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**National Highway  
Traffic Safety  
Administration**

# Community Service Restitution Programs for Alcohol Related Traffic Offenders

## Case Studies and Resource Materials

Volume II

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ACQUISITIONS

# Introduction

This report is the second of three documents concerning community service programs as an alternative sanction for drunk drivers presented by International Business Services (IBS) under a contract with the U.S. Department of Transportation's National Highway Traffic Safety Administration (NHTSA). The first document consists of a manual to aid state and local jurisdictions in the design and implementation of community service programs; and the third volume contains relevant bibliographical material.

This report describes the major activities, findings, and conclusions that emerged from the study. In this chapter, we present a discussion of the background and purpose of the research effort.

## BACKGROUND

In recent years, drunk driving has become one of the nation's most controversial issues, capturing the attention of the public, the media, and state and local legislatures across the country. Prior to this explosion of public interest, the majority of individuals convicted of drunk driving were returned to the community following a rather lenient treatment—license suspension and perhaps, a fine. In instances where a defendant received a prison sentence, the sentence was typically suspended and the offender was given a period of unsupervised probation. These measures were based on the attitude that drunk driving was really more of an "indiscretion" on the part of the offender than a crime.

This attitude is changing. Jurisdictions now feel that it is no longer enough to offer the offender a "slap on the wrist." The drunk driver is currently viewed in many places as a criminal and a menace to society. A variety of new responses to the problem of drunk driving have evolved as a result.

Examples of this tougher stance abound. The State of Utah demands a mandatory period of imprisonment in place of suspended sentences. Texas places some offenders in Court Residential Treatment Centers. Massachusetts gives second-time offenders the option of two weeks in a State hospital or participation in a thirty day treatment program and seven days in jail. The West Texas Regional Adult Probation Department offers DWI offenders supervised home incarceration as an alternative to jail as part of Project Home. Other areas of the country offer less punitive alternatives to prison in the

form of half-way houses and work-release centers which allow the offender to leave during the hours of employment.

An increasing number of jurisdictions in the United States have begun to use community service as an alternative to incarcerations or fines. The concept of community service programs was formally introduced in the early nineteen seventies, most notably with the Court Referral Program of Alameda County, California and the Alternative Community Service Program of Multnomah County, Oregon. In these and other programs which followed, offenders are typically assigned to community service programs as a condition of their probation. This provides offenders with an alternative to jail and/or a fine, depending upon legislative mandate or judicial practice.

The American Bar Association, in the publication *Community Service by Offenders*, explains the concept of such programs as follows:

"A community service program is a program through which convicted offenders are placed in unpaid positions with non-profit or tax-supported agencies to serve a specified number of hours performing work or service within a given time limit as a sentencing option or condition. The community service program is responsible for making appropriate placements, verifying offender's progress toward completion of required hours of service, at times issuing reminders or warnings and arranging for placement changes or other modifications, and submitting reports to referring courts."

The present research was undertaken to provide detailed data on various aspects of community service programs currently in place across the country. Areas of investigation included:

- program emphases and philosophies
- legal authorization
- costs and funding sources
- staffing patterns
- recruitment of user agencies
- matching offenders and agencies
- monitoring procedures
- record keeping and statistical reports
- measurement of effectiveness
- solicitation and maintenance of community support

The sample of programs covered in this report indicate that there is a wide range of variability in policy and procedure relating to each of these aspects. One common denominator which can be gleaned from the findings, however, is the unquestionable benefit derived from the programs by the judicial system, the community, and the offenders themselves.

The remainder of this report is organized as follows: Chapter 2 presents a discussion of the methodology

employed to gather and organize existing information, to identify and select a sample of community service programs, and to collect data. Chapter 3 presents the research findings in the form of case-study narratives and summary matrices. Chapter 4 concludes the report with a discussion of the findings. Appendices A thru I are replete with program-specific documents such as contracts, insurance forms, newsletters, etc.

# Methodolgy

## REVIEW OF BACKGROUND MATERIALS

A review of relevant documentation regarding design, orientation and operation of community service programs was instrumental to the present research process for two prime reasons: first, it aided in defining the parameters of variability among the programs and thus provided a conceptual framework for further investigation and second, in many cases, existing literature identified some innovative and successful community service programs which served as potential case study sites. As part of our literature review, IBS staff searched Federal departmental libraries including the Justice Department, the Department of Transportation (NHTSA), and the Department of Health and Human Services. Publications from the Traffic Institute of Northwestern University were also helpful. In addition to their publications, Traffic Institute staff offered fruitful suggestions as to where descriptive brochures and literature could be obtained for programs currently in operation. The program literature thus acquired led to initial contacts with key program personnel in many states across the country. Relevant bibliographies, including a computerized literature search from the National Institute of Justice, appear in Volume Three.

## PROGRAM IDENTIFICATION AND SELECTION

Given the recent establishment of most community service programs and the fact that they can be sponsored by state, county or local governmental agencies or by private non-profit organizations, it is not surprising that no national, and few state directories of such programs exist. Program identification was, therefore, a trial and error procedure consisting of questioning NHTSA personnel, reviewing the literature, and making many phone calls to state and local departments of correction.

The sampling methodology we used for program selection is commonly referred to as "snowball" sampling. Through this method, programs were selected based on word-of-mouth referrals by knowledgeable experts in the field, by court administrators and by other program directors. The choice of this sampling procedure is premised upon the fact that in many descriptive studies it is rarely necessary to study all of the existing cases in order to provide an accurate and reliable description of the structure, operation, and attitudes of social institutions.

The Traffic Institute of Northwestern University provided the impetus for the initial selection of community

service programs. Among their referrals was the California League of Alternative Service Programs (CLASP), a state-wide coordinating agency for all such programs within the State of California. Referrals and recommendations of successfully established programs proceeded from this point. In selecting which referrals would be included in the study sample, care was taken to achieve variety and innovation.

The snowball procedure resulted in the selection of two samples: (1) eleven programs in six states were earmarked for site visits and (2) twenty programs across the country were chosen to be contacted by telephone. Thus, a total of thirty-one community service programs were investigated as part of the study. They are listed below.

### *Site Visits*

1. CLASP Program, San Rafael, CA
2. Marin County Community Service Program, Marin County, CA
3. Alameda Volunteer Center, Oakland, CA
4. Arapahoe County Judicial Services, Littleton, CO
5. Adams County Community Service Program, Adams County, CO
6. Community Corrections of Pike's Peak Region, Inc., Colorado Springs, CO
7. Community Services Program, Metropolitan Court, Albuquerque, NM
8. Community Services of the City Court of Baton Rouge, Baton Rouge, LA
9. West Texas Regional Adult Probation Department, El Paso, TX
10. Community Services of Dade County, Inc., Dade County, FL
11. Pride, Inc., West Palm Beach, FL

### *Telephone Contacts*

1. Volunteer Action Center, Bismarck, ND
2. Rhode Island Department of Transportation, Driver Retraining Section, Providence, RI
3. Multnomah County Alternative Community Service, Multnomah County, OR
4. Community Services Program of Jefferson County, CO
5. Special Services, Adult Probation Department of the Superior Court of Arizona, Maricopa County, AZ

6. Drunk Driver Program, Community Corrections Department, Boulder, CO

7. Burlington County Probation Department, Burlington County, NJ

8. Passaic County Probation Department, Passaic County, NJ

9. Alternative Sentencing Program, Baltimore County, MD

10. Jail Alternative Community Service Program, Salt Lake City, UT

11. Department of Probation and Parole, Oklahoma City, OK

12. Community Service Option Program, Houston, TX

13. Alcohol Automobile Social Awareness Program, Reno, NV

14. Cook County Hospital Volunteer Program, Cook County, IL

15. Sheriff's Community Service Program, Cook County, IL

16. Porter County Prisoner and Community Together (PACT), Valparaiso, IN

17. Community Service Sentencing Program, Des Moines, IA

18. Alternative Community Services Program, St. Louis County, MO

19. Community Service Probation Program, Toledo, OH

20. Special Services, Camden County Probation Department, Camden County, NJ.

#### DATA COLLECTION

Eleven community service agencies were visited between October and December, 1984. Prior to conducting the visits, letters of introduction were sent to inform the program directors of the purpose of the study and to solicit their cooperation. Without exception, the program

staff were responsive and cooperative. The average duration of the interviews was 2-4 hours, during which time information was solicited concerning agency structure and origin of authority, types of costs and funding sources, implementation strategies, personnel and recordkeeping requirements, types of community services performed, methods for assessing offender's background and abilities, methods of assessing program effectiveness, and community attitude toward the program. In addition, statistical information was gathered wherever possible on the number of offenders who entered the program, the number who completed it and the number of previous and subsequent DWI convictions by offender (i.e., recidivism rate). Follow-up letters of acknowledgement and appreciation were sent to all participating programs.

Telephone contact was subsequently made with 20 more programs, many of which were enthusiastically recommended during conversations with program directors. Each telephone interview lasted approximately 30-45 minutes. All program personnel were most cooperative and in all cases satisfactory information was supplied. Narrative and tabular summaries of findings from the site visits and telephone contacts are presented in Chapter 3.

#### LIMITATIONS OF THE DATA

It is important to note that our sample may not be representative of the universe of community service programs. Due to the lack of program listings, and time and budget constraints, we were only able to select a small sample of readily identifiable programs. We do not know what percentage of the total number of programs our sample represents, nor whether we have, in fact, tapped all program types, structures, procedures, etc. Our findings, therefore, should be considered an overview and not necessarily generalizable to all community service programs. We do feel confident, however, that we were able to gather sufficient data to construct a manual for community service program development and implementation, as well as prepare this report providing program descriptions and comparative analyses.

# Findings

This chapter will present case studies of the community service programs site visited during the study, followed by a comparative analysis of all programs contacted. The eleven programs summarized as case studies include:

- The California League of Alternative Service Programs (CLASP)
- The Alameda Volunteer Center of Oakland, California
- The Marin County Community Service Program of Marin County, California
- The Community Service Program of the City Court of Baton Rouge, Louisiana
- The Community Service Program of the Metropolitan Court of Albuquerque, New Mexico
- The Community Services of Dade County Inc., Dade County, Florida
- Pride Inc., of West Palm Beach, Florida
- The Community Service Program of the West Texas Regional Adult Probation Department, El Paso, Texas
- The Adams County Community Service Program of Adams County, Colorado
- The Jail Alternative Program of Community Corrections, Pikes Peak Region Inc., of Colorado Springs, Colorado
- The Arapahoe County Community Service Program of Littleton, Colorado.

## CASE STUDIES

1. *The California League of Alternative Service Programs (CLASP) in San Rafael, California*, offers a broad perspective of the ninety-four community service programs in the State of California which together serve approximately 140,000 people each year. Founded in 1975, CLASP is a non-profit consortium funded by the State and designed to coordinate and standardize the activities of member programs. Through its efforts, CLASP helps to promote the development and effective use of community service as a sanction.

As of this writing, there is no mention of community service as a sanction for drunk driving in the legislation of the State of California. Consequently, those convicted of alcohol related traffic offenses are referred to community service programs as a discretionary measure by

sentencing authorities in lieu of a fine or incarceration. Community service programs in California serve many different types of offenders and there are no statewide administrative procedures, funding sources or statistics available specifically aimed at drunk driving populations.

Approximately forty percent of California's community service programs are operated out of municipal or county probation departments. A CLASP representative indicated that the advantages to this approach include the fact that probation departments generally receive more permanent funding than private non-profit organizations. This allows community service programs operated out of probation departments to become more stable. Typically, this type of program has more paid staff than private non-profit programs, which frees them from the necessity of relying on volunteers to perform program functions. Probation departments may also gain easy access to background information concerning offenders, such as pre-sentence investigation reports, which may be useful in determining assignments. Finally, the issue of liability over possible offender malfeasance is often the responsibility of the whole jurisdiction. Should a legal suit develop over the actions of an offender, the legal resources of the county or municipality would be available.

The majority of community service programs in the State of California are operated out of private non-profit agencies. The advantages to this approach, according to a CLASP representative, include the variety of funding sources available to private non-profit agencies. In addition, these agencies tend to have better public relations with the surrounding community. Programs such as these may also be directed toward a specific target population. Finally, the program's operations may not be as contingent upon local politics as programs operating out of a public agency.

Insurance is treated by programs in a variety of ways. Some programs offer no insurance to offenders. Others buy insurance from private companies and charge the offender a nominal fee for coverage. Some counties are self-insured for workman's compensation and voluntarily extend coverage to the offender. Other counties purchase compensatory policies from the State. In some cases, the community service program requires the user agency to provide insurance for offenders.

User agencies in California have recently become more accessible to community service programs. This is partly because decreases in public funding have caused layoffs of paid staff, creating a need for volunteers. It is also because housewives, a prime source of volunteers for many non-profit agencies, are returning to the workforce in large numbers, causing agencies to recruit volunteers from other populations. CLASP estimates that there are fourteen hundred user agencies currently being utilized by community service programs in the State.

CLASP perceives community service as being more restitutive than punitive. It does not perceive community service as necessarily having a rehabilitating effect on an offender. Community service is seen by CLASP to benefit the community, the judicial system and the offender. It benefits the community by serving as an avenue of restitution for wrongs done to society, and by providing a valuable source of free labor to deserving organizations. It serves the judicial system by offering an additional sanctioning option to fines and incarceration. It may benefit offenders in several ways. For many offenders, the community service experience provides the opportunity to learn a new skill, perhaps even gain a new job. Further, the personnel of user agencies may often serve as a good role model for offenders. Finally, in the words of a CLASP representative, "offenders often discover that it feels good to help someone else."

CLASP offers, as a result of its extensive experience in the area of community service, the following advice to new programs:

- Use paid staff as well as volunteers
- Use personal computers for recordkeeping
- Use program evaluations to attract funding
- Use qualified caseworkers with good interviewing skills
- Use written agreements with user agencies
- Use periodic staff visits as a way of maintaining contact with agencies
- Use an advisory group composed of supportive professionals (i.e., judges, public defenders, etc.)
- Use local newspapers and other media to maintain an informed and supportive community.

