

DEPARTMENT OF CORRECTION 	COMMUNITY CORRECTIONS DIVISION	DIRECTIVE NUMBER: 701.04.02.016	PAGE NUMBER: 1 of 4
		SUBJECT: Community Service	Reformatted: 08-08-02

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that the Department of Correction's Community Corrections Division shall have authority over individuals who are placed on probation by the district courts, or granted parole by the Commission for Pardons and Parole, until the district courts or the Commission for Pardons and Parole release such authority.

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03.00.00. REFERENCES

Department Policy 701, Probation And Parole Services.

IDAPA 06.01.01, Rules Of The Board Of Correction, Section 701, Probation And Parole Supervision.

04.00.00. DEFINITIONS

Agency. Any nonprofit organization or public body (excluding religious organization) agreeing to accept community service from offenders and to report on the progress of ordered community service to the court or its delegate.

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Community Service. Any uncompensated labor, provided by an offender for an agency, whose purpose is to enhance physical or mental stability, environmental quality, or the social welfare of the community. Only the Commission for Pardons and Parole may order parolees to Community Service.

05.00.00. PROCEDURE

The Community Corrections Division will act as the court's delegate in interviewing, assessing, referring, monitoring, and reporting completion for offenders sentenced to complete community service hours. Community service may also be used as a sanction to the offender when in violation of his conditions of supervision, or in place of ordered financial obligations.

05.01.00. Intake/Assessment

Receive referrals from the court or other correction agencies for offenders sentenced to complete community service work.

Have offender complete a Community Service Orientation to determine physical/mental limitations and the availability for community service work.

Every offender will read, or have read to them, and will sign the Community Service Agreement acknowledging understanding of the conditions of community service. If the offender disputes or refuses any portion of the intake process, he may appeal to the sentencing authority, but must still complete the process until his appeal is heard. Failure to do so will result in non-compliance being reported to the referring agency.

All offenders will be assigned to an appropriate public or private non-profit agency unless limitations exist, then further screening will be conducted to determine other placements. A certification form, documenting the offender's progress or completion, will be completed by the agency and returned to the Supervising Officer.

05.02.00. Monitoring

Progress of the offenders towards completion of their community service will be documented by phone, or in writing, from the agency of placement and entered into the community service database.

Reassignment an of offender to a new agency may be made, if necessary, at the discretion of Supervising Officer.

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Reports will be sent to the referral source on the status of the offender's community service work. For offenders on under Department supervision, a status report may be sent to the sentencing judge with copies to the Prosecuting Attorney, or to the Commission for Pardons and Parole. A copy of the status report will be placed in to the offenders Central File for record.

05.03.00. Non-Compliance

Failure to complete community service work will result in notification to the sentencing authority and sanctions may result up to and including arrest.

Failure of supervised offenders to complete community service work will result in referral back to his/her supervising officer for possible sanction or revocation.

05.04.00. Records

Records will be maintained by the Agency on the assigned offenders working at their Agency. All recorded progress information regarding that offender will be accurately recorded with copies sent to the offender's supervising officer for placement in the offender's Central File.

05.05.00. Agencies

Agency recruitment will be determined on the basis of non-profit status and needs of both the agency and the Community Service Program.

The Parole/Probation Officers will assist in the recruitment of public or private non-profit agencies to promote community service that is to be completed in the community in furtherance of community policing and restorative justice practices.

Agencies may utilize offenders on a continual or on an as-needed basis.

Agencies approved for the Community Service Program for community service work will maintain contact with the Supervising Officers regarding any tasks/projects available for offenders to perform.

Agencies have the responsibility of informing the Supervising Officer, via the certification form, of either the offender's successful or unsuccessful completion of community service hours.

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05.06.00. Liabilities

Offenders sentenced to perform community service work hours will be covered by Workers Compensation Insurance for any injuries that may arise as a direct result of duties while on job sites. Contracted agencies are responsible for insurance coverage of offenders being used at their respective work sites.

Offenders must report any accident/injury to their work crew and supervisor immediately.

The work crew leader or agency supervisors will then inform the Supervising Officer of the accident/injury.

The appropriate paperwork must be filled out by the work crew supervisor, private agency, public representative or Supervising officer and submitted to the Safety Officer, who will then submit the information to the insurance carrier.

05.07.00 Community Service Group Projects

Selection of the Community Service Group projects will be determined on the basis of need in the community as determined by the Community Service Coordinator and/or command staff.

05.08.00 Volunteers/Practicums/Internships

Volunteers, Practicum, and Intern students may be utilized by the Community Service Program and they will follow the policies and procedures established for the volunteer program.

Administrator, Operations Division

Date