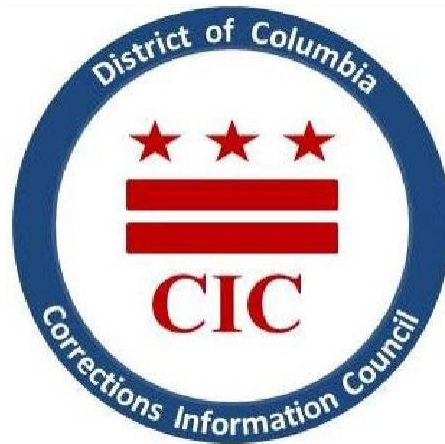


**District of Columbia
Corrections Information Council**



**Legislative Resource for DC
Code Offenders and DC
Residents in Custody**

February 10, 2025



District of Columbia Corrections Information Council

Charles Thornton, Board Chair

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About the District of Columbia Corrections Information Council

The District of Columbia Corrections Information Council (CIC) is an independent oversight body mandated by the United States Congress and the Council of the District of Columbia to inspect, monitor, and report on the conditions of confinement in correctional facilities where residents from the District of Columbia are incarcerated. This includes facilities operated by the Federal Bureau of Prisons (BOP), the District of Columbia Department of Corrections (DOC), and private contractors.

The CIC reports its observations and recommendations to the District of Columbia Representative in the United States Congress, the Mayor of the District of Columbia, the Council of the District of Columbia, the District of Columbia Deputy Mayor for Public Safety and Justice, the Director of the BOP, the Director of the DOC, and the community.

Although the CIC does not handle individual complaints or provide legal representation or advice, individuals are still encouraged to contact the CIC. Reports, concerns, and general information from incarcerated D.C. residents and the public are very important to the CIC, and they greatly inform our inspection schedule, recommendations, and reports. However, unless expressly permitted by the individuals or required by law, names and identifying information of residents, corrections staff not in leadership, and members of the general public are kept anonymous and confidential.

Corrections Information Council (CIC)

1400 Eye Street, NW - Suite 400

Washington, D.C. 20005

Phone: (202) 478-9211

Email: dccic@dc.gov

Website: <https://cic.dc.gov/>

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Introduction

The District of Columbia has housed people convicted of DC Code offenses in federal Bureau of Prison (BOP) facilities since the closure of the Lorton Correctional Complex in 2001. Throughout this document, the term “DC Code offender” is used to refer to that population of people. The distinction between a DC Code offender and a DC resident is critical: DC Code offenders are convicted of District felonies, and they are sentenced by the DC Superior Court. They are not serving federal sentences, which affects the applicability of certain policies or legislation to this population. Also, DC Code offenders are not necessarily residents of the District of Columbia; rather, this term applies to any person who was convicted of a crime under the local DC Code, regardless of their home of residence. The distinctions are noteworthy considerations when reading this document, which contains information potentially applicable to both DC Code offenders and federal offenders.

The CIC created this legislative resource booklet to assist BOP staff and incarcerated people in understanding the circumstances unique to DC Code offenders in BOP custody. Staff or residents with additional questions about the information in this booklet may inquire using the contact information below:

Corrections Information Council (CIC)

1400 Eye Street, NW - Suite 400

Washington, D.C. 20005

Phone: (202) 478-9211

Email: dccic@dc.gov

Sentence Computation

On November 1, 1987, the federal Sentencing Reform Act (SRA) of 1984 took effect. The SRA was a small part of the larger Comprehensive Crime Control Act (CCCA) of 1984, and significantly changed the way sentences were computed. Federal offenses committed prior to November 1, 1987 use “old law” sentencing, while federal offenses committed on or after November 1, 1987 use “new law” sentencing under the SRA.