2. *The Marin County Community Service Program of San Rafael, California*, operates out of the County Probation Office. Its organization consists of a manager, three probation officers, a clerk typist and two part-time volunteers. It is funded in large part by the State, and receives less than one-tenth of its budget from additional County funds.

While the program lists over one hundred twenty job sites on its placement roster, it actually uses approxi-

mately forty agencies on a regular basis. These agencies include:

- Hospitals
- Child care centers
- Libraries
- Senior citizen centers
- Recreation centers
- A riding club for disabled children
- The San Quentin Visitor's Center

Program staff visit the user agencies on a weekly basis as a way of maintaining contact and making the program directly accessible to user agencies, should any problems arise. Some user agencies place restrictions on the types of offenders they will accept (i.e., sex offenders, drug or alcohol offenders, etc.) or offenders who are assigned less than a minimum number of hours.

The program does not use pre-sentence investigation reports in matching offenders with assignments. It does, however, receive some background information on offenders by way of a universal docketing system, listing the offense and other pertinent data. The placement interview includes questions concerning the offender's:

- Health
- Transportation requirements
- Available time
- Special skills or interests

While approximately sixty-five percent of the placements involve some form of manual labor (i.e., gardening, cleaning, etc.) offenders are sometimes assigned to aid in craft programs, work with disabled children, visit the infirm, or to other activities that may be predicated on an offender's skills or interests. Insurance for offenders, including workmen's compensation, is provided by Marin County. No liability insurance is provided.

The program makes use of time cards to monitor the hours completed on a given assignment. The responsibility for maintaining a time card rests solely with the offender and *not* with the user agency. Offenders are reminded at one month and again at two weeks before the ending date, to send written confirmation of the completion of their assignment to the program, or a bench warrant will be issued for their arrest. In the past, the program reported both failures and completions to the sentencing authorities. The current policy, aimed at reducing paperwork, is to report only those offenders who fail to complete their assignment. This policy also helps to ensure that an offender who successfully completes the program is not rearrested by mistake.

The program records and maintains data concerning the following:

- Number of cases
- Number of hours assigned
- Number of hours completed



- Type of sentencing authority (i.e., municipal court, superior court, traffic court, etc.)

In addition, a card file is maintained on each offender for five years following the date of entry into the program. From this, it has been determined that approximately sixty percent of participating offenders have previously served a community service sentence.

The measurement used in determining the degree of the program's success is the ratio between the number of hours assigned and the number completed. A program representative estimates that this figure falls around seventy-five percent. The program's measure of effectiveness is consistent with the program's philosophy of emphasizing the concept of restitution over rehabilitation.

A program spokesperson advised new programs to start small; to develop a core of job sites and then expand, so that a user agency doesn't wait for months between receiving assignments. In addition, it was suggested that judges should be discouraged from assigning less than twenty hours, as offenders who are assigned less time are generally harder to place with user agencies. Further, the program felt that support from sentencing authorities should be cultivated, but a new program should clearly delineate its expectations at the outset. Finally, it was thought that new programs should maintain regular contact with the court, user agencies, and the community, to ensure the continued success of the program.

3. *The Alameda Volunteer Center of Oakland, California* is a private non-profit community service program that has the distinction of being the first community service program to begin operation in the nation. Originally a volunteer bureau, the Alameda program expanded its focus to include community service fifteen years ago at the request of a judge who was concerned about indigent offenders who could not afford fines. The Center is made up of a director (who devotes half of her time to community service and half to other volunteer efforts), two site managers, one part-time administrative assistant, five full-time interviewers, one part-time interviewer, three clerks, a part-time bookkeeper and five full-time volunteers (interns attending a local university). Initially funded by an LEAA grant, the program now receives County funds through the probation department, which also serves as the contract monitor for the program. In addition, the program receives funding from the United Way, local fundraisers, and client fees of five dollars per offender.

The program has a roster of three hundred twenty-five user agencies, providing four hundred fifty sites within the County. User agencies include libraries, counseling centers, schools, animal shelters and a wide array of other public and private non-profit organizations. Only one person in the user agency is informed of the offense, and

every effort is made to ensure that the offender is treated in the same way as any other volunteer.

The program limits the use of pre-sentence investigation reports to certain offenses. It does not use them in conjunction with alcohol related traffic offenses. The placement interview serves to determine the offender's:

- Attitude
- Place of residence
- Transportation requirements
- Available time
- Health
- Child care requirements
- Interests and talents

The program does not use work crews, and most assignments do not involve manual labor. Instead, assignments may include clerical assistance, peer counseling, classroom help or other more highly skilled activities. A program representative estimates that only about ten percent of its user agencies provide insurance coverage for offenders. The only other insurance is on the program's behalf, covering the program against errors that may result from false arrest.

Offenders are monitored by telephone at interim checkpoints; half-way through the sentence for all offenders, with additional checkpoints for those serving longer sentences. Offenders provide the program with time sheets at the completion of their sentence. The program then verifies these time sheets by telephone with the user agencies.

The Center maintains records that are fairly extensive when compared to those kept by many other community service programs. Those records include:

- Number of offenders referred to the program
- Source of referrals
- Number of hours assigned
- Number of hours completed
- Numbers by type of offense (e.g., traffic related, penal code related, etc.)
- Number of worksites utilized
- Offender information including:
  - Race
  - Ethnicity
  - Age
  - Education

The program measures its success by the percentage of assignments completed. A representative estimated the current percentage to be seventy-five percent.

A program spokesperson advised new programs to thoroughly anticipate the costs involved in running a program by means of a cost analysis. It was also suggested that new programs establish close working relationships

with sentencing authorities, user agencies and the community, and that these relationships be reviewed periodically to ensure that they are effective. A good monitoring and recordkeeping system was also thought to be essential to new programs. Finally, it was deemed important to maintain a positive philosophy concerning community service, and to reflect that philosophy in a program's approach to the courts, user agencies, and the community.

4. *The Baton Rouge City Court's Comprehensive Community Service Program of Baton Rouge, Louisiana* is composed of two elements. One element is the litter detail. Utilized by the Court for more serious offenders, the litter detail operates out of the East Baton Rouge Parish Sheriff's Department, in conjunction with the Department of Public Works. The second part consists of the community service program run by the Court's Probation Department. It is to this latter program that alcohol related traffic offenders are most typically assigned.

The Court's Probation Department program is funded entirely by the fines and court costs assessed by the City Court. The program utilizes a chief casework supervisor and fifteen probation officers, two of whom direct their full-time efforts toward community service offenders. During 1983, the program served a total of 1,253 offenders for a total cost of \$26,388.18. This includes \$10,525.20 in estimated transportation costs paid by offenders over the course of their participation in the program. With this cost included, and the 41,383 manhours worked by offenders, the cost per manhour for 1983 was computed to be sixty-three cents.

The program's list of user agencies initially evolved from former ventures into the area of community service on the part of other municipal programs. The list has been expanded by community outreach, during which program representatives have met with directors of potential user agencies in an effort to "sell" the program. Churches and religious organizations do not participate in the program. The program has amassed a wide ranging list of user agencies. It includes municipal organizations such as:

- Parks and Recreation
- Headstart
- Council on Aging
- Community Centers
- Libraries

In addition, the program has agreements with such agencies as:

- Capital Area United Way
- Catholic Social Services
- Jaycees
- Salvation Army

- Volunteers of America
- YMCA

The program also utilizes educational institutions such as Louisiana State University, local hospitals, and special community projects such as the International Special Olympics for assignments.

An offender's involvement with the program begins with a pre-sentence investigation report from the City Court to the Probation Department. From this, a profile of the offender is drawn concerning the individual's previous involvement with the law, an initial assessment of his skills and his availability for community service. This profile is drawn prior to the pre-sentence interview. The offender is then invited in for the pre-sentence interview at which time, a more in-depth assessment is made of the offender's skills and interests, and suitability for community service. Following this process, the probation officer reviews the needs of participating agencies, making every effort to place the offender in an assignment that will utilize his skills. In order to assess the needs of user agencies for determining assignments, agency directors were asked, "If you had an unlimited labor pool, what would you want?" This "wish list" has resulted in a wide variety of assignments. Past assignments have utilized the skills of offenders in the following trades and professions:

- Brick Mason
- Carpenter
- Ironworker
- Plumber
- Welder
- Auto Mechanic
- Nurse
- Optician
- Physical Therapist
- Accountant
- Secretary
- Fiscal Analyst
- Teacher
- Jazz Musician

Skilled tradesmen only perform tasks which would otherwise not be performed. Hence, local unions have not been resistant to such assignments. One of the more unusual community service assignments made by the program has been the preparation of the program's Cost and Benefit Analysis, by an offender donating skills as a fiscal analyst. Another unusual assignment utilized the skills of a jazz musician in the performances of benefit concerts for the Council on Aging.

Medical insurance for offenders is purchased by the program from the Volunteers Insurance Service (V.I.S.). V.I.S. is a national non-profit association that offers a specially designed insurance package under their Court

Referred Alternative Sentencing Volunteer Program. The Community Service Program does not have insurance covering the offender's liability. The offenders themselves are held accountable for any possible claims resulting from their negligence or malfeasance.

Monitoring offenders is the responsibility of recipient agencies. Should an offender fail to appear or act in any way inappropriately, the user agency contacts the probation department, who will in turn, schedule an interview with the offender. The offender and not the user agency, however, is solely responsible for the maintenance of the time card validating the hours completed toward fulfillment of the assignment. Should an offender lose or otherwise fail to maintain the time card, all unvalidated hours must then be repeated. A program representative indicated that this was felt to be an effective way of impressing upon offenders . . . "the responsibility for their own actions."

The program keeps statistics on the manhours utilized, the percentage of successful clients, the program costs and the costs averted by not having offenders incarcerated. In addition, statistics are kept regarding the recidivism rate of offenders arrested within the Baton Rouge metropolitan area. It is estimated that the recidivism rate of local offenders is less than fifteen percent. The program evaluates its success by considering all of the above data.

Concerning advice for new programs, the respondent suggested that these programs place a heavy emphasis on gaining and maintaining the support of sentencing authorities, by keeping them well informed of the program's goals, benefits and activities.

5. *The Metropolitan Court Community Services Program of Albuquerque, New Mexico*, is operated out of the City's Educational Services Division of the Department of Probation and Educational Services. Funded entirely by municipal monies, the program's organization consists of one full-time supervisor and one clerical worker. The offenders eligible to participate in the program include petty larcenists, traffic violators and other misdemeanants. The program has recently expanded to include first offenders convicted of alcohol related traffic offenses.

The program utilizes an extensive list of user agencies including:

- Community centers
- Churches
- Day care centers
- Goodwill Industries
- American Cancer Society
- American Diabetes Foundation

DWI offenders, however, are typically assigned to the City's Weed and Litter Division, unless circumstances

such as the offender's health preclude such an assignment. A program representative expressed the feeling that assignment to the Weed and Litter Division is a good experience for DWI offenders, ". . . providing them with lots of fresh air and sunshine, while at the same time, teaching them a lesson." The Weed and Litter Division consists of a full-time superintendent and five full-time drivers who, in addition to being responsible for transporting offenders to the sites, double as site supervisors. Offenders are monitored on-site by a ratio of one supervisor to eight offenders. The supervisor records the attendance and the number of hours completed. Records concerning the Weed and Litter Division are maintained separately from other data collected by the Community Services Program.

No insurance for offenders is provided by the program. This stems from a belief that it is not the City's responsibility to provide this kind of benefit to those who have broken the law.

The spokesperson advised new programs to ensure that judges are aware of the viability of community service, and to encourage their cooperation.

6. *Pride Inc. of West Palm Beach, Florida* is a private non-profit organization, designated by an administrative order of the Court to act as Palm Beach County's Probation Department for misdemeanants. Its activities include:

- Conducting substance abuse education and evaluation
- Operating a DWI school
- Operating a pre-trial intervention program
- Administering and supervising probation for criminal traffic and misdemeanor offenders

Pride Inc. is staffed by a director and fifty-two full-time clerical personnel, as well as an additional thirty part-time employees (predominantly high school students). It is funded entirely by client fees.

Pride Inc. does not use pre-sentence investigation reports. It does, however, have a computer terminal hooked up with the Court's computer and, therefore, has access to all statistics concerning a particular offender. The program does not match offenders with community service assignments. Instead, it places the responsibility on the offender to find his own placement. No insurance is provided for offenders by the program.

Offenders are monitored by appointments on a monthly basis. Should an offender miss a monthly appointment or fall two months behind on fees, he is returned to the court. At the end of an assignment the offender must provide Pride Inc. with a notarized letter from the user agency, certifying that the assignment has been completed. Letters are spot checked by Pride Inc.

for authenticity, but program personnel do not make site visits to user agencies.

Pride Inc. does not prepare external reports, but does keep statistics for internal use. Those statistics offer profiles of participating offenders (e.g., employment history, income level, marital status, etc.). The program evaluates its success by the recidivism rates of program participants. A program representative estimated that the recidivism rate for DWI offenders was less than five percent. He perceived this to be attributed more to the alcohol education component of Pride Inc. than to the community service element.

The spokesperson advised new programs to clearly delineate the program's expectations to offenders. In addition, he suggested they maintain easy accessibility to the sentencing authorities.

7. *Community Services of Dade County, Inc. in Miami, Florida*, is one of three private non-profit organizations in Dade County designated by court order as the Probation Department for misdemeanants. The organization is divided into two sister corporations, DWI Countermeasures and Community Services. Among the components of Community Services of Dade County, Inc. are educational programs for alcohol related traffic offenders, other high risk drivers and a "drug related consequence school." The organization is staffed by twenty-eight full-time employees, and sixteen part-time employees, all of whom spend one-third of their time working in the area of community service. In addition, the program avails itself of volunteers, including program graduates. The organization is funded in its entirety by client fees.

