- Relocate if necessary (and possible)
- Read
- Talk to people about their jobs
- Conduct interviews

Test Your Interest

- Get a job in the area of interest part-time or on the weekends
- Volunteer
- Seek a detail
- Interagency transfer

DESIRE TO ACHIEVE AND YOU WILL!

After attending this wonderful conference, I walked away being encouraged to take advantage of the many career development opportunities that our Agency offers and to continue to grow and keep pace with expanding my career at PSA.



Congratulations to the winners of the April parking drawing — Tracey Carson (SCDIP); Shareda Smith (SCDIP); and Tracie Wilson (General Supervision). The next drawing will be held on May 22nd.

Our condolences to Pam Brown, whose aunt recently passed away, and to Gwenneth Corujo, whose sister-in-law died unexpectedly.

Best wishes to Dr. Renee Madden (Lab) on her engagement to Attral Platte.

Note: The Omega World Travel processing fare has increased. The new rate is \$24.30

Happy Birthdays for the month of May —

Stephanie Burkhalter (2nd); Mikal Roc (4th); Timothy Djomgoue (5th); Susan Shaffer (6th); Willette Benyard, Melanie Doud, Leroy Rollins, and Terrence Walton (7th); Michael Lopez (10th); Roselyn Norment (12th); Rae Grice and Carolyn Peake (15th); Jamil Muhammed (17th); Tanya McNair (18th); LaTonya McKellery (26th); Gwenneth Corujo (28th); and Daniel Twombly (29th).

A special congratulations goes to **Glenda Flowers** who recently passed the Certification for Addictions Counselor Certification Exam (CAC) and **Rita Adu** and **Franklin Dunn** who just passed the Criminal Justice Addictions Professional Certification Exam (CJAP); and also to **Mike Williams** on his upcoming May 11th graduation from American University with a Masters Degree in Public Administration.



PSA Activities Calendar

Softball

Starting May 7 (for 10 weeks)
Wednesday nights—7:00 p.m.
West Potomac Park

It's not too late to join the Team.
[Contact Brant Powell \(585-7074\)](#)
for further details

PSA Family and Friends Day

Hosted by Six Flags America
in Mitchellville, MD
Sunday, June 29

[Contact Tracie Wilson \(220-5559\)](#)
for further details



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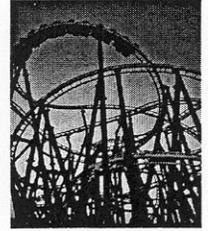
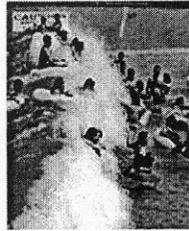
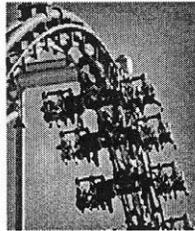


Pretrial Services Agency Annual Family & Friends Day



Come relax, have fun, and enjoy a nice outing at the
PSA Annual Family & Friends Day at
Six Flags America in Mitchellville, MD

The park offers a variety of excitement for all age groups.



When: Sunday, June 29, 2003
Time: Park Hours 10:30AM-9:00PM
Open Buffet 11:00AM-3:00PM
Where: Mitchellville, MD

COMMONLY ASKED QUESTIONS

Cost?	\$35.00 per person
Children?	Children are the same price; the park has indicated that they have adjusted the admission fee to the park to accommodate all participants. (Children under 3 are free)
I have a season pass!	If we have enough participants, then season pass holders will only pay for the buffet. (This will be coordinated closer to the week before the event)
Parking?	The park will discount parking to \$6.00 per car.
Rain?	The park is open rain/shine. If the park is closed due to a total wash out, they will reschedule our event.
All admission tickets and parking stickers must be purchased in advance. For more information call or e-mail Tracie Wilson @ 220-5559.	