It is possible for an individual to receive multiple sentences and thus have a combination of both an “old law” and “new law” sentence, or a combination of both a DC Code and a federal sentence, which complicates the procedures for sentence calculation and the application of time credits. To address the various possible scenarios, the BOP uses three manuals for sentence computation: Program Statement 5880.33, “[District of Columbia Sentence Computation Manual](#)”, provides an overview for computing DC Code sentences; and BOP Program Statement 5880.30, [Sentence Computation Manual “Old Law”-Pre-CCCA 1984](#), and BOP Program Statement 5880.28, [Sentence Computation Manual-CCCA](#), provide in depth calculations for “old” and “new” law federal sentence computations, respectively.

It is also important to note that some individuals incarcerated under the “old law” received indeterminate sentences, which consists of a range of time (e.g. 20 to 40, 40 to Life, etc.). Although such sentences are no longer permitted, those who still have indeterminate sentences often report disqualification or waitlisting from BOP programs since the range of time on their sentence may consist of a lengthy number on the back end (e.g. Life); however, there are some legislative opportunities for accelerated release based on either the lower front number of the range and/or time served. Therefore, programming and education should remain readily accessible and desirable to those with indeterminate sentences who could benefit from such rehabilitative opportunities.

Additional Information or Assistance:

The BOP sentencing manuals may be used to verify the accuracy of sentence computations and time credits applications. Individuals with concerns about the accuracy of their sentence calculations should contact BOP unit staff or use a BP-8 to file an informal complaint. If dissatisfied with the response from BOP staff, individuals may file formal grievances and appeals through the Administrative Remedy process by using a BP-9, BP-10, and BP-11, or seek legal representation.

Unit teams and facility executives should expand access to educational and programming opportunities based on the front number of those with indeterminate sentences. Those serving indeterminate sentences should actively communicate with unit teams to remind them about the structure of their sentence, programming and educational desires, and any legislative opportunities that require them to demonstrate rehabilitative efforts.

First Step Act

Time Credits

The [First Step Act \(FSA\)](#), introduced in 2018, expanded opportunities for federal offenders in BOP custody. Since DC Code offenders are not considered federal offenders, despite housing within federal facilities, they were not eligible to earn time credit as outlined in the FSA. In May of 2023, DC passed the [Corrections Oversight Improvement Omnibus Amendment Act](#), which states that some DC Code offenders are now eligible to earn time credits like those outlined in the FSA. As codified in [DC Code § 24-403.01b](#) titled “First Step Act parity in earned time credits”, those who successfully complete evidence-based recidivism reduction programming or productive activities are eligible, as long as they are not *ineligible* according to offenses analogous to those in [18 U.S.C. 3632\(d\)\(4\)\(D\)](#) titled “Ineligible Prisoners”.

Placement within 500 Driving Miles

Per the First Step Act, the Bureau of Prisons shall “place individuals in a facility as close as practicable to the person’s primary residence, and to the extent practicable, in a facility within 500 driving miles of that residence” (or closer if already within 500 miles). As codified in [18 U.S.C. 3621\(b\)](#), the BOP may consider bed availability, security designations, programmatic needs, mental and medical health needs, faith-based needs, recommendations of the sentencing court, other security concerns, as well as an individual’s preference regarding a transfer.

Vital Documentation

Per the [First Step Act](#), [18 U.S.C. 4042\(a\)](#) states that the BOP has a duty to assist residents in obtaining identification prior to release from a term of imprisonment in a Federal prison. Such vital documents include a birth certificate, social security card, and a driver's license or other official photo identification.

Additional Information or Assistance:

Time Credits

The BOP has reportedly completed the process of comparing the list of ineligible DC Code offenses to “analogous” federal crimes. As of January 2025, the BOP is undertaking the process of establishing the requisite program statements and facility notices, so eligible DC Code offenders may benefit.

Placement within 500 Driving Miles

DC residents can request a transfer by completing a BP-8 form. It is typical that requests for transfers might result in temporary housing within a more restrictive setting at the facility until the transfer is executed.