User agencies are recruited by a program representative who visits agencies explaining the program's aims, policies and procedures. Agencies that decide to participate are asked to sign a detailed contract delineating the program's expectations. The program utilizes thirty-eight private non-profit agencies, as well as colleges and municipal agencies. User agencies include:

- March of Dimes
- American Heart Association
- American Red Cross
- Community centers
- Department of Parks and Recreation

The names of the user agencies are entered into a computer and characterized by:

- Area
- Jobs available
- Languages spoken
- Hours available to offenders

Offenders begin their involvement with the program at registration. A fee is collected and the offender is given

an intake interview with a community service counselor. The counselor has access to the offender's court records, as well as other data that may be pertinent to the offender's assignment. The offender is then asked to return for a more in-depth psycho-social interview. At that time, further determinations are made concerning the offender's suitability for community service. If an offender is deemed suitable, an assignment is made. Typical activities fall into the area of unskilled labor (e.g., cleaning and groundwork). Activities that require direct client contact on the part of the offender (i.e., working with kids in a day care center) are discouraged.

The program's contract with the user agency includes a "hold harmless clause" regarding possible liability. In addition, the program has policies covering accident insurance, as well as professional liability (i.e., malpractice) through SEMA which is the component of Traveler's Company that insures volunteers of the criminal justice system. In addition, the contract between the program and the user agency stipulates that program offenders and other personnel shall be provided medical coverage by the user agency under the "additional insured" clause in the agency's insurance policy. At the outset of an offender's assignment, a letter of referral is sent to the agency, concerning the offender's involvement. The offender is required to perform a minimum of eight hours of service per week toward completion of his assignment. At completion, the agency must forward a notarized letter to the program, acknowledging the offender's fulfillment of his task.

The program utilizes a computer to maintain data that includes:

- The number of hours assigned
- The number of hours completed
- The number of offenders referred
- Profiles of offenders (e.g., ethnicity, age, education, etc.)

Community Services of Dade County, Inc. has developed software, and has made that software available to other community service programs. The software requires 526K of memory and hard disc storage.

The program evaluates its success based upon the percentage of hours completed (approximately eighty percent), favorable reports from user agencies and the fact that over fifteen percent of its participants continue to offer their services to agencies following the completion of their assignments.

A program representative suggested that new programs begin with a small number of agencies and use successful experiences derived from their participation to market additional agencies. He further suggested that programs use a formal, comprehensive contract in signing on user agencies. Finally, he suggested that a strong relationship with sentencing authorities is integral to a program's success.

8. *The West Texas Regional Adult Probation Department of El Paso, Texas*, provides a comprehensive approach to the problem of drunk driving. In addition to the Community Service Restitution Program, the Department provides:

- Traffic Safety Education (DWI School)
- Alcohol Abuse Education
- Alcohol Treatment Programs

The Community Service Restitution Program was started by the Adult Probation Department in 1981. It is funded by a combination of State and local monies, probation fees, and payments by program participants. The staff includes a director and thirty-six probation officers, twenty-two of whom are assigned full-time to activities related to community service.

The program utilizes over fifty agencies including:

- Parks and recreation centers
- The Department of Public Transportation
- The Police Department
- The Housing Authority
- The State Mental Center
- The YMCA
- The Optimists Association
- The Boy's Club
- Planned Parenthood

In addition, the program includes as user agencies:

- Hospitals
- Schools
- Special municipal projects

Offenders are thoroughly screened prior to their entry into the community service program. The Department has direct access to background information provided by the Court concerning an offender's criminal history. Additional information concerning an offender's social history and the extent of his alcohol involvement is determined at the intake interview. Information concerning an offender's skills, transportation requirements, any special health problems and other data pertinent to an offender's assignment is also determined.

The population of participating offenders involved with the program consists largely of unskilled laborers, and this is reflected in the predominance of the program's assigned activities. Hauling refuse from an illegal dump site and cleaning the grounds of a local cemetery are two examples of what may be characterized as typical activities. No insurance is provided for offenders by the program, nor is there any special liability coverage for the program itself.

The responsibility for monitoring offenders is placed on the probation officers rather than the user agencies. In addition, each offender is expected to maintain a time

card with which to validate his hours. Like the program in Baton Rouge, the West Texas program insists that an offender repeat all assigned hours in the event that a time card has been lost or otherwise improperly maintained.

Extensive statistics are maintained by the program with the aid of a computer. They include:

- Total hours contributed
- Total labor contributed (converted at minimum wage)
- Number of participating agencies
- Nature of offenses referred (i.e., felonies, misdemeanors, etc.)
- Percentage of successful completions

The program determines its effectiveness by considering the dollar value (computed by the number of hours worked times the minimum wage) of the free labor provided to the community, the positive responses received from user agencies concerning their participation, and finally, the percentage of successfully completed assignments. It is difficult to determine accurate recidivism rates, as many offenders live in disparate parts of the country as well as across the border in Mexico, making records difficult to obtain.

The Program Director offered the following advice to new programs, "Put community service restitution first, and the rest will follow. Present the program in a positive light to user agencies, and market it as advantageous to all areas of the community."

9. *Community Corrections, Pike's Peak Region Jail Alternative Program in Colorado Springs* has been in operation for 2 years under the legislative authority of a State of Colorado mandate. The organization is private non-profit and contracts with the El Paso County Commissioners. It has a distinct business orientation. Its present staff consists of a full-time supervisor, two full-time and one part-time jail alternative specialists, and one part-time clerk. The program is 100 percent offender supported through a \$40.00 fee. They currently have an active caseload of 900 clients. The program developed its user agency rosters by directly soliciting agencies. The only qualifying criterion was that the agency be non-profit. The program currently uses over 65 agencies, with the most frequently used agencies being the Boys Club and the Handicapped Learning Center. Week-end agencies are at a premium since most of the clients prefer to schedule their community service hours to avoid conflict with their regular jobs.

In matching offenders with assignments, an initial intake interview is conducted in which the counselors encourage choice. The program takes all offender types—felony, misdemeanor and traffic. The types of service activities available range from administrative aid to clean-up and manual labor. Assignments are made to make an

impression on the offender, for example, a pregnant mother convicted of DWI was assigned to an alcohol treatment center. Each offender on assignment is insured by a private insurance company for a \$5.00 premium. This coverage includes medical, dental, accidental death or dismemberment and liability.

Monitoring of assignment completion is done by the user agency who signs the offender's weekly time sheet and sends it back to the Pike's Peak Center. New entrants are uniformly given a sheet of rules and guidelines which explicitly state their responsibilities, and rates of completion since this practice was introduced. If an offender defaults on his or her service assignment, the center can request a bench warrant. Success of the program is measured by completion of program hours, and employment offered as a result of a community service placement. Completion rates have been close to 80 percent in the last two years. The program keeps aggregate statistics on the number of hours completed and sends monthly and quarterly reports to its Board of Directors containing data on finances, admissions and hours assigned and completed. In the past, such records were stored in a computer but it was found to require too much time and storage space. All reports are now compiled by hand.

Pike's Peak Community Corrections does not view itself as a counseling program. Although it is stringent in its expectations, it attempts to make the offender's experience as pleasant as possible. The program sees itself as a positive alternative to jail with the primary goal of getting the offender involved in something beyond himself or herself.

As with most other community services programs which were visited, many benefits are perceived for the offender, the court system and the community. Many offenders continue to volunteer after their assignments. Concerning the court system, the program cuts down on jail time and helps alleviate the overcrowding problem. Since community service is a condition of probation, the program also provides courts with a second tracking mechanism. Finally, the program provides the community with free labor and skills. The agencies involved are enthusiastic about the program and provide much positive feedback. There is little or no community resistance to the program.

The program director offered several suggestions for implementing a successful community service program:

- Try to enlist whole-hearted judicial support
- Talk with user agencies and establish a secure core
- Defender supported programs are suggested if legislation will address the problem of indigent offenders.

10. *The Adams County Community Service Program of Adams County, Colorado*, began its operation as a

result of a state mandate in 1982 and was installed as part of the County Sheriff's Department. Its current staff consists of one caseworker, one supervisor who also shares caseloads, and one secretary; all of whom are paid staff. The program is funded by Adams County, and also receives a \$40.00 fee from offenders. They serve approximately 80 clients a week, and average 15 clients a day on court days.

The program has over 200 user agencies on its placement roster, and uses about 50-75 of these agencies regularly. It developed its roster mostly by referrals from other agencies, including the Mile High Volunteer Association. All of the agencies are non-profit and include the Salvation Army, Goodwill, and numerous county agencies and offices. The program is in the process of trying to enlist local schools as user agencies with the idea of having clients talk to students about the repercussions of drunk driving. The program continually tries to recruit new agencies as it usually has more clients than placement slots.

The Adams County program does not have a formal procedure for matching clients with assignments. They do not use pre-sentence investigation reports in assignment, but they do possess a full criminal history on each client. They accept only DUI and DWI offenders in the program. Almost all of the assignments are exclusively manual labor i.e., building maintenance and janitorial types of work such as repair, mopping and sweeping, etc. Clients in the program are not permitted to work more than 4-8 hours a day because in the past some lost their regular jobs in an effort to finish the community service quickly. Clients are now given the options of days, times, and agencies that they prefer.

Performance of assignments is monitored by the user agency. The program supplies a form to the user agency which notes the actual hours spent on the site by the offender. If the form is not returned weekly by the agency, the caseworker will phone to investigate any irregularities. If it is established that the offender is not complying, the Adams County program can issue a motion for contempt and obtain an arrest warrant.

Liability for accident or disability of the offender while on assignment is covered by a private insurance carrier. Payment of the premiums comes out of the \$40.00 offender fee.

The philosophy of the Adams County Community Service Program is essentially punitive. The majority of offenders find the manual labor requirements distasteful. In some instances, however, the program was shown to have a rehabilitative effect with the program receiving comments indicating the gratitude of the offenders. Frequently, the offender is hired by the agency for which they volunteered. Success of the program is measured strictly by aggregate assignment completion. No



individual-level statistics are kept. In 1984, the completion rate of the program was about 60 percent.

The program director sees obvious benefits to the offender and the community. The offender has the option of "working off" his fine or sentence, and community agencies reap the benefit of unpaid labor. The court system is only recently accepting community service. Historically, their opposition was based on complaints of too much time and paperwork involved in the process. Many county judges still do not believe that the program activities are sufficiently compensatory for drunk driving offenses.

Some suggestions from the Adams County staff for implementing a community service program include:

- Make sure one has enough user agencies
- Assure tight linkages with agencies
- Prepare every conceivable type of form
- Educate user agencies
- Ascertain that user agencies are well-organized establishments.

11. *The Arapahoe County Alternative Services / Useful Public Service Program in Littleton, Colorado*, was established as a result of a Colorado State legislative mandate in 1982 in response to prison overcrowding. The program operates in conjunction with the Arapahoe County Probation Department, as community service for DUI is a mandated part of the probation requirement. Two offices in Littleton and Aurora house eight full-time employees: a director, a supervisor, four counselors, and two secretaries, and one part-time counselor. The program is funded by Arapahoe County and requires a \$40.00 fee from offenders. The total active caseload as of June, 1984, was 1,578 persons.

The program's roster of user agencies numbers over 200 private non-profit and government agencies. Agencies are recruited by field visits and telephone calls by counselors, who generally receive an excellent response. The user agencies include hospitals, local chapters of national charities, and local government public works offices.

Basic intake and assignment of offenders to agencies is done by the counselors. An intake interview of 20-30 minutes provides the agency with basic background information, assignment preferences and scheduling convenience. The agency encourages choice by offering a variety of placement possibilities to the offender. Basic information is also derived from pre-sentence investigation reports. Most of the placement decisions that are made hinge on the offender's work schedule. The program's work-weekend plan is most popular. All offenders are placed regardless of the type of offense, although the program does not receive many violent or sex offenders. The types of activities typically performed for community

service include: housing refurbishing, cancer society volunteer work and fundraising, working with senior citizens, park clean-up, tutoring, and CPR with the fire department. Drunk driver offenders are not, however, placed in assignments which require driving.

Monitoring of offenders' compliance with their placement agreements is accomplished through monthly contacts between the user agency and the offender. If it is discovered that the offender is not complying, the judge may sentence, fine or re-refer the offender.

The program carries insurance coverage of \$1 million liability and an accidental death policy for each client on an assignment. The \$40.00 per month offender fee helps to defray some of this expense.

The measurement of success of the Arapahoe County Program is based on successful completion of assignments. The director estimates an average completion rate of 75 percent. Various other statistics on the program are kept, including the running caseload, number of new cases, number of successful/unsuccessful terminations, and total hours completed. Individual-level data is kept on each offender as well, including demographics, nature of offense, referring judge, type of offense, etc. A computer in which to file this information is in the budget for next year.

The program views its orientation as both punitive and rehabilitative in the sense that the community service sentence is seen as more exacting than straight probation, but likely to develop a sense of worth and responsibility in its clients. Some offenders continue to volunteer after the completion of their assignments, and some become paid staff of the user agency.

Community relations are an important part of the program's agenda. The program prints an informative brochure, and occasionally gets newspaper coverage for some of its activities such as cleaning up the town Arts Center.

The program director offered several suggestions in the way of successfully implementing and operating a community service program:

- Find out what community service needs are
- Understand the disposition of judges toward drunk driving offenses
- Be able to adjust to change
- Keep doors open to everyone and be resourceful and creative
- Try to affect legislative input so that legislation and authority are very exact

## COMPARATIVE ANALYSIS

Tables 3.1 and 3.2 provide summary information on ten of the eleven programs which were visited in addition to twenty programs which were contacted by

telephone. CLASP is not included in the summary tables, since it represents a consortium rather than a single program. Table 3.1 presents data on program type and sources of funding. Program type refers to the organizational structure or affiliation of the program. Findings indicate that programs are part of a county or municipal Probation Department (15), independent private non-profit agencies (8), or both (2). The "Other" category refers to programs which operate as part of Sheriff's Departments or other county/municipal departments, and in one case, part of the State Department of Transportation.