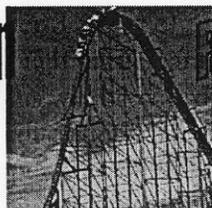
Cost includes entry into the Amusement Park, Water Park, and the All-You-Can-Eat Buffet located in the pavilion area of the park. Each participant will have a wristband that allows access onto the train to take you to the pavilion area where lunch will be served.

Menu

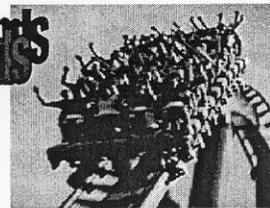
Hot Dogs, Hamburgers, Fried Chicken, Cole slaw, Bakes Beans, Assorted Frozen Novelties, Potato Chips, Assorted Fountain Drinks, and Various Condiments. Remember, this is an All-You-Can-Eat Buffet for 4 hours (11:00AM-3:00PM)



It's all about fun



family & friends



D.C. Pretrial Services Agency Sixth Annual Training Program



Thursday, May 8, 2003

8:30 am – 8:50 am
JM Level Foyer

Registration

Please arrive a few minutes early to collect your training materials.

9:00 am – 10:30 am

Substance Abuse Assessment

Presenter: Charles Windley, Supervisor, SCDIP

This session will focus on substance abuse assessment as a continuing process, which is generally emphasized early in treatment. It will explore how the assessment is the result of a combination of focused interviews, testing and/or review of client records. The session will focus on how assessments are used to evaluate major life areas (i.e. physical history, vocational development, social adaptation, legal involvement, and psychological functioning), and will discuss the extent to which substance abuse has interfered with the functioning of a client in each of these areas. This session will also cover how an assessment will suggest the focus for a client's treatment.

Testify!

Cast: Judge - Peter Krauthamer, Deputy Director

Defense Attorney - Eric Holder, Branch Manager

U.S. Attorney - Brian Rybicki, Policy & Program Dvlpmt

Real PSOs and Assistant PSOs



Peter Krauthamer as a judge!?!? That's right; observe Peter, Eric Holder as defense attorney, and Brian Rybicki as the U.S. Attorney as they put PSOs and Assistant PSOs to the test. Employees will be presented with a battery of questions that will hone their skills in testifying. This session will not only be entertaining, but an excellent learning experience for all involved.

Career Management Comes to PSA!

Presenter: Norma Scott, Employee Development Specialist, PSA

Come and find out about the new Career Management System, an integrated career development system for PSA! Find out how to take charge of your career and learn about the tools PSA will make available to you to enable you to achieve your goals! This session will provide you with an introduction to Career Management System components and will help you decide which components are most relevant to you at this point in your career.

USAO: How Do They Do That?

Presenter: Kathleen O'Connor, Chief, Grand Jury, U.S. Attorney's Office

Have you ever wondered why the U.S. Attorney's Office charges a defendant with Simple Assault when the police arrested him for Assault With Intent to Kill? How about what it takes to get charged with PWID over Possession? Or what actually goes on behind the scenes when a defendant is held on a five-day hold? Don't miss out on this informative, yet informal session given by an Assistant U.S. Attorney with 12 years of experience.

10:45 am – 12:15 pm

Treatment Modalities and Programs

Presenter: Dan Taylor, MA, CCS, CAC, Program and Policy Manager

Have you ever wondered what a particular treatment program consists of? Or why treatment programs are designed the way they are? If so, you'll want to attend this session that will explore not only what types of treatment programs there are, but also the underlying theories and beliefs that drive them. In addition, the reasons people are referred to different types of treatment programs/modalities will be discussed using client information as it applies to the American Society of Addiction Medicine (ASAM) Patient Placement Criteria.