Vital Documents

Under [18 U.S.C. 4042\(a\)\(5\)\(D\)](#), the BOP should have prerelease planning procedures that help prisoners apply for federal and state benefits and secure the requisite identification prior to release. Therefore, incarcerated individuals should consult with their unit team to obtain assistance with application procedures.

DC residents can obtain birth certificates, ID cards, learner's permits, and driver licenses through the [Mayor's Office of Returning Citizens Affairs \(MORCA\)](#). MORCA can provide fee waivers and transportation vouchers for some services. Returning citizens may contact MORCA by calling (202) 715-7670, or emailing orca@dc.gov.

For additional assistance with vital documents and resources, DC residents may also contact the DC DOC [READY Center](#) by calling (202) 698-4932, or emailing ready.center@dc.gov.

IRAA & SLAA

In 2016, DC passed the [Incarceration Reduction Amendment Act \(IRAA\)](#) to allow DC Code offenders who committed serious crimes before their 18th birthday to petition DC Superior Court for resentencing after serving at least 20 years; subsequently, it was expanded to allow DC Code offenders who committed serious crimes before their 18th birthday to petition DC Superior Court for resentencing after serving at least 15 years. The law considers the defendant's personal history and characteristics, their commitment to change and rehabilitation in prison, statements from victims and prosecutors, and other circumstantial evidence, before deciding whether the petitioner's sentence should be modified.

On April 27, 2021, the [Second Look Amendment Act of 2019 \(SLAA\)](#), which evolved from IRAA, became law. The parameters allow incarcerated residents who committed certain crimes on or after their 18th birthday but before their 25th birthday to petition the court for resentencing after serving at least 15 years.

Both are codified under [DC Code § 24-403.03](#). If a petitioner's application is denied or only partially granted, the petitioner may reapply two more times after three years elapse from the Court's order (i.e. a maximum of three applications, three years apart).¹ Additionally, the Court attempts to prioritize applications from those who have been incarcerated the longest.

Additional Information or Assistance:

DC Code offenders may contact [The Second Look Project](#) or the Special Litigation Division of the [Public Defender Service for the District of Columbia](#) for legal assistance related to determining eligibility or petitioning the Court.

<p>The Second Look Project 200 Massachusetts Avenue NW, 8th Floor Washington, D.C. 20001 Phone: (202) 531-5079 Email: info@secondlookdc.org</p>	<p>DC Public Defender Service 633 3rd Street, NW Washington, D.C. 20001 Toll-free: (800) 341-2582 Phone: (202) 628-1200</p>
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¹ Prior IRAA rules required a five-year waiting period.

Time Credits

Educational Good Time Credits (including felonies prior to August 5, 2000)

Certain DC Code offenders who successfully participate in an academic or vocational program, including special education and Graduate Equivalency Diploma programs, shall earn three to five educational good time credits per month (i.e. 36 to 60 credits per year). Based on the restrictions of [DC Code § 24-403.01\(d\)](#), this section would apply to prisoners who committed felonies before August 5, 2000. According to [DC Code § 24-221.01](#), educational good time credits should be applied to the minimum term of imprisonment to determine the date of eligibility for release on parole, and applied to the maximum term of imprisonment to determine the date when release on parole becomes mandatory; however, [DC Code § 24-221.06](#) stipulates that educational good time credits are not applied to minimum terms if sentenced for certain dangerous crimes.

Good Time Credit for Felonies on or after August 5, 2000

As indicated in [DC Code § 24-403.01\(d\)](#), DC Code offenders with felonies on or after August 5, 2000 may receive good time credit only as provided in federal law [18 U.S.C. § 3624\(b\)](#). Under § 3624(b), prisoners serving more than one year but less than Life may receive up to 54 days per year of time credit for satisfactory behavior, which requires compliance with institutional regulations. In awarding such credit, the BOP may also consider if, during the relative time period, a prisoner either earned or made satisfactory progress towards earning their high school diploma or an equivalent degree.