Sources of program funding vary, with one-third of the programs receiving funds from more than one source. More than half of the programs receive county or municipal funding; some of the Probation Department and Sheriff Department programs are also supplemented by nominal offender fees, and ten programs receive state support. Offender fees were the sole source of funding for four private non-profit programs. "Other" funding sources included private (United Way), and fund-raising.

Table 3.2 presents data on some selected programmatic variables: program philosophy, staff credentials, record-keeping and statistics, measures of effectiveness, monitoring, and community support. A trichotomy of program philosophies emerged from the study: punitive, rehabilitative, and restitutive. Some programs perceived their roles as strictly one of the three, while a few incorporated a bit of each attitude in their approach. Nine programs or 30 percent reported a punitive philosophy, 11 or 36 percent reported a more rehabilitative orientation, and 24 programs or 80 percent reported an emphasis on restitution.

Twenty-seven of the 30 programs employed staff with educational credentials in social science and/or corrections, usually requiring a minimum of an A.A. degree. Only three programs had staff that were exclusively from other disciplines.

Volume of program recordkeeping and statistics performed by the programs was categorized as minimal,

average, and maximal. These categories were derived entirely from the relative variation among the programs sampled. Some programs are so constrained in terms of resources that only records on hours completed per offender are kept. Other programs calculate aggregate data for the program as a whole, such as percent successful terminations, percent program hours completed, etc. Beyond these measures a few programs keep individual level statistics on offense type, offender's judge, offender demographic characteristics, successful terminations by user agencies, and recidivism records.

In measuring program effectiveness, all but one agency uses the annual or bi-annual percent of program hours completed as at least one method of evaluation. This is calculated by dividing the number of community service hours completed by all offenders in the agency by the number of hours assigned to all offenders. In most of the programs which were sampled, this ranged from 60 percent-80 percent. Five programs additionally measured success by computing the percent of all offenders in the program who successfully terminated the program. One program uses the recidivism rate as a determinant of success.

Most monitoring of offenders, i.e., overseeing that time cards are filled out honestly and accurately, is performed by the user agencies, or at least in conjunction with user agencies. This is the case for 80 percent of the programs. In 6 of the programs, however, the program staff itself actually performs this function.

Two-thirds of the programs contacted claimed to take an active role in soliciting community support for their operation. The most common types of avenues for effecting community support involved distribution of program newsletters, and newspaper, radio or local television coverage of commendable volunteers and/or assignments, such as unusual public works jobs and human interest stories. Most program spokespersons felt that this was an invaluable way to recruit new user agencies and to deter public suspicions of offenders. A third of the programs did not engage in public relations efforts largely because of time and budget limitations.



TABLE 3.1

TYPES OF ALTERNATIVE SERVICE PROGRAMS AND SOURCES OF FUNDING

Programs	Program Type			Source of Funding			
	Probation Dept.	Private Nonprofit	Other	County/Municipal	State	Offender Fees	Other
1. Marin County Community Service Program Marin County, CA	X			X	X		
2. Alameda Volunteer Center Oakland, CA		X		X			X
3. Arapahoe County Volunteer Center Littleton, CO	X			X		X	
4. Adams County Community Service Program Adams County, CO			X	X			
5. Community Corrections of Pike's Peak Region, Inc. Colorado Springs, CO		X				X	
6. Community Services Program, Metropolitan Court Albuquerque, NM	X			X			
7. Community Services of the City Court of Baton Rouge Baton Rouge, LA	X			X		X	
8. West Texas Regional Adult Probation Department El Paso, TX	X			X			
9. Community Services of Dade County Inc. Dade County, FL	X	X				X	
10. PRIDE, Inc., West Palm Beach, FL West Palm Beach, FL	X	X				X	
11. Volunteer Action Center Bismarck, ND		X					X
12. Rhode Island Department of Transportation, Driver Retraining Section, Providence, RI			X				X
13. Multnomah County Alternative Community Service, Multnomah County, OR			X	X	X		
14. Community Services, Program of Jefferson County, CO		X		X			
15. Special Services, Adult Probation Department of the Superior Court of Arizona Maricopa County, AZ	X			X			
16. Drunk Driver Program, Community Corrections Department, Boulder, CO	X			X	X		
17. Burlington County Probation Burlington County, NJ	X						X

TABLE 3.1—Continued

TYPES OF ALTERNATIVE SERVICE PROGRAMS AND SOURCES OF FUNDING

Programs	Program Type			Source of Funding			
	Probation Dept.	Private Nonprofit	Other	County/Municipal	State	Offender Fees	Other
18. Passaic County Probation Department Passaic County, NJ	X			X	X		
19. Alternative Sentencing Program Baltimore County, MD		X		X			
20. Jail Alternative Community Service Program Salt Lake City, UT	X			X	X		X
21. Department of Probation and Parole, Oklahoma City, OK	X				X	X	
22. Community Service Option Program, Houston, TX		X		X			X
23. Alcohol Automobile Social Awareness Program, Reno, NV		X				X	
24. Cook County Hospital Volunteer Program Cook County, IL	X				X		
25. Sheriff's Community Service Program, Cook County, IL			X	X			
26. Porter County Prisoner and Community Together Valparaiso, IN		X					X
27. Community Service, Sentencing Program, Des Moines, IA			X		X		
28. Alternative Community Services Program, St. Louis County, MO	X			X		X	
29. Community Service Probation Program, Toledo, OH	X				X		
30. Special Services, Camden County Probation Department, Camden County, NJ	X			X	X		

TABLE 3.2

COMMUNITY SERVICE PROGRAM PROFILES

PROGRAM	Philosophy			Staff Credentials			Record Keeping/Statistics			Measure of Effectiveness			Monitoring		Active Solicitation of Community Support	
	Punitive	Rehabilitation	Restitutive	Soc. Science	Corrections	Other	Minimal	Average	Maximal	% Hours Completed	% Successful Termination	Recidivism Rate	By User/ Agency	By Program	Yes	No
Marin County Community Service Program Marin County, CA		●		●				●		●	●		●		●	
Alameda Volunteer Center Oakland, CA		●		●				●					●		●	
Arapahoe County Volunteer Center Littleton, CO	●	●		●	●			●		●	●		●		●	
Adams County Community Service Program Adams County, CO	●					●		●		●	●		●			●
Community Corrections of Pike's Peak Region, Inc. Colorado Springs, CO		●		●	●			●		●			●		●	
Community Services Program, Metropolitan Court Albuquerque, NM	●	●	●	●			●			●			●			●
Community Services of the City Court of Baton Rouge Baton Rouge, LA		●	●	●	●			●		●			●		●	
West Texas Regional Adult Probation Department El Paso, TX		●	●	●	●			●		●			●		●	
Community Services of Dade County Inc. Dade County, FL		●	●	●		●		●		●			●		●	
PRIDE, Inc. West Palm Beach, FL		●				●		●			●		●			●
Volunteer Action Center Bismarck, ND			●	●		●		●		●			●		●	
RI Department of Transportation, Driver Retraining Section, Providence, RI		●	●	●			●			●			●		●	
Multnomah County Alternative Community Service, Multnomah County, OR		●	●		●			●		●	●		●		●	
Community Services Program of Jefferson County, CO			●		●			●		●			●		●	
Special Services, Adult Probation Department of the Superior Court of Arizona Maricopa County, AZ		●	●	●		●		●		●			●		●	

TABLE 3.2 (Continued)

COMMUNITY SERVICE PROGRAM PROFILES

18

PROGRAM	Philosophy			Staff Credentials			Record Keeping/Statistics			Measure of Effectiveness			Monitoring		Active Solicitation of Community Support	
	Punitive	Rehabilitation	Reintegrative	Soc. Science	Corrections	Other	Minimal	Average	Maximal	% Hours Completed	% Successful Termination	Recidivism Rate	By User/Agency	By Program	Yes	No
Drunk Driver Program, Community Corrections Department, Boulder, CO		●	●		●				●	●			●		●	
Burlington County Probation Burlington County, NJ		●	●		●				●	●			●		●	
Passaic County Probation Department Passaic County, NJ	●				●				●	●			●		●	
Alternative Sentencing Program Baltimore County, MD	●			●		●			●	●				●		
Jail Alternative Community Service Program Salt Lake City, UT			●		●				●	●			●			●
Department of Probation and Parole Houston, TX			●	●					●	●			●		●	
Alcohol Automobile Social Awareness Program Reno, NV		●	●	●		●			●	●	●		●		●	
Cook County Hospital Volunteer Program Cook County, IL	●	●	●			●		●	●	●			●			●
Sheriff's Community Service Program Cook County, IL	●		●		●				●	●			●			●
Porter County Prisoner and Community Together Velparalso, IN			●	●					●	●			●		●	
Community Service Sentencing Program Des Moines, IA			●	●					●	●	●		●		●	
Alternative Community Services Program St. Louis County, MO	●	●	●		●			●	●	●			●			●
Community Service Probation Program Toledo, OH			●		●			●	●	●			●			●
Special Services, Camden County Probation Department Camden County, NJ	●				●			●	●	●			●		●	
Community Services Program Oklahoma City, OK			●		●				●	●			●		●	

## Discussion

The foregoing report is an attempt to capture some highlights from the "real world" of community service programs in the United States. The report addresses practical rather than philosophical or theoretical concerns since the research itself was oriented expressly toward informing states, counties, and localities about the organization and operation of community service programs.

Some of the program personnel who were contacted expressed memories of the rocky beginnings of their programs, including funding uncertainties, community resistance, lack of judicial support, shortage of user agencies, etc. Some of them are only now beginning to effectively address these problem areas. It must be kept in mind, however, that with any new concept or program there are bound to be wrinkles which can only be smoothed over by time and experience, trial and error. Most community service programs are less than a decade old—a relatively short time of operation by any standards. Methods for evaluation of program effectiveness are also still in their infancy mostly because the time and staff effort involved in undertaking a scientifically designed study of program effectiveness is prohibitive for the majority of programs. As a result, most programs consider the percentage of completed service assignments to be their primary if not only, measure of effectiveness.

Although the community service program staff who were interviewed were honest in discussing the obstacles they encountered, the overwhelming majority felt that they were providing real service to all parties involved. First, in terms of cost-effectiveness, those programs which were instituted initially to remedy prison overcrowding generally did so, with savings to the Correctional Department's budget. Most judges were reported to have favorable attitudes toward the programs and were glad to have a sentencing alternative; most judicial disapproval centered on service assignments not being sufficiently demanding of the offender. Secondly, for the offenders referred to the program, perceived benefits ranged from avoiding a jail sentence to eventually being hired as a paid employee of the user agency. Finally, community service programs also provide an important source of volunteer labor, one of the major selling points of such programs, and an impressive cost-saving mechanism.

The programs in the present study have been endorsed by diverse constituencies. Offenders, court administrators and judges, program directors, user agencies, and taxpayers all have a vested interest in the continuing success of community service programs. In this investigation, community service was found to be effectively punitive, often rehabilitative and always providing restitution, a promising option among the range of alternative sanctions for drunk driving offenders.

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  - “Report: Community Service, Program as a Sentencing Alternative”
- Adams County Community Services Program, Adams County, Colorado
  - Program related materials
- American Bar Association
  - Reprint from “ABA Journal,” “New Approach to an Old Problem”
- National Institute of Corrections
  - “Community Service by Offenders”
- National Institute of Justice
  - “N.I.J. Reports: Expanding Sentencing Options”
  - “Misdemeanor Courts: Policy Concerns and Research Perspectives”
  - “Justice Assistance News” Vol. 5, No. 4
  - “Publications Catalogue 1984-85”
  - “Custom Search: Community Service” (An annotated bibliography)



# **APPENDIX A**

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## **Sample Intake Forms**

WORK ORDER PROGRAM

PROBATIONER INFORMATION WORKSHEET

SEQUENCE # \_\_\_\_\_

CR/CAUSE # \_\_\_\_\_

NAME \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

JUDGE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(APT. #)

PROBATION OFFICER \_\_\_\_\_

CITY/STATE \_\_\_\_\_  
(ZIP CODE)

P.O. TELEPHONE \_\_\_\_\_

TELEPHONE \_\_\_\_\_  
(HOME) (MESSAGE)

INVESTIGATOR \_\_\_\_\_

\*\*\*\*\*

DO YOU HAVE TRANSPORTATION?  
(CHECK APPROPRIATE BOX.  
IF YES, SPECIFY TYPE)  
  
YES  NO   
TYPE \_\_\_\_\_

WHAT SKILLS DO YOU POSSESS?  
\_\_\_\_\_  
\_\_\_\_\_

WHEN DO YOU WORK? \_\_\_\_\_

WHEN ARE YOU AVAILABLE FOR WORK ORDER DUTIES? (CHECK APPROPRIATE BOX)  
WEEK DAY \_\_\_\_\_ WEEKEND \_\_\_\_\_ ANYTIME \_\_\_\_\_  
DURING THE DAY \_\_\_\_\_ EVENINGS \_\_\_\_\_ OTHER \_\_\_\_\_

DO YOU HAVE HEALTH PROBLEMS? (CHECK APPROPRIATE BOX. IF YES, EXPLAIN)  
  
YES  NO  \_\_\_\_\_  
\_\_\_\_\_

DO YOU TAKE MEDICATION? (CHECK APPROPRIATE BOX. IF YES, EXPLAIN)  
  
YES  NO  \_\_\_\_\_  
\_\_\_\_\_

DO YOU HAVE A VERIFIABLE REASON NOT TO DO THE WORK ORDER PROGRAM HOURS, PLEASE EXPLAIN  
\_\_\_\_\_  
\_\_\_\_\_

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)



COMMUNITY SERVICE  
Information Sheet

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City) (Zip Code)

PRESENT OCCUPATION: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

APPLICANT'S EDUCATION: 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4  
(Please circle) (Grade School) (High School) (College) Graduate Sch. Level

NAME OF HIGH SCHOOL/COLLEGE: \_\_\_\_\_

SPECIAL COURSES OR SKILLS: \_\_\_\_\_

BRIEFLY DESCRIBE WORK EXPERIENCE: \_\_\_\_\_

DO YOU HAVE SPECIAL SKILLS? (DESCRIBE BRIEFLY) \_\_\_\_\_

DO YOU HAVE A HOBBY OR LEISURE TIME INTEREST? (DESCRIBE BRIEFLY): \_\_\_\_\_

DO YOU HAVE ANY HEALTH PROBLEMS OR DISABILITIES: (DESCRIBE) \_\_\_\_\_

ARE YOU PRESENTLY TAKING MEDICATION? \_\_\_\_\_ IF SO, WHAT KIND? \_\_\_\_\_

PLEASE INDICATE TIME AVAILABLE FOR COMMUNITY SERVICE:

	<u>MORNING:</u>	<u>AFTERNOON</u>	<u>EVENINGS</u>
MONDAY	_____	_____	_____
TUESDAY	_____	_____	_____
WEDNESDAY	_____	_____	_____
THURSDAY	_____	_____	_____
FRIDAY	_____	_____	_____
SATURDAY	_____	_____	_____
SUNDAY	_____	_____	_____

FOR COMPLETION BY PROBATION OFFICER

LOCATION OF COMMUNITY SERVICE: \_\_\_\_\_

TOTAL NO. OF HRS. TO BE PROVIDED: \_\_\_\_\_

DUTIES TO BE PERFORMED: \_\_\_\_\_

DATE TO BEGIN COMMUNITY SERVICE: \_\_\_\_\_

ANTICIPATED DATE OF COMPLETION: \_\_\_\_\_

CONTACT INDIVIDUAL FOR RESOURCE AGENCY: \_\_\_\_\_

CARD PLACED IN KARDEX: \_\_\_\_\_

COMMUNITY SERVICES OF DADE COUNTY, INC.