Basic Testimony Tips

Presenters: David Cooper, PSO, ISP

Marcia Guarino, PSO, HSP

Scott Hopkins, Training Officer

Malaika Mayberry, Supervisor, GSP



Watch PSO Dave Cooper testify – the wrong way. Then learn how to do it the right way. You will walk away knowing how to handle yourself in a courtroom; everything from how to deliver reports to how to properly address a judicial officer will be discussed. If you don't yet have a lot of experience in the courtroom, you shouldn't miss these courtroom do's and don'ts.

Career Management Comes to PSA!

Presenter: Norma Scott, Employee Development Specialist, PSA

Come and find out about the new Career Management System, an integrated career development system for PSA! Find out how to take charge of your career and learn about the tools PSA will make available to you to enable you to achieve your goals! This session will provide you with an introduction to Career Management System components and will help you decide which components are most relevant to you at this point in your career.

No Holds Barred!

Moderator: Peter Krauthamer, Deputy Director, DC PSA

Presenters: Albert Herring, Chief of Homicide and Major Crimes Section for the 6th District, U.S. Attorney's Office

Rudolph "Rudy" Acree, Esq.

Back by popular demand! This session offers an Assistant U.S. Attorney and a defense attorney sharing their candid views of PSA's role in an adversarial system. This is a session not to be missed!



12:15 pm – 1:15 pm

Lunch on your own



1:15 pm – 2:45 pm

Signs and Symptoms of Substance Abuse

Presenter: Rufus Felder, Substance Abuse Case Manager, New Directions

'Are you high?' By the end of this session you may never have to ask that question again. This class will teach you how to recognize the differences between substance abuse and substance dependency. Participants will also receive an excellent view of the overall addiction process and will be in a better position to recognize the signs and symptoms of use so that appropriate referrals can be made.

Lab for Lay Persons

Presenters: Karon Hall, Forensic Toxicologist, FTDIL

Douglas Rheinheimer, Forensic Toxicologist, FTDIL

Have you ever wondered what exactly happens to a defendant's sample once it reaches the lab? This workshop will review the total testing history of three defendants, from the initial test through the interpretation of the results. Come and learn what really goes on behind-the-scenes in the lab. Other forensic drug testing topics to be covered include an in-depth study of abnormalities concerning water loading, interpretation of those results and information about courtroom testimony. Don't miss this valuable session that will provide an overview of just what happens in the lab, before you even see the results.



Co-Occurring Disorders: Double Trouble?

Presenter: Terrence Walton, MSW, ICAD, Policy and Program Development Manager

This session will explore the confusing world of defendants who are living with both substance dependence and one or more mental disorders. This kind of defendant often spells double trouble for the PSO trying to provide effective criminal justice supervision and successful treatment. This session will help PSOs to effectively manage this challenging population without sacrificing their own mental health. PSOs will understand some of the more commonly co-occurring mental disorders and how to recognize them. As an added bonus, PSOs will be introduced to the top ten reasons to suspect that a defendant may have co-occurring disorders and what to do about it.

Motivational Interviewing, Part 1

Presenter: Christopher Wagner, Ph.D., Virginia Commonwealth University

Come learn about the powerful self-recognition and change tool, Motivational Interviewing. This interviewing technique will enhance the Substance Abuse PSO's ability to assist clients in realizing they have a problem and need to change. It will also enhance the Supervision PSO's ability to achieve compliance as it assists in building rapport and helps the client realize his/her predicament while preserving the PSO's neutrality. Come and join us for two introductory sessions on this proven behavioral change tool!

** This is a two-part workshop. Participants must attend both sessions. This is **not** the same presenter the Office of Training & Career Development sponsored in a four-hour workshop in April.*

3:00 pm – 4:30 pm



Case Management

Presenter: Aaron Lucas, Administrator, Administrative Office of the U.S. Courts

If you are a new case manager or you just want to brush up on your case management skills, this is the training for you. Mr. Aaron Lucas will fill this time with lots of helpful hints and techniques that will take your case management to another dimension.