Non-violent offenders

As indicated in [DC Code § 24-403.01\(d-1\)\(1\)](#), DC Code offenders sentenced for a nonviolent felony on or after August 5, 2000 are also eligible to receive up to a one-year reduction in their sentence if they successfully complete a substance abuse treatment program in accordance with [18 U.S.C. § 3621\(e\)\(2\)](#).

Additional Information or Assistance:

Incarcerated individuals should actively communicate with unit teams and educational supervisors to remind them about the structure of their sentence and their programming and educational desires. Also, unit teams and facility executives should expand access to educational and programming opportunities based on the front number of those with indeterminate sentences, which consist of a minimum and a maximum range of numbers.

As indicated in [18 U.S.C. § 3624\(f\)](#), all BOP institutions are required to have a functional literacy program to ensure that all prisoners who are mentally capable can demonstrate an eight-grade equivalence in reading and math on a nationally recognized standardized test, functional competency or literacy on a test according to nationally recognized criteria, or a combination of both; prisoner participation is mandatory unless individually exempted by a waiver.

Also, the [First Step Act \(FSA\)](#), introduced in 2018, expanded opportunities for federal offenders in BOP custody. In May of 2023, DC passed the [Corrections Oversight Improvement Omnibus Amendment Act](#), which states that some DC Code offenders are now eligible to earn time credits like those outlined in the

FSA. As codified in [DC Code § 24-403.01b](#) titled “First Step Act parity in earned time credits”, those who successfully complete evidence-based recidivism reduction programming or productive activities are eligible, as long as they are not *ineligible* according to offenses analogous to those in [18 U.S.C. 3632\(d\)\(4\)\(D\)](#) titled “Ineligible Prisoners”. Regarding implementation, the BOP has reportedly completed the process of comparing the list of ineligible DC Code offenses to “analogous” federal crimes, and as of January 2025, the BOP is undertaking the process of establishing the requisite program statements and facility notices, so eligible DC Code offenders may benefit.

DC Compassionate Release

Washington, DC implemented [DC Code § 24-403.04](#), which allows those who are serving a prison term for DC Code offenses to file a motion asking the sentencing judge for compassionate release. The court may modify a term of imprisonment for a defendant if it determines that the defendant is not a danger to the safety of any other person or the community and if the court finds evidence of the defendant's rehabilitation while incarcerated. There is **no requirement for DC Code offenders to first ask the BOP for compassionate release before filing a motion** for compassionate release with the court. This is different from the federal law.

District of Columbia's Compassionate Release Criteria

To qualify for DC compassionate release, an applicant must:

1. Have a terminal illness, which means a disease or condition with an end-of-life trajectory;
2. Be 60 years of age or older and have served at least 20 years in prison; **or**
3. Have some other extraordinary and compelling reason to justify a change in the sentence including:
 - a. A debilitating medical condition involving an incurable illness, or a debilitating injury from which they will not recover, **or**
 - b. Elderly age, meaning an applicant who is:
 - i. 60 years of age or older, **and**
 - ii. Has served the lesser of 15 years or 75% of their sentence, **and**
 - iii. Suffers from a chronic or serious medical condition related to the aging process or that causes an acute vulnerability to severe medical complications or death as a result of COVID-19; **or**
 - c. A family member or caregiver of their children has died or is incapacitated, **or**
 - d. Their spouse or a domestic partner is incapacitated, and the applicant is the only person who could care for them.

If a DC Code offender meets the above criteria, they are eligible for a compassionate release hearing. During the hearing, the court will look for evidence of the resident's rehabilitation activities while incarcerated. The court will also consider whether factors outlined in 18 U.S.C. §§ [3142\(g\)](#) and [3553\(a\)](#) to determine whether the applicant presents a danger to other people or the community.

DC Code offenders who wish to apply for compassionate release may do so on their own by filing a motion pro se, or seek the assistance of an attorney. Pro se motions may be filed with the DC Superior

Court at the mailing address given below. Individuals filing pro se should indicate that they are filing a **Motion for Compassionate Release** and include their name, the case name, and the case number in their motion.

Superior Court of the District of Columbia

Attn: Criminal Division
Moultrie Courthouse
500 Indiana Avenue, NW, Suite 2500
Washington, D.C. 20001

For Additional Information or Assistance:

Individuals may request legal assistance from the Georgetown Criminal Justice Clinic via mail or Corrlinks using the contact information below:

Georgetown Criminal Justice Clinic
111 F Street, NW, Suite 123
Washington, D.C. 20001
Phone: (202) 662-9583
Email: CriminalClinics@georgetown.edu

Parole

The [DC Sentencing Reform Amendment Act of 2000](#) abolished parole and the practice of indeterminate sentencing (consisting of a minimum and maximum number of years for a sentence) for individuals convicted of an offense that occurred on or after August 5, 2000. However, people convicted under DC Code for offenses committed before August 5, 2000 are generally eligible to apply for parole once they have served the minimum term of their sentence - minus any time credits. For example, an individual sentenced 15 to 25 years who has earned 5 years of good time credits should have a parole eligibility date after serving 10 years.

If granted parole, the individual would remain on parole for the rest of their sentence, or - until the United States Parole Commission (USPC or the “Parole Commission”) terminates legal custody. Early termination is informed by annual reports from a parolee’s Community Supervision officer; however, under [D.C. Code § 24-404\(a-1\)\(3\)](#), community supervision must be terminated after five years if an individual is unlikely to violate any law, and the parolee will receive a Certificate of Early Termination.

To receive a parole grant hearing, the individual must fill out a “Notice of Hearing - Parole Application Representative and Disclosure Request” (also known as an “I-24 form”). This form is available by contacting BOP case managers, and it is recommended to request the form 4 to 6 months prior to the hearing date.

Initial parole hearings occur up to nine months prior to an individual’s parole eligibility date. Rehearings occur during the month of the ordered rehearing, or on the preceding docket if the USPC will not hold a hearing at the individual’s facility during the month of an ordered rehearing.

The Parole Commission determines if someone meets the criteria for release. The criteria was interpreted into parole guidelines for the years 1972 and 1987 (with additional policy guidance in 1991 and 1995) by the former DC Board of Parole - and parole guidelines for the year 2000 by the Commission. The applicable parole guideline is determined by the date of an offense (**see footnote below**).² In general, the guidelines consider past convictions, the current conviction, disciplinary history, program history, medical status, and the individual's release plan. The Parole Commission makes decisions based upon the applicable guidelines, which permit discretion - so eligibility does not guarantee parole.

For Additional Information or Assistance:

Individuals, family members, and supporters may contact the Commission in writing at:

U.S. Parole Commission
90 K Street, NE, 3rd Floor
Washington, D.C. 20530-0001

Correspondence and materials should include the name and register number of the respective individual, and it should be sent at least 60 days before their hearing. Recommendations from sentencing judges and defense attorneys should be made on Form AO-235, and recommendations from prosecuting attorneys should be made on Form USA-792.

Individuals seeking free legal representation at a DC parole grant hearing may contact the Second Look Project (SLP). SLP works to locate free legal representation at DC parole grant hearings for individuals who:

1. Are serving time on a DC Code offense; **and**
2. Have not previously been paroled on the offense; **and**
3. Are eligible for a parole grant hearing in the current or coming year³

SLP does not guarantee assistance for every request. Individuals should contact SLP if they do not receive a response within 60 days. If the SLP finds an attorney to assist with the parole grant hearing, SLP will share the documents and information provided with the attorney, who will contact the individual directly. Parole eligible individuals may contact the SLP at least 8-12 months before their parole hearing by writing to:

The Second Look Project
Attention: Stacey Litner
200 Massachusetts Ave, NW, 8th Floor
Washington D.C. 20001
Phone: (202)704-1369
Email: slitner@secondlookdc.org