INTAKE EVALUATION AND SUMMARY

Name of Student \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/19\_\_\_\_

Student Number \_\_\_\_\_ D.O.B. \_\_\_\_\_ Sex: Male ( )  
Female ( )

BACKGROUND INFORMATION:

STUDENT VIEWPOINTS ON COMMUNITY SERVICES:

STUDENT VIEWPOINTS ON ABILITIES, SKILLS, OR NEEDS (Educational or Rehabilitative)

COMPLICATION INDICATORS (Arrets, Attitude, Degree of Stability, Autonomy)

TIME STRUCTURE

GEOGRAPHICAL CODE - (See Key) Record Area and Numerical Code

CLASSIFICATIONS

- |   | YES | NO  |
|---|-----|-----|
| 1. Student able to select agency.                     | ( ) | ( ) |
| 2. Student able to provide weekly schedule.           | ( ) | ( ) |
| 3. Student able to specify task.                      | ( ) | ( ) |
| 4. Student able to specify availability.              | ( ) | ( ) |
| 5. Student able to complete within 60 days.           | ( ) | ( ) |
| 6. Student acknowledges starting date and time.       | ( ) | ( ) |
| 7. Student acknowledges requirements for completion.  | ( ) | ( ) |
| 8. Student acknowledges penalties for non-compliance. | ( ) | ( ) |

1. ... Is there a specified task student wants to perform?
2. Is there a special group that student wants to work with?
3. Is there a stated preference for placement out of residential area?
4. Is there a need for a special schedule? (If so, state need and why)

AFFECTIVE OBSERVATIONS (Behaviorally Defined)





COMMUNITY CORRECTIONS • PIKES PEAK REGION INC.
5250 NORTH NEVADA COLO. SPGS., COLO. 80907 PHONE 590-7244

PLEASE PRINT

CASE \_\_\_\_\_ P.O. \_\_\_\_\_ LENGTH \_\_\_\_\_
HOURS ORDERED \_\_\_\_\_ DIVISION \_\_\_\_\_
DATE OF SENTENCE \_\_\_\_\_ OFFENSE \_\_\_\_\_
NAME: \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_ S.S.# \_\_\_\_\_
ADDRESS: \_\_\_\_\_ PHONE \_\_\_\_\_
VALID DRIVER'S LICENSE: Yes/No
STUDENT: \_\_\_\_\_ WHERE: \_\_\_\_\_ HOURS: \_\_\_\_\_
EMPLOYER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_
PHONE: \_\_\_\_\_ LENGTH \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

- (1) LIST SPECIAL TRAINING, JOB SKILLS, AND INTEREST THAT WOULD HELP PLACE YOU:
(2) HAVE YOU BEEN SERIOUSLY INJURED OR HOSPITALIZED IN THE PAST TWO YEARS? DO YOU HAVE ANY LIMITATIONS PREVENTING CERTAIN TYPES OF WORK? IF YES, EXPLAIN:
(3) HAVE YOU IN THE PAST OR ARE YOU CURRENTLY BEING TREATED FOR ALCOHOL, DRUG OR MENTAL HEALTH PROBLEMS? IF YES, EXPLAIN:

I UNDERSTAND THAT THIS INFORMATION WILL BE USED TO HELP IN JOB PLACEMENT AND I GIVE PERMISSION TO THE JAIL ALTERNATIVE PROGRAM AND THE EMPLOYER TO EXCHANGE THIS AND OTHER INFORMATION.

Signature of Applicant \_\_\_\_\_ Parent's Signature (if under 18) \_\_\_\_\_

\*\*\*\*\*

DO NOT WRITE BELOW THIS LINE

TO PLACEMENT AGENCY:

THE ABOVE NAMED INDIVIDUAL HAS BEEN REFERRED TO YOUR COMMUNITY AGENCY FOR THE DESIGNATED NUMBER OF HOURS. YOU MAY INTERVIEW THE APPLICANT FURTHER AND MAY REQUEST ADDITIONAL INFORMATION IF NEEDED. ANY QUESTIONS YOU HAVE CONCERNING PERFORMANCE SHOULD BE DIRECTED TO THE PROGRAM COORDINATOR. UPON TERMINATION OR COMPLETION OF THIS PLACEMENT, PLEASE COMPLETE THE EVALUATION SECTION BELOW AND RETURN WITH THE TIME SHEET TO JAIL ALTERNATIVE SPECIALIST.

RESPECTFULLY, \_\_\_\_\_, SPECIALIST

REQUIRED HOURS \_\_\_\_\_ HOURS COMPLETED \_\_\_\_\_ DATE \_\_\_\_\_

HOURS TO BE COMPLETED BY: \_\_\_\_\_

EXCELLENT ABOVE AVERAGE AVERAGE BELOW AVERAGE POOR DID NOT OBSERVE

OVERALL PERFORMANCE

COMMENTS:

Authorized Signature \_\_\_\_\_ Agency \_\_\_\_\_ Date \_\_\_\_\_



COMMUNITY CORRECTIONS • PIKES PEAK REGION INC.
5250 NORTH NEVADA COLO. SPGS., COLO. 80907 PHONE 590-7244

PUBLIC SERVICE PERFORMER
Personal Information Data Sheet

PERSONAL

Name Phone No.
Address City Zip
Next of Kin/Guardian Phone No.
Address City Zip

MEDICAL

Insurance Co. (name & policy no.) Phone No.
Doctor Phone No.
Address City Zip
Hospital Phone No.
Address City Zip

QUESTIONNAIRE (Please Complete)

- 1. Are you presently under medication for any medical condition? Yes NO
If YES, please explain
2. Do you have any medical or physical restrictions that might restrict the type of work you will be assigned? Yes NO
If YES, please explain
3. Additional information/remarks

REQUIRED INFORMATION (Please read, sign and date)

- 1. I understand that I am personally liable for any willful act that may cause injury to an agency employee or a member of the public.
2. Personal liability may also extend for any willful act that may cause property damage to the agency or damage to public or private property.
3. If injured you will be taken to the doctor or hospital specified above. In an emergency, you will be taken to the nearest adequate medical facility.
4. In the event you are incapacitated your next of kin/guardian will be notified.
5. If you are not medically insured you will be taken to Memorial Hospital.

(Signature)

(Date)

AGENCY -- Retain this form until the public service has been completed.



St. Louis County Division Of Adult Probation/Parole  
Alternative Community Services Program  
Volunteer Application

FOR OFFICE USE ONLY:

Ref # \_\_\_\_\_ Officer \_\_\_\_\_ Charge \_\_\_\_\_  
Cause # \_\_\_\_\_ Court \_\_\_\_\_ Dt. Assigned \_\_\_\_\_ Return Dt. \_\_\_\_\_  
Placement \_\_\_\_\_ # of hrs. \_\_\_\_\_ DA ( ) COP ( ) \_\_\_\_\_  
PSI ( ) \_\_\_\_\_ Fee: Pd ( ) Due ( ) Owe \_\_\_\_\_

DIRECTIONS: PLEASE PRINT CLEARLY. St. Louis County Ordinance requires that a fee of \$25.00 be charged for each participant in the A.C.S.P.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ Marital Status \_\_\_\_\_  
Driver's License # \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Employed at \_\_\_\_\_ Occupation \_\_\_\_\_  
Work Phone # \_\_\_\_\_ Transportation \_\_\_\_\_  
Special Training, Skill, or Degree \_\_\_\_\_  
Time Available : Weekdays \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends \_\_\_\_\_  
Any physical handicap or limitation (i.e. climbing steps, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_  
Attorney \_\_\_\_\_ Atty's Phone # \_\_\_\_\_  
Present Charge \_\_\_\_\_  
Do parents or spouse know about your present offense? \_\_\_\_\_  
Have you ever been sentenced to this program before? \_\_\_\_\_  
Arrests/Convictions \_\_\_\_\_

PLEASE READ THESE CONDITIONS THOROUGHLY

I voluntarily agree to perform \_\_\_\_\_ hours of unpaid work by \_\_\_\_\_.

I agree to set up a schedule I can work and only alter it with permission of the A.C.S.P.

I will pay a fee of \$25.00.

Should my service be unsatisfactory, or if I fail to pay the \$25.00 fee, the assignment will be terminated and I will be referred back to court for further sentencing.

Signed \_\_\_\_\_ Date \_\_\_\_\_

ADAMS COUNTY COMMUNITY SERVICE PROGRAM  
1821 East Bridge Street, Suite "K"  
Brighton, Colorado 80601

Telephone: 659-7814

(For UPS Staff Only)			
COUNTY _____	INSURANCE PAID _____		
CASE NO. _____	NO. HOURS _____		
SENT. DATE _____	TIME _____	DIV. _____	
COMPLETE UPS BY _____			

.....

1. NAME \_\_\_\_\_ 2. DATE OF BIRTH \_\_\_\_\_ AGE \_\_\_\_\_  
Last First Middle

3. SEX:  MALE  FEMALE  
4. RACE (Check One):  MEXICAN AMERICAN  CAUCASIAN  
 ASIAN ORIENTAL  BLACK  
 AMERICAN INDIAN  OTHER

5. ADDRESS \_\_\_\_\_  
Street City State Zip

6. TELEPHONE NUMBER WHERE YOU CAN BE REACHED: DAYTIME \_\_\_\_\_ EVENING \_\_\_\_\_

7. EMPLOYMENT (Check One):  
 EMPLOYED BY (Name and Address) \_\_\_\_\_  
WHAT IS YOUR OCCUPATION? \_\_\_\_\_  
 UNEMPLOYED  
 STUDENT, PART-TIME  
 STUDENT, FULL-TIME

8. LIST THE HOURS YOU WORK AND/OR ARE IN SCHOOL ON EACH DAY:  
Sunday \_\_\_\_\_ Wednesday \_\_\_\_\_  
Monday \_\_\_\_\_ Thursday \_\_\_\_\_  
Tuesday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

9. LIST YOUR SPECIAL SKILLS, HOBBIES AND INTERESTS: \_\_\_\_\_

10. DO YOU HAVE ANY DISABILITIES OR LIMITATIONS OF WHICH YOU ARE AWARE?  YES  NO  
IF SO, LIST: \_\_\_\_\_

11. ARE YOU PRESENTLY UNDER A DOCTOR'S CARE OR TAKING ANY MEDICATIONS?  YES  NO  
IF SO, EXPLAIN: \_\_\_\_\_

12. CHECK ONE:  I DEPEND UPON PUBLIC TRANSPORTATION OR OTHER PEOPLE FOR TRANSPORTATION.  
 I HAVE MY OWN TRANSPORTATION. DRIVER'S LICENSE NO. \_\_\_\_\_

13. HAVE YOU EVER BEEN CONVICTED OF: A FELONY?  YES  NO  
CHILD MOLESTING?  YES  NO  
ANY CHARGE INVOLVING ASSAULT?  YES  NO

14. DO YOU HAVE CHILDREN WHO ARE PRESENTLY LIVING WITH YOU?  YES  NO  
IF SO, HOW MANY? \_\_\_\_\_

.....

Referral Agency Sent to: \_\_\_\_\_ Date Referred: \_\_\_\_\_ By: (Initials) \_\_\_\_\_

COMMUNITY SERVICES OF DADE COUNTY, INC.