Federal Travel and You

Presenter: Donna Jones, Accounting Officer, PSA

Almost every Pretrial employee will at some time travel on official business. Knowledge of the rules and who to turn to can take the hassle out of travel. Donna Jones, our resident expert, will be answering some frequently asked questions like: how to get proper authorization, reservations and tickets, meals and lodging, and what "per diem" is. How about the Bank One travel card and what you can and cannot use it for? Reimbursement and receipts: you want to get paid, don't you? What happens if you have an emergency? What if you give up



your seat on an overbooked flight? Can you keep frequent flyer benefits? What if you want to bring your spouse along? Can you stay an extra day or more and sightsee and visit friends? In addition learn about discounts or benefits a government employee may receive while on personal travel. Come hear about benefits to which you are entitled.

Professional Responsibility

Presenter: James Smith, CSOSA, Director, Office of Professional Responsibility

This class is designed for non-supervisory employees (not responsible for assigning and evaluating the work of others). This session will provide an overview of the Office of Professional Responsibility (OPR) and information about its functions and duties. This class also discusses an employee's obligations when contacted by the OPR.

*This is a mandatory training course for all PSA employees. However, if you have not already taken it, you are **not obligated** to register for this session (unless directed by your supervisor!) This course will also be offered at a later date.*

Motivational Interviewing, Part 2*

Presenter: Christopher Wagner, Ph.D., Virginia Commonwealth University

Come learn about the powerful self-recognition and change tool, Motivational Interviewing. This interviewing technique will enhance the Substance Abuse PSO's ability to assist clients in realizing they have a problem and need to change. It will also enhance the Supervision PSO's ability to achieve compliance as it assists in building rapport and helps the client realize his/her predicament while preserving the PSO's neutrality. Come and join us for two introductory sessions on this proven behavioral change tool!

** This is the second part of a two-part workshop. Participants must attend both sessions. This is **not** the same presenter the Office of Training & Career Development sponsored in a four-hour workshop in April.*

Friday, May 9, 2003



Strategic Plan Discussions with the Director of Operations, Janice Bergin and Deputy Director of Operations, Spurgeon Kennedy
This session is Mandatory for all Operations Staff

Performance Management Project Report Discussions with Director, Susan Shaffer and Deputy Director, Peter Krauthamer
This session is mandatory for ALL staff

Branches/Units/Divisions are to meet at the following places for the above-mentioned mandatory meetings.

Courtroom JM-12

Social Services, New Directions, & Drug Court

9:00am-9:45am
9:45am-10:30am

Strategic Plan Discussions
Performance Management Project Report Discussion

Courtroom JM-14

DTCU & Laboratory

10:00am-10:45am
10:45am-11:30am

Strategic Plan Discussions
Performance Management Project Report Discussion

Courtroom JM-12

Diagnostic and FTA Units

(This session is also available for Diagnostic Staff at 3:00 pm)

11:00am-11:45am
11:45am-12:30pm

Strategic Plan Discussions
Performance Management Project Report Discussion

Courtroom JM-14

Intensive Supervision, Heightened Supervision
& GSU Team-3

1:00pm-1:45pm
1:45pm-2:30pm

Strategic Plan Discussions
Performance Management Project Report Discussion

Courtroom JM-14

GSU-Court Rep Team, and Teams 1 & 2

2:00pm-2:45pm

Strategic Plan Discussions

2:45pm-3:30pm

Performance Management Project Report Discussion

Courtroom JM-12

Diagnostic Unit, District Court &
Information Technology

3:00pm-3:45pm

Strategic Plan Discussions

3:45pm-4:30pm

Performance Management Project Report Discussion

Attention all employees of The Office of the Director, Office of Finance and Administration, Office of Operations, Office of Training and Career Development, and the Office of Human Resources and Strategic Planning, Analysis and Evaluation. You are required to attend one of the **Performance Management Project Report Discussion** sessions listed above (you may attend the session of your choice). The Strategic Plan Discussions are only mandatory for operational staff, however you are welcome to attend a session at your leisure.