² Note: If your date of offense occurred on or before March 3, 1985, the 1972 DC Board of Parole Guidelines apply. The 1987 Guidelines were enacted in 1985, so if your date of offense occurred between March 4, 1985 and August 4, 1998, then the 1987 Guidelines apply. In addition to the 1987 Guidelines, the 1991 Policy Statement interpreting the 1987 Guidelines applies to individuals with an offense date between December 16, 1991 and October 23, 1995. Similarly, the 1995 Policy statement interpreting the 1987 Guidelines applies to individuals with an offense date between October 24, 1995 and August 4, 1998. The 2000 guidelines were enacted in 1998, and apply to individuals with an offense date between August 5, 1998 and August 4, 2000.

³ Note: The availability of counsel is contingent upon the publication of USPC schedules.

Individuals should include as much of the following information as possible when writing to SLP:

- 1) Judgment and Commitment Order(s)
- 2) Most recent BOP Sentence Monitoring Computation Data form
- 3) Most recent BOP Progress Report
- 4) Most recent BOP PATTERN score report
- 5) BOP Inmate Profile
- 6) Complete program, education, work, and psychology programming history
- 7) Complete Discipline Record
- 8) Discipline Hearing Reports, appeals, and responses for any 100-series and 200-series received in the last 10 years.
- 9) History Work Detail
- 10) Custody Classification Form
- 11) Reentry Services Application and Interview, Individualized Reentry Plan Program Reviews, or any other BOP records that discuss reentry plans.
- 12) Medical or mental health records if these conditions have an impact on parole.
- 13) Information about any past criminal convictions both in DC and other jurisdictions
- 14) All documents relating to past parole hearings, including:
 - a. Hearing Examiner, Reviewer, and Commissioner Notes
 - b. Worksheets filled out by the Hearing Examiner
 - c. Audio recordings of past parole hearings
 - d. Notices of Action
- 15) If you have previously filed for DC Compassionate Release or IRAA and worked with counsel, please provide the attorney's contact information and written permission for the SLP to share and receive information with them.

Additional details regarding parole guidelines and eligibility are available at the [Code of Federal Regulations § 2.80 Guidelines for DC Code offenders](#).

Parole Revocation

Parole revocation is the act of returning someone to prison due to a violation of their parole. Violations of parole conditions are reported by the parolee's probation officer to a commissioner at the U.S. Parole Commission ("the Commission"). The commissioner determines sanctions, such as an arrest warrant or a summons for the parolee to appear at a probable cause hearing to determine whether probable cause for alleged violations exist and whether to release or hold for a revocation hearing. Those who are not convicted of a new crime receive a local probable cause hearing within five days of the execution of the warrant or summons. Parolees are held at the DC jail, and the hearings occur at the DC Correctional Treatment Facility. Attorneys from the DC Public Defender Service are appointed at the probable cause hearing, if desired. If probable cause is established, the actual revocation hearing generally occurs within 65 days of the execution of the warrant or summons, and functions similar to trial proceedings. A final decision is issued generally within 21 days.

Parolees convicted of a new crime are not entitled to a probable cause hearing or local revocation hearing since violation has been established beyond a preponderance of the evidence. They receive an institutional revocation hearing at a BOP facility towards the end of their new sentence. A U.S. probationer officer will come to their specific BOP facility to conduct a preliminary interview, then incarcerated residents may request attorney representation from the nearest federal public defender's office.

For Additional Information or Assistance (DC Jail):

For questions regarding representation with parole revocation hearings at the DC Jail's Correctional Treatment Facility, you may contact the DC Public Defender and request to speak with the Parole Duty Day attorney at (202) 628-1200. Written correspondence may be sent to:

Public Defender Service for the District of Columbia

1442 Pennsylvania Ave, SE
Washington, D.C. 20003

For Additional Information or Assistance (BOP):

For questions only regarding parole revocation hearings at BOP facilities, you may contact the DC Public Defender and request to speak with the Community Defender Duty Day attorney at (202) 628-1200; however, the DC Public Defenders office does not provide actual representation for these matters. Written correspondence may be sent to the address above.

Those with parole revocation detainers may retain a personal attorney for representation at revocation hearings. An attorney may also be requested from the local federal public defender's office, or by submitting a Statement of Parolee or Mandatory Releasee Concerning Appointment of Counsel Under the Criminal Justice Act form, or a CJA 22, which is also available at <https://www.uscourts.gov/forms/cja-forms>.

Clemency

Clemency refers to the ability of the President of the United States to modify a person's criminal sentence. Clemency can be granted through sentence commutation or a pardon. Residents convicted of violent crimes can still apply for clemency.

The commutation of a sentence is the full or partial reduction of a sentence, fine, or restitution, but the conviction remains on their record. Individuals seeking a commutation can submit an application through the warden at their assigned facility. Strong commutation applications emphasize good conduct, programming efforts and completions, a thorough release plan, and justifications for the request, along with BOP and court records. Individuals may apply directly to the Office of the Pardon Attorney, but submitting applications through the warden will expedite the process due to the amount of documentation required from the institution, such as presentence reports, judgments, and recent progress reports. The completed commutation petition must be entirely legible and typed or printed in ink. The form must be completed fully and accurately and signed by the applicant. Applicants may attach additional pages and documents, such as a letter from the DC Clemency Board to the petition to strengthen their application. The paper application is available through BOP case management and the Office of the Pardon Attorney's website at <https://www.justice.gov/pardon/apply-commutation>.

A pardon usually only occurs after incarceration, and supervised release or parole are completed. Pardons restore certain rights, but do not erase convictions. To be eligible for a pardon, an individual must wait five years after their release from confinement or community detention, or five years since sentencing if there was no prison term. Released individuals seeking a pardon must submit detailed personal information, including recent addresses, educational opportunities, employment history, substance use challenges, financial history, criminal history, and at least three-character references that are available for interview. Applicants must also undergo an FBI background investigation. If denied, applicants may reapply after two years. The paper application is available on the Office of the Pardon

Attorney's website at <https://www.justice.gov/pardon/apply-pardon>.

For Additional Information or Assistance:

All applications must be submitted to the Office of the Pardon Attorney. The [Clemency Board Establishment Act of 2018](#) established the District of Columbia's Clemency Board (“Clemency Board”) within the Executive Office of the Mayor to review the applications of people convicted of DC Code offenses and determine applicants to recommend to the President of the United States for clemency. **A letter of recommendation from the Clemency Board is not required.** The letter of recommendation is simply a supplement to the individual’s application for clemency. Submitting documents only to the Clemency Board does not qualify as an application for clemency. To be eligible for a recommendation letter from the Clemency Board, an applicant must:

1. Have a District of Columbia Code offense. The DC Clemency Board has no power to recommend a commutation or pardon for federal convictions or convictions from other states.
2. Not have any other forms of judicial or administrative relief available, such as from a court of the United States, U.S. Parole Commission, or upon motions under 18 U.S.C. §§ 3582(c) and 4205(g), or if unusual circumstances exist, such as: critical illness or the severity of sentence.
3. Except for cases of actual innocence, demonstrate that the applicant has been rehabilitated, and
4. Describe how the commutation or pardon would help the applicant achieve their goals and contribute to the community.

Individuals can contact the Office of the Pardon Attorney for additional information regarding the clemency process.

U.S. Department of Justice
Office of the Pardon Attorney
950 Pennsylvania Avenue, NW
Washington, D.C. 20530
Email: USPardon.Attorney@usdoj.gov
<https://www.justice.gov/pardon/apply-clemency>

Individuals seeking letters of recommendation for clemency to supplement their application may contact the DC Clemency Board through the information below:

D.C. Clemency Board
1350 Pennsylvania Avenue, NW, Suite 300
Washington, D.C. 20004
Phone: (202) 724-7681
Email: clemency@dc.gov
<https://clemency.dc.gov/>

Additional information on the commutation process is available at BOP Program Statement 1330.15 “[Petition for Commutation of Sentence](#)”.

Voting Rights

The [Restore the Vote Amendment Act of 2020](#) allows DC residents to vote while incarcerated in local and federal elections, regardless of whether they are convicted of violating DC or federal code. The law requires the DC Board of Elections (BOE) to provide DC residents in the custody of the DC Department

Incarcerated individuals are eligible to vote if:

1. They were a resident of DC for at least 30 days prior to their transfer to the BOP, and
2. A judge has not ruled that they are incapable of voting, and
3. They do not claim residence or the right to vote in another U.S. state or territory

Additionally, non-U.S. citizens that are residents of DC may vote in local elections. Local elections include elections for the offices of Mayor, Member of the Council, Attorney General, Member of the State Board of Education, and Advisory Neighborhood Commissioner, as well as elections on initiatives, referenda, and recall measures. Non-U.S. citizens who are DC residents cannot vote in elections for the offices of the President of the United States, Delegate to the US House of Representatives, Senator, Representative, or Members and Officials of local political parties.

DC residents who have registered to vote will receive a ballot from the BOE via legal mail. To remain current on the voter registration rolls, individuals must inform the BOE via mail or Corrlinks about their change of mailing address whenever they are moved from one facility to another. The BOE will confirm the change of address with the BOP and update the voter registration roll. Individuals must also notify the BOE of their new address upon release by completing a new registration form.

For Additional Information or Assistance:

Incarcerated DC residents may request a voter registration form by contacting the BOE at the address below. Residents should indicate their citizenship status, because citizens and non-citizens have different voter registration forms.

D.C. Board of Elections
Restore the Vote Division
1015 Half Street, S.E., Suite 750
Washington, D.C. 20003

DC residents may contact the BOE at (202) 727-2525 or via Corrlinks at outreachspecialist@dcboe.org to confirm that their voter registration application and/or ballot was received.

Individuals with conditions that require accommodations may contact the BOE's Americans with Disabilities Act Coordinator, Jay Penuel, via email at jpenuel@dcboe.org or call collect to (202) 800-6190.

[DC Law 23-277](#) also requires the DC Corrections Information Council (CIC) to provide an analysis of the Act's implementation and any identifiable challenges. Please contact the CIC on Corrlinks at dccic@dc.gov regarding issues or difficulties with attempting to register or vote.

Additional Resources

There is an extensive resource for both DC Code offenders and DC residents called the D.C. Reentry Navigator, which is available at <https://www.pdsdc.org/resources/client-resources/d.c.-reentry-navigator> or through TRULINCs. Residents can also contact the D.C. Public Defender Service to request a physical copy of the booklet.

Additional resources are available as follows:

Mayor's Office on Returning Citizens Affairs

2100 Martin Luther King Jr Avenue, SE, Suite 100

Washington, D.C. 20020

Phone: (202) 715-7670

Email: orca@dc.gov

READY Center

3924 Minnesota Avenue, NE, 2nd Floor

Washington, D.C. 20019

Phone: (202) 698-4932

Email: ready.center@dc.gov

Community Family Life Services Legal Department

For women identifying people only

305 E Street, NW

Washington, D.C. 20001

Phone: (202) 597-5457

Email: legal@cflsdc.org

If you have additional questions, you may also contact the following individuals at the CIC:

- Kareem McCraney for IRAA or Second Look at kareem.mccraney@dc.gov or (202) 727-8527.
- Patricia Marks for Compassionate Release at patricia.marks@dc.gov or (202) 727-4692.
- Eric Weaver for Reentry at eric.weaver@dc.gov or (202) 727-6526.