INTAKE EVALUATION AND SUMMARY

Name of Student \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ 19 \_\_\_\_

Student Number \_\_\_\_\_ D.O.B. \_\_\_\_\_ Sex: Male ( )  
Female ( )

BACKGROUND INFORMATION:

STUDENT VIEWPOINTS ON COMMUNITY SERVICES:

STUDENT VIEWPOINTS ON ABILITIES, SKILLS, OR NEEDS (Educational or Rehabilitive)

COMPLICATION INDICATORS (Arrets, Attitude, Degree of Stability, Autonomy)

TIME STRUCTURE

GEOGRAPHICAL CODE - (See Key) Record Area and Numerical Code

CLASSIFICATIONS

- |   | YES | NO  |
|---|-----|-----|
| 1. Student able to select agency.                     | ( ) | ( ) |
| 2. Student able to provide weekly schedule.           | ( ) | ( ) |
| 3. Student able to specify task.                      | ( ) | ( ) |
| 4. Student able to specify availability.              | ( ) | ( ) |
| 5. Student able to complete within 60 days.           | ( ) | ( ) |
| 6. Student acknowledges starting date and time.       | ( ) | ( ) |
| 7. Student acknowledges requirements for completion.  | ( ) | ( ) |
| 8. Student acknowledges penalties for non-compliance. | ( ) | ( ) |
- 
1. Is there a specified task student wants to perform?
  2. Is there a special group that student wants to work with?
  3. Is there a stated preference for placemnet out of residential area?
  4. Is there a need for a special schedule? (If so, state need and why)

AFFECTIVE OBSERVATIONS (Behaviorally Defined)

Noticeable Disabilities      Yes    No  
                                  ( )    ( )

Specify: \_\_\_\_\_

Circulatory, Respiratory    ( )    ( )

Communicates Adequately    ( )    ( )

Writing \_\_\_\_\_ Speech \_\_\_\_\_

Speech Difficulties? (Describe)

Gait while walking? (Describe)

Mental Status (Orientation & Affect)

Overall Appearance? (Describe)

INTERVIEW AND WRITTEN MATERIALS SUBMITTED BY THE STUDENT

These materials were ( ) or were not ( ) reviewed with the student during his interview session.

The Student DID ( ) or DID NOT ( ) confirm the accuracy of these materials. Reasons for any discrepancies were given as follows:

Behavior of the student was generally regarded as ( ) appropriate OR ( ) not appropriate. (If inappropriate, state behavioral observations):

- The Student: ( ) accepts C.S. Assignment.  
 ( ) rejects C.S. assignment.  
 ( ) cannot perform C.S. at this time due to scheduling problems  
 ( ) cannot perform C.S. at this time due to physical or emotional incapacitation.  
 ( ) Will recontact for scheduling at following time: \_\_\_\_\_  
 ( ) Will pay late fees. YES \_\_\_\_\_ NO \_\_\_\_\_

The student gave an impression of ( ) understanding OR ( ) NOT understanding the assignment procedures.

He ( ) accepted OR ( ) rejected the suggestion ( ) OR requirement ( ) for follow-up/referral action.

SUMMARY:

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Assignment: (Agency, Starting Date, Time # of hours) \_\_\_\_\_

Referral made to (optional): \_\_\_\_\_ Signed: \_\_\_\_\_

Date of Report \_\_\_\_/\_\_\_\_/\_\_\_\_

# **APPENDIX B**

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## **Sample Agreements**

AGREEMENT OF PARTICIPATION

Adams County Community Services Program

I, \_\_\_\_\_, have been ordered to participate in the Community Services Program by the County Court of Adams County, Colorado. I do understand that, as a participant, I am required by law (H.B. 1232) to perform \_\_\_\_\_ hours of work before \_\_\_\_\_ (which is thirty days prior to sentencing). I also understand that such work is to be Useful Public Service without pay or benefits of any kind whatsoever.

I understand that, as a participant in the Community Services Program, I am not legally an employee of the Community Services Program; the Probation Department, the County Court, or the Board of County Commissioners and that I have no right to any pay or benefits, neither do I have the right to be defended or indemnified by the Board of County Commissioners for any lawsuits against me arising from my participation in the Community Services Program.

I further understand that I have no legal right to seek Workman's Compensation from the Community Services Program nor the Board of County Commissioners in the event that I am injured while participating in the program. I further understand that I have no right to seek Unemployment Compensation from the Community Services nor the Board of County Commissioners after my participation ends.

ADDITIONALLY:

1. I certify that all of the information provided by me is true and I authorize the Community Services staff to obtain verification as needed.
2. A schedule will be arranged that is reasonable for me and the agency to which I am being referred and I understand that there will be only one referral made.
3. This schedule can only be altered with permission of the Community Services staff. I understand that my failure to comply with this schedule (i.e., no show or any tardiness) will result in a violation of the Court's Order.
4. I understand that, should I experience any difficulties or problems in completing the services, I am to contact the Community Services staff immediately.
5. I understand that I am required to pay a minimal insurance fee for my own protection and that this is a requirement of my participation in the Community Services program.

I HEREBY CERTIFY that I have read (or have had read to me) the conditions under which I will be assigned to an agency through the Community Services program and the conditions under which this assignment will be continued. I fully understand that my failure to comply with the above conditions will result in a violation of the Court's Order and that my case will then be referred back to the sentencing Judge for disposition.

Client's  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

Staff  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

# PROBATION DEPARTMENT

EIGHTEENTH JUDICIAL DISTRICT  
STATE OF COLORADO

ALTERNATIVE SERVICES PROGRAM  
Conditions of Service

AURORA  
PH: 360-0172

5606 SO. COURT PLACE  
SUITE 22  
LITTLETON, CO 80120  
(303) 798-9095  
DARLA HOFMEIR  
COORDINATOR



**HOW IT WORKS:** Placement in the Alternative Services Program offers the defendant an opportunity to complete community service as an alternative to some other form of penalty, namely jail, House Bill 1232 (Drunk Driving Bill) requires "Useful Public Service" as a part of the sentence for any DUI or DWAI conviction. The Alternative Services Program will help you choose a community agency which needs volunteer help. DO NOT contact the United Way. They provide the same services and will only refer you back to this office.

## CONDITIONS OF SERVICE:

- 1) Pay the liability insurance premium at the time of intake and prior agency referral.
- 2) Contact an agency within two weeks from today and arrange your schedule. Then send the completed VOLUNTEER SERVICE AGREEMENT to the Alternative Services Program immediately after the work arrangements are made. It is your responsibility to do this within the next two weeks.
- 3) Send the small monitor forms to the Alternative Services Program as directed. It is your responsibility to send these forms to this office. Failure to do so will result in no credit being given for any non-verified community service hours completed.
- 4) Even if you do not complete any community service during a month, a Monitor Form must be sent stating when you last contacted the agency and the reason why no additional hours have been completed.
- 5) If you are completing Useful Public Service hours due to an alcohol-related offense, you have three (3) months to complete the hours unless other arrangements are made between you and your counselor. All other District and County offenders are generally granted 1/2 the time of probation supervision in which to complete the hours unless otherwise specifically ordered by court or determined by this office.
- 6) It is prohibited to report to your community service placement under the influence of alcohol or drugs.
- 7) All safety equipment must be used as instructed.
- 8) The defendant will provide a correct address of record, reside at that address, and notify the Alternative Services of any change of the address of record.

If you do not comply with all of the above conditions and report to your placement as schedule, your Probation Officer and the Court will be notified alleging violation of and noncompliance with the Conditions of Service. Your case will be referred back to the court for further proceedings. Again, YOU WILL NOT BE CREDITED WITH ANY COMMUNITY SERVICE HOURS UNLESS WRITTEN VERIFICATION IS RECEIVED BY THIS OFFICE.

I have read these conditions carefully and understand their contents. I have received an identical copy of these conditions and hereby agree to these conditions.

Defendant \_\_\_\_\_

Date \_\_\_\_\_

COMMUNITY SERVICE CONTRACT

As a condition of my probation, I \_\_\_\_\_ hereby agree to serve a total of \_\_\_\_\_ hours of Community Service beginning \_\_\_\_\_ until complete. I will report each and every \_\_\_\_\_ between the hours of \_\_\_\_\_ to \_\_\_\_\_ as ordered by the Honorable Judge \_\_\_\_\_ of the \_\_\_\_\_ District-County Court on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_. I will preform this service with any or all of the following agencies:

-

-

- and any other Community Service locations as designated.

I fully understand that I am expected to abide by the rules and regulations of the specified agencies and furthermore, I agree to indemnify and hold harmless, the West Texas Regional Adult Probation Department and any and all agencies where I perform my community service from any losses or damages resulting from any incidents during my community service. Also, I fully understand that my failure to comply with this agreement will be a violation of my Conditions of Probation and could subject me to judicial proceedings.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
PROBATIONER

\_\_\_\_\_  
PROBATION OFFICER

\_\_\_\_\_  
WITNESS



JAMES B. SOETAERT  
CHIEF PROBATION OFFICER  
RONALD G. BAYLO  
CHIEF DEPUTY PROBATION OFFICER

# Probation Department



## ALTERNATIVE SENTENCE PROGRAM

### CLIENT INFORMATION & TIMESHEET

Community Service Assignments may be performed for private non-profit or public agencies that have been approved by ASP. These organizations are non-money making and people-helping. Although you did not "volunteer" in the strict sense you will be functioning much the same as a non-court ordered volunteer.

IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF THE HOURS YOU WORK ON THE TIMESHEET PROVIDED ON THE REVERSE OF THIS SHEET. Although the agency to which you have been assigned has also been provided with a blue timesheet for this purpose, ULTIMATELY IT IS YOUR RESPONSIBILITY TO MAKE CERTAIN ASP RECEIVES WRITTEN VERIFICATION OF HOURS WORKED. This verification may be in the form of a letter but we prefer this timesheet or the blue agency timesheet. We must have the signature of your supervisor on that document, and the last day worked and task performed must be noted.

The work you will perform is needed and appreciated by your community. It is essential that you give the agency your sincere cooperation. YOU ARE EXPECTED TO REPORT FOR WORK AS SCHEDULED. Although you are not being paid for your work you are expected to treat your agency with consideration. CALL YOUR SUPERVISOR IF YOU ARE UNABLE TO REPORT FOR WORK. (All agency information is on the reverse of this sheet).

YOU ARE EXPECTED TO PERFORM AN ACCEPTABLE LEVEL OF WORK, and to fully cooperate with your supervisor. Failure to do so could result in your dismissal from the Alternative Sentence Program and the possible issuance of a bench warrant for your arrest.

If for some reason you feel you would like a different placement, please contact me.

Community Service Credit for travel time is not allowed except in highly unusual circumstances that have prior approval of the Program Coordinator.

Credit may be given for lunch periods and rest breaks that are required by law. For shifts of five hours or more, a thirty minute lunch break is acceptable. For every two hours worked, a ten minute break may be taken.

Please call me if you have any questions. We are here to assist you and your agency in making this assignment a successful experience.

I am generally in the office as follows:

	Monday -
	Tuesday -
	Wednesday -
	Thursday -
	Friday -

\_\_\_\_\_  
Caseworker/Interviewer

# COMMUNITY SERVICES OF DADE COUNTY, INC.

NAME: \_\_\_\_\_ Student # \_\_\_\_\_  
ENROLLMENT DATE: \_\_\_\_\_

## RULES AND REGULATIONS

### REQUIREMENTS FOR COMPLETION OF COMMUNITY SERVICE

1. To successfully complete Community Service, a worker must complete the required number of hours.
2. In addition, the worker must attend one interview session of approximately one half hour's duration, at the time designated by the Community Service registration.
3. The worker must complete all written forms to the best of his ability, and see that they are handed to the interviewer at the time designated. Workers must bring all prescription eye glasses to the sessions.
4. The worker must pay all fees required by the Community Service Program of Dade County, Inc. according to program Policy, and obey all rules and regulations.

### WORKER ASSIGNMENT TO INTERVIEW AND PLACEMENT

1. Worker is assigned to an initial interview session on: (usually same day)

DAY: \_\_\_\_\_ DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TIME: \_\_\_\_\_ AM  
PM

LOCATION: 3600 West Flagler Street, Second Floor Office, Suite 200, Miami, Fl. 33135  
Telephone # 446-0994

Report to office staff at the designated time to be referred to the assigned counselor on the day you have been assigned the initial interview session (above).

2. Placement will be assigned for you at the conclusion of your interview appointment noted above. Failure to make assigned appointments will result in worker being rescheduled another time. All rescheduling (except for rescheduling of excused absences) for each appointment or placement will require a \$20.00 transfer fee, in addition to registration fees.

### EXCUSED ABSENCES

1. Every effort is made by the Community Service staff to accommodate each worker's personal schedule for both interview appointments and placement hours. The Community Service program is operating afternoons, evenings, Saturdays and Sundays to give all workers an opportunity to complete the required placement hours needed. For this reason, once a worker signs up for an interview session or placement hours, the worker must attend. Failure to attend the assigned placement will result in the worker being rescheduled to re-start the entire placement, if more than 30 days delinquent, in addition to paying a \$30.00 per month transfer fee.
2. No worker will be excused from Community Service interviews or placement hours unless (s)he furnishes one of the following documents to the Director BEFORE re-entering the program:
  - a. A letter from a licensed physician or dentist indicating the worker was under (or her) care and that the worker was too ill to attend interview or placement
  - b. A copy of the death-certificate of the relative whose funeral was held during the time the worker was scheduled for interview or placement. The relative must be next-of-kin in status.
3. Since every care is taken to assign classes which do not conflict with work or employment schedules, employment or work will not be considered as excused absences.
4. The worker has the responsibility of making sure employment and other activities do not interfere with interview and placement hours.
5. Workers are responsible for all personal transportation arrangements to and from interview and placement sites, regardless of drivers license status. If you have difficulty arranging transportation, the Metrobus Route Information # is 638-6700.

### NO TARDINESS PERMITTED

1. The Community Services program will not permit a worker to be tardy for a placement site or an interview for any reason. There are no exceptions to this rule.
2. Workers who are tardy will be reassigned to re-start placement, or rescheduled for an interview appointment, and must pay a \$20.00 transfer fee for each time tardy.

### DRINKING AND SUBSTANCE ABUSE

1. No worker will be permitted to report for placement, or an interview, who has been drinking alcoholic beverages, or taking other mood altering drugs. The Director or other Community Service representative reserves full authority to judge if a person has been drinking alcoholic beverages, taking drugs, or using unknown substances. We also reserve the right to require a worker to submit to a chemical test to verify the staff's suspicion of substance usage.

COMMUNITY SERVICE CONTRACT

As a condition of my probation, I \_\_\_\_\_ hereby agree to serve a total of \_\_\_\_\_ hours of Community Service beginning \_\_\_\_\_ until complete. I will report each and every \_\_\_\_\_ between the hours of \_\_\_\_\_ to \_\_\_\_\_ as ordered by the Honorable Judge \_\_\_\_\_ of the \_\_\_\_\_ District-County Court on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_. I will preform this service with any or all of the following agencies:

-

-

- and any other Community Service locations as designated.

I fully understand that I am expected to abide by the rules and regulations of the specified agencies and furthermore, I agree to indemnify and hold harmless, the West Texas Regional Adult Probation Department and any and all agencies where I perform my community service from any losses or damages resulting from any incidents during my community service. Also, I fully understand that my failure to comply with this agreement will be a violation of my Conditions of Probation and could subject me to judicial proceedings.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

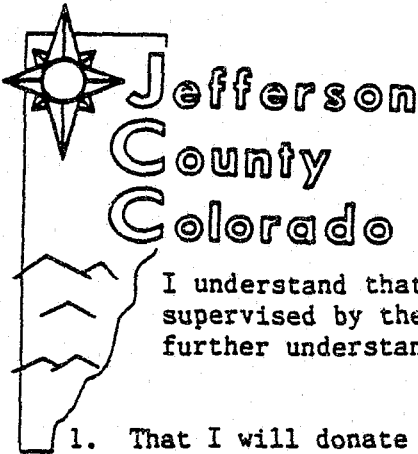
\_\_\_\_\_  
PROBATIONER

\_\_\_\_\_  
PROBATION OFFICER

\_\_\_\_\_  
WITNESS

Client Name: \_\_\_\_\_

Insurance Fee Paid: \_\_\_\_\_



COMMUNITY SERVICE PROGRAM CONTRACT

I understand that I have been assigned to the Community Service Program supervised by the Court Services Department of Jefferson County. I further understand and consent to the following:

1. That I will donate \_\_\_\_\_ hours of service on a volunteer non-compensated basis to be completed by \_\_\_\_\_.
2. That the Community Service Program may at any time release information regarding my case and status within the program to agencies or within the community for the purpose of establishing and monitoring my Community Service assignment.
3. That I realize this Community Service has been ordered by the Court and/or the Probation Department and I agree to complete my Community Service assignment as designated.
4. That I release Jefferson County, the First Judicial District, all officers of the Community Service Program, and the community agency to which I am assigned from liability for any injury which might be incurred during my volunteer placement, regardless of the nature of the injury and that the insurance fee which has been receipted to me provides coverage as follows: Death, Dismemberment, Loss of Sight - Principal Sum \$25,000.00; Blanket Medical Expense - Limit \$15,000.00. I agree to pay this insurance fee at the following values: 1 to 50 hours (\$2.00), 51 to 120 (\$3.00), 121 to 500 hours (\$4.00), 500+ hours (\$5.00).
5. That at any time during my period of Community Services I may contact my Community Service Counselor for additional services or if I am experiencing difficulty in complying with any terms of my Community Service.
6. That I am expected to complete time sheets and make periodic reports of my progress regarding my Community Service assignment as requested.
7. That if I fail to comply with my assigned schedule of Community Service work or if the Community Service Program deems it inappropriate for me to continue in such program for any reason, I am subject to disqualification and notice of such disqualification will be given to the Court and/or Probation Department.
8. I have read or have had this contract read to me, and I fully understand the contents and meaning.

Client \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian (if appropriate) \_\_\_\_\_

Community Service Counselor \_\_\_\_\_



**COURT SERVICES**

PRETRIAL RELEASE • COMMUNITY SERVICE PROGRAM

801 FOURTEENTH STREET • GOLDEN, COLORADO 80401 • (303) 279-9320



# MULTNOMAH COUNTY OREGON

DEPT. OF JUSTICE SERVICES / COMMUNITY CORRECTIONS  
ALTERNATIVE COMMUNITY SERVICE  
COUNTY COUNTHOUSE, ROOM 818  
PORTLAND, OREGON 97204  
(503) 248-3007

DENNIS BUCHANAN  
COUNTY EXECUTIVE

## COMMUNITY SERVICE AGREEMENT

I agree to perform \_\_\_\_\_ hours of unpaid community service according to ORS 137.126-137.129 and to abide by the following conditions of the program:

- \_\_\_ (1) I will report to my assigned community service placement within one week and arrange a work schedule. This schedule will include a minimum of \_\_\_\_\_ hours a month. I further understand my hours must be completed by \_\_\_\_\_.
- \_\_\_ (2) I agree to perform satisfactory work and be cooperative with my placement while fulfilling my community service obligation.
- \_\_\_ (3) I will advise the community service program staff when I change my address or my phone number.
- \_\_\_ (4) I will be responsible for advising the community service staff when I complete my community service hours.
- \_\_\_ (5) I will advise the community service program staff should I encounter any difficulties fulfilling my community service obligation as ordered, or should I have problems doing my hours at my placement.
- \_\_\_ (6) I will advise the community service staff within one working day of any injury incurred while performing community service work.

I have read the conditions under which I will be assigned a placement through the Multnomah County Alternative Community Service Program. I understand that my failure to comply with any of the above conditions may result in termination from the placement and/or termination from the program and further court action before the sentencing judge.

### PLACEMENT ASSIGNMENT:

Contact Person \_\_\_\_\_ Agency \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ City State Zip  
 Report Day \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Placement Specialist

\_\_\_\_\_  
Date



COMMUNITY CORRECTIONS • PIKES PEAK REGION INC.  
5250 NORTH NEVADA COLO. SPGS., COLO. 80907 PHONE 590-7244

## PUBLIC SERVICE PERFORMER

### WORK GUIDELINES

C.R.S. 42-4-1202 (III) (g)

"for the purpose of this subsection (4) "Useful Public Service" means any work which is beneficial to the public and involves a minimum of direct supervision or other public costs. "Useful Public Service" does not include any work which would endanger the health or safety of any person convicted of a violation of any of the offenses specified in subsection (1) or (1.5).

#### WORK LIMITATIONS:

##### PUBLIC SERVICE PERFORMERS:

should not be allowed to operate any vehicle owned by the agency.

should not be allowed to operate specialized machinery not friendly to his trade or capabilities.

should not be instructed to drive from Point A to Point B in his own vehicle to continue his public service; (he then becomes "an agent for your company"). He should be assigned one location for the duration of that work-day and instructed to report to Point B the next work-day.

should not be allowed to begin work if an odor of alcohol is present or if there are indications of being under the influence of alcohol or drugs. (slurred speech, balance affected, muscle coordination affected, etc.)

Worker should immediately be dismissed, reason so noted on application form, and all paperwork be returned to the Jail Alternative Program office.

If your Agency or employees elect to transport the Public Service Performer for any reason, the Agency is responsible for all claims resulting thereof.

#### RECOMMENDATIONS:

When personnel are assigned "USEFUL PUBLIC SERVICE" by the courts and referred to an Agency by the Jail Alternative Program, the following actions should be undertaken.

- a. Verify that each public service performer has a completed "Personal Information Data Sheet" when initially reporting for work. Make the information available to the Agency employee who is supervising the worker during each work period.



COMMUNITY CORRECTIONS • PIKES PEAK REGION INC.  
5250 NORTH NEVADA COLO. SPGS., COLO. 80907 PHONE 590-7244

#### PUBLIC SERVICE PERFORMERS

You are expected to contact the Agency work supervisor within ten (10) days.

Actual work schedule is determined by the work supervisor and yourself.

You are expected to treat this placement as a regular job, ie:

Maintain the schedule agreed to,  
Call prior if you can't be there,  
Maintain pleasant attitude,  
Work efficiently and effectively.

If you have an accident requiring medical attention while performing public service, please contact this office immediately if during office hours or the next work day. If it is life threatening, call the COM COR main office at 590-7600.

Any one of the following violations is grounds for termination from agency and/or program:

Not showing up on specified dates,  
Belligerent or disagreeable attitude  
Odor or other obvious symptoms of alcohol or drug use,  
Refusal to perform requested duties,  
Leaving the work site without checking out with supervisor,  
(no credit for any hours performed that day).

Termination from the program will result in a request for Bench Warrant.

You are required to keep the Jail Alternative Program advised of current address and phone number or message number.

Situations that would require a placement change will be limited to:

Job schedule change creating conflict (will be confirmed),  
Extensive transportation difficulties,  
Agency request.

Be aware that the Agency will be required to return your paperwork to us ONE DAY after the designated completion date unless prior arrangements are made through this office.

Your cooperation will be appreciated. Our goal is to make this as pleasant and productive as possible under the circumstances.

YOUR COMPLIANCE WILL BE THE DETERMINER.

# COMMUNITY SERVICES OF DADE COUNTY, INC.

## Agency Assignment

Student Name: \_\_\_\_\_ Student # \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_ Telephone# Home \_\_\_\_\_  
 \_\_\_\_\_ Work \_\_\_\_\_

You are to serve \_\_\_\_\_ hours in a community service placement.

The community service program is to be completed by: \_\_\_\_/\_\_\_\_/\_\_\_\_.

The community service program has determined your assignment to a community agency for the required number of work hours. The community agency is:

Agency Name: \_\_\_\_\_  I will call back on  
 Address: \_\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_  
 City: \_\_\_\_\_ Telephone# \_\_\_\_\_ at \_\_\_\_\_ for assignment.

You will report to: \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_ AM

You are expected to dress in a manner like the other people working in the agency. PM

Indoor or outdoor work is possible; so slacks, long sleeve shirt, hat, gloves, hard-soled shoes and sunscreen are required for an outdoor project.

I understand that failure to report, comply with supervisory instructions, or failure to complete community service will require payment of \$30.00 per month for re-enrollment in the Community Service program.

On-going crew assignment will be noted on the back of this page.

Witness: \_\_\_\_\_ Worker: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Distribution: White - Student Folder  
 Yellow - Agency  
 Pink - Student



ANYCOURT OF ANYSTATE

COMMUNITY SERVICE ASSIGNMENT

Defendant's Agreement

Name \_\_\_\_\_  
(last, first, middle initial)

Date assigned \_\_\_\_\_ Judge \_\_\_\_\_

Case # \_\_\_\_\_ Offense \_\_\_\_\_

Type of Sentence:  
In lieu of fine/ / jail/ / juv detention/ /  
adult supervised probation/ /  
Other/ /includes add-on, diversion, independant  
Probation: Conditional release/ / Supervised/ /  
None/ /  
Probation expires \_\_\_\_\_

Special instructions of the Court:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand the terms and conditions of my community service assignment to be as follows:

I AM TO PERFORM \_\_\_\_\_ HOURS OF SERVICE. I UNDERSTAND THE ASSIGNMENT MUST BE COMPLETED BY \_\_\_\_\_.

I AM TO REPORT IMMEDIATELY TO THE COMMUNITY SERVICE PROGRAM TO ARRANGE MY WORK.

I WILL REPORT TO WORK AS ASSIGNED, AND I WILL PERFORM AT A SATISFACTORY LEVEL OF SERVICE.

I UNDERSTAND THAT FAILURE TO COMPLY WITH ANY OF THE ABOVE TERMS AND CONDITIONS MAY CONSTITUTE A VIOLATION OF A COURT ORDER, RESULTING IN THE RETURNING OF THIS REFERRAL TO THE COURT AT ANY TIME FOR FURTHER DISPOSITION, AND THAT THIS ACTION MAY RESULT IN THE ISSUANCE OF A BENCH WARRANT FOR MY ARREST.

Signature \_\_\_\_\_

Mailing address \_\_\_\_\_

Date of Birth \_\_\_\_\_

\* \* \* \* \*  
\* \* \* \* \*

INSTRUCTIONS TO COURT CLERK:

1. Use ball point pen to PRINT ALL INFORMATION REQUESTED.
2. REITERATE AND REINFORCE TO DEFENDANT JUDGE'S INSTRUCTIONS.
3. Have defendant SIGN DEFENDANT'S AGREEMENT.
4. Distribute the forms as follows:
  - White (page 1) - Court copy
  - Yellow (page 2) - Defendant's copy
  - Pinks (p. 3&4) - Community service sentence program: one will be returned by completion date as Final Report.

---

**Sample Agreements Between  
Program and User Agencies**

Memorandum of Agreement

Community Services of Dade County, Inc., and \_\_\_\_\_  
\_\_\_\_\_, herein after referred to as the contractual agency,  
mutually covet and agree to a program of community services, as described  
below.

Purpose

The purpose of this Memorandum of Agreement is to arrange for meaningful  
work for persons required by the Dade County Court, or other Court, to  
perform community service hours in Dade County governmental or not-for-  
profit, private agencies.

Agreements

\_\_\_\_\_, the contractual agency, agrees  
to the following conditions:

- 1) To furnish a job description for each participant desired, to provide work for Community Services of Dade County, Inc., participants, and to provide necessary working materials for the jobs provided.
- 2) To provide a safe work environment.
- 3) To not require participants to perform any duties that may be hazardous, demeaning in nature or that cannot be or are not performed by a regular employee of the contractual agency.
- 4) To provide supervision of work of participants at all times.
- 5) To notify and document to Community Services program manager or counselor any participant who fails to show for community service hours assignment, or is tardy to report, via standardized reporting requirements.
- 6) To notify and document Community Services program manager or counselor of any violation of the attached rules and regulations for participants of the program.
- 7) To abide by and keep Agency Rules and Regulations, Standards of Conduct, and Agency Reporting Requirements, as attached.
- 8) To provide comprehensive liability insurance in the amount of at least \$1,000,000 bodily injury and \$100,000, property damage or \$1,000,000, combined bodily injury and property damage coverage, naming Community Services of Dade County of Dade County, Inc., as an additional named insured. A Certificate of Insurance verifying this coverage will be provided indicating a thirty (30) day notice of cancellation to be sent to Community Services of Dade County, Inc.

No placement of community service participants will be effected until the Certificate of Insurance, as described above, is accepted by and on file with Community Services of Dade County, Inc. The Certificate of Insurance must be all inclusive as to dates covering this memorandum of agreement, or special arrangements made to verify insurance coverage, as required above, if the policy is changed during the period of time covered in this memorandum of agreement.

\_\_\_\_\_, known as the contractual agency, will also indemnify and save harmless Community Services of Dade County, Inc., from all liability, loss, cost, expense, including attorney fees which may be sustained by Community Services of Dade County, Inc., by reason of the death of, or injury to, any person or damage to any property rising out of or in connection

- 9) To provide verification and documentation of the contractual agency's not-for-profit status by submitting a copy of the Internal Revenue Services' Termination Letter for Section 403 organizations, exempting the contractual agency from payment of federal income taxes.
- 10) To provide documentation of official Board of Directors, or other governing body actions approving this Memorandum of Agreement.

Community Services of Dade County, Inc., agrees to the following conditions:

- 1) To provide Community Services participants to perform community service hours whenever possible to the contractual agency.
- 2) To notify contractual agency of any changes of participants required to report to the agency.
- 3) To provide programmatic intake assessment and counseling to all participants in program to assure contractual agency participants are placed to agency job description and other requirements, as best as can be determined in the intake process.
- 4) To promptly and efficiently handle any problems that may arise from time to time to the resolution of the problem one way or another.

Period of Agreement

The period of time for this Memorandum of Agreement is from July 1, 1984, to June 30, 1985.

Other

It is expressly understood and recognized by \_\_\_\_\_, herein named as the contractual agency, that Community Services of Dade County, Inc., assumes no liability or responsibility for any persons, their performance or conduct of any persons referred to the contractual agency by Community Services of Dade County, Inc.

Acceptance of Agreement

The undersigned have affixed their seals and signatures to this Memorandum of Agreement to enter into the agreements and covenants as herein stated.

For Community Services of Dade County, Inc.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
H. Drexel Dobson, Jr.  
Executive Director

Sworn and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_, 1984.

\_\_\_\_\_  
Notary Public  
State of Florida, at large

My Commission expires:

For \_\_\_\_\_  
herein named as the contractual agency

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Executive Director

Sworn and subscribed to me this

USEFUL PUBLIC SERVICE

AGENCY LINKAGE AGREEMENT

This Linkage Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 198 , by and between \_\_\_\_\_, (address) \_\_\_\_\_ (hereinafter known as "Work Site Agency"), and the Community Services Program of the County of Adams, State of Colorado, 1821 East Bridge Street, Suite K, Brighton, Colorado (hereinafter referred to as "Community Service Program").

WHEREAS, the Colorado General Assembly has authorized the performance of useful public service by those persons convicted of driving under the influence of intoxicating liquor and/or drugs or while their ability is impaired. §42-4-1202 (4), C.R.S. 1973 (as amended); and,

WHEREAS, the Community Service Program has been charged with the responsibility of identifying suitable work assignments for said useful public service.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. Definitions

- a. Work Site Agency: An agency that is a non-profit corporation, a governmental entity or a community-based organization which provides services to meet human needs.
- b. Referred Individual: A person who has been ordered by a court of competent jurisdiction to perform useful public service pursuant to §42-4-1202, C.R.S. 1973 (as amended) and has been offered to the Work Site Agency by the Community Service Program for placement in a position providing useful public service.
- c. Useful Public Service: Work which is beneficial to the public and which involves a minimum of direct supervision or other public cost. It does not include work which would endanger the health or safety of a referred individual.

2. Scope of This Agreement

The Work Site Agency will accept referred individuals from the Community Service Program and will assign them positions providing useful public service. The referred individuals will enhance, and not supplant the paid staff of the Work Site Agency.

MEMORANDUM OF AGREEMENT  
BETWEEN VOLUNTEER BUREAU OF ALAMEDA COUNTY  
AND "USER" AGENCY

GOALS OF THIS AGREEMENT

1. Volunteer Bureau will serve agencies and volunteers more effectively through improved communication and consultation.
2. Agency will approve and support its volunteer program, with the understanding that volunteers shall enhance, not supplant, paid staff.
3. Agency will recognize the importance of volunteer's contribution to the program, with consideration for the skills and interests of the individual.

The purpose of this agreement is the enhancing of human services in this county through citizen involvement.

DEFINITIONS

1. Volunteer Bureau: It is understood that the Volunteer Bureau is an advocate for volunteerism and a central clearing house for referral of volunteers to community agencies. It provides consultation and training opportunities to agencies as appropriate. The Volunteer Bureau believes that, ideally, volunteers are an integral part of agencies' operations. The Volunteer Bureau expects that volunteer program standards will reflect the invaluable quality of individuals who are willing to give time and energy to fulfill agency needs.
2. Volunteer: It is understood that a volunteer is anyone who performs a service for an agency/organization without pay. Reimbursement for on-the-job expenses does not constitute payment.
3. Agency: It is understood that an agency is defined as a non-profit corporation, a governmental entity or a community-based organization which provides services to meet human needs. The Volunteer Bureau will accept requests for volunteers from agencies which are involved in education, cultural activities, recreation, health or social welfare, but cannot refer volunteers to "get out the vote" campaigns, solicitation of money, overt political work or religious proselytizing. Board and care homes, convalescent hospitals and rest homes which

The undersigned representatives have read and accept the provisions of the Memorandum of Agreement between the Volunteer Bureau of Alameda County and "User" Agency.

"USER" AGENCY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Representated by: \_\_\_\_\_  
(your signature, please)

Title of Representative: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_

AGENCY NAME: Volunteer Bureau of Alameda County

Representated by: \_\_\_\_\_

Title of Representative: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_

Telephone: \_\_\_\_\_

@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@

(For Office Use Only)

Date Paid: \_\_\_\_\_

Packet 1 Received: \_\_\_\_\_

Packet 2 Mailed: \_\_\_\_\_

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**Sample Agreements Between  
Program, Participant and  
User Agency**



**ARAPAHOE COUNTY**

ALTERNATIVE SERVICES/USEFUL PUBLIC SERVICE

5606 South Court Place • Littleton, CO 80120

Darla J. Hofmeir, Coordinator

(303) 798-9095

SERVICE AGREEMENT

DUE BY: \_\_\_\_\_

This Service Agreement for Alternative Placement is entered into by and between the Arapahoe County Alternative Services Program, (hereinafter referred to as the County) and \_\_\_\_\_ (hereinafter referred to as the Participant), and \_\_\_\_\_ (hereinafter referred to as the Recipient Service Agency).

The County, the Participant, and the Recipient Service Agency agree as follows:

- 1) The Participant will provide \_\_\_\_\_ hours of Community Service to \_\_\_\_\_ on a noncompensated basis.
- 2) The Participant will be under the supervision of \_\_\_\_\_ who may be contacted at (day number) \_\_\_\_\_.
- 3) The Participant's service will start on \_\_\_\_\_, and be performed according to the following schedule: \_\_\_\_\_
- 4) The Participant shall be performing the following assigned services: \_\_\_\_\_
- 5) The Participant's Community Service shall be completed by: \_\_\_\_\_
- 6) The Participant shall return the completed Monitor Forms to the County's Alternative Services counselor on a \_\_\_\_\_ basis.

# **APPENDIX C**

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## **Sample Time Sheets**



PORTER COUNTY PACT  
COMMUNITY SERVICE RESTITUTION PROGRAM

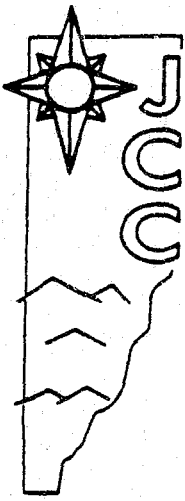
QUARTERLY SERVICE HOURS STATISTICS FOR  
THE TIME PERIOD OF \_\_\_\_\_ THROUGH \_\_\_\_\_

INFORMATION INITIAL  
RECORD: \_\_\_\_\_  
STATS. CARD FILE: \_\_\_\_\_

AGENCY RECEIVING SERVICE: \_\_\_\_\_

MONTH OF: _____		MONTH OF: _____		MONTH OF: _____	
HOURS SERVED	DATE	HOURS SERVED	DATE	HOURS SERVED	DATE
	1		1		1
	2		2		2
	3		3		3
	4		4		4
	5		5		5
	6		6		6
	7		7		7
	8		8		8
	9		9		9
	10		10		10
	11		11		11
	12		12		12
	13		13		13
	14		14		14
	15		15		15
	16		16		16
	17		17		17
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	19		19		19
	20		20		20
	21		21		21
	22		22		22
	23		23		23
	24		24		24
	25		25		25
	26		26		26
	27		27		27
	28		28		28
	29		29		29
	30		30		30
	31		31		31





Jefferson  
County  
Colorado

COMMUNITY SERVICE PROGRAM

DATE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are required to call the agency listed below within 48 hours of receipt of this letter. You are expected to schedule your hours on a regular basis toward full completion of \_\_\_\_\_ hours on or before \_\_\_\_\_.

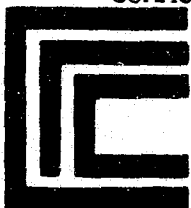
REPORT TO: \_\_\_\_\_  
\_\_\_\_\_

The supervisor at your agency should initial your hours each time you work. It is your responsibility to have this form completed.

<u>DATE</u>	<u>Hours Worked</u>	<u>Supervisor's Verification</u>	<u>DATE</u>	<u>Hours Worked</u>	<u>Supervisor's Verification</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

RETURN THIS FORM TO ME WHEN YOU HAVE FINISHED YOUR SERVICES.

\_\_\_\_\_  
COMMUNITY SERVICE COUNSELOR



**COURT SERVICES**

PRETRIAL RELEASE • COMMUNITY SERVICE PROGRAM  
801 FOURTEENTH STREET • GOLDEN, COLORADO 80401 • (303) 279-9320



# PROBATION DEPARTMENT

EIGHTEENTH JUDICIAL DISTRICT  
STATE OF COLORADO

ALTERNATIVE SERVICES PROGRAM

5606 So. COURT PLACE  
SUITE 15  
LITTLETON, CO 80120  
(303) 798-9095  
DARLA HOFMEIR  
COORDINATOR

15400 E. 14TH PLACE  
SUITE 409  
AURORA, CO 80011  
(303) 344-1014

Date: \_\_\_\_\_

This letter is to introduce \_\_\_\_\_, a volunteer in the  
Arapahoe County Alternative Services Program. Pertinent information is as follows:

- 1) Number of volunteer hours to complete: \_\_\_\_\_,
- 2) Date to be completed by: \_\_\_\_\_,
- 3) Offense: \_\_\_\_\_,
- 4) Volunteer's phone number \_\_\_\_\_.

If you have any questions or problems, please feel free to contact the Arapahoe County  
Alternative Services Program.

Counselor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Office hours: \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Counselor, Alternative Services



Porter County  
Prisoner And Community  
Together

"Sometimes it's harder to be out of prison than it was to be in prison"

The following problems are the reasons \_\_\_\_\_ is being placed on a probationary status with the Community Service Restitution Program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following is the explanation by the above-mentioned client for his failure to comply:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is agreed that the following action will be taken to correct this situation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CSR Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Date: \_\_\_\_\_

Dear \_\_\_\_\_:

\_\_\_\_\_ has been assigned to volunteer \_\_\_\_\_ hours for \_\_\_\_\_. This form should be completed and returned by \_\_\_\_\_ in order not to delay court proceedings.

\_\_\_\_\_  
Probation/Parole Officer

1. He/She worked on the dates and hours listed below:

<u>WORK PERFORMED</u>	<u>DATES WORKED</u>	<u>HOURS WORKED</u>

2. His/Her performance was:

- \_\_\_\_\_ excellent
- \_\_\_\_\_ acceptable
- \_\_\_\_\_ not acceptable

3. His/Her attitude was:

- \_\_\_\_\_ excellent
- \_\_\_\_\_ acceptable
- \_\_\_\_\_ not acceptable

4. If the above was not acceptable or if you have any additional comments, please explain:

Signed: \_\_\_\_\_  
\_\_\_\_\_ position

Date: \_\_\_\_\_

Dear Judge

Based on the above agency report, \_\_\_\_\_, (cause #: \_\_\_\_\_), charge of \_\_\_\_\_, has completed the community service hours.

Respectfully submitted,

\_\_\_\_\_  
Probation/Parole Officer

Approved by:

Milton L. Mitchell, Sr.  
Program Director

# OREGON

## REFERRAL FOR COMMUNITY SERVICE PLACEMENT



TO:

FROM: Alternative Community Service  
Multnomah County Courthouse  
Room 818  
1021 S.W. 4th Avenue  
Portland, OR 97204

CLIENT NAME:

PHONE:

ADDRESS:

SS#:

ODL#:

DOB:

SID#:

Sentencing Court:

Date of Sentencing:

Case, Docket or Action #:

Offense:

Number of Hours Assigned:

Completion Date:

Nature of Probation:  Formal/Supervised  Bench/Court  None

Probation Officer & County:

Client Referred By: \_\_\_\_\_ On \_\_\_\_\_  
(Caseworker) (Date)

UPDATES NEEDED: (1)  
(2)  
(3)

FINAL REPORT NEEDED:

Additional Information:

### REPORT TO REFERRING AGENCY---THIS SECTION TO BE COMPLETED BY PLACING AGENCY

#### Referrals Made

	# HOURS COMPLETED	AGENCY	TYPE OF WORK	LAST DAY WORKED
1				
2				
3				

\_\_\_\_\_ TOTAL NUMBER HOURS COMPLETED

THIS IS AN  UPDATE  FINAL REPORT

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

F-9  
COMMUNITY SERVICES OF DADE COUNTY, INC.  
3600 WEST FLAGLER STREET, SUITE 200  
MIAMI, FLORIDA 33135

H. DREXEL DODSON, JR.  
EXECUTIVE DIRECTOR

DATE: FEBRUARY 15, 1984  
TELEPHONE: 446-0994

TERRI THARP  
COCONUT GROVE ASSOCIATION, INC.  
2557 SW 28TH STREET  
MIAMI FL 33133

RE:

CLIENT: D600005002

JOB NUMBER:

THE ABOVE-CAPTIONED CLIENT HAS BEEN ASSIGNED TO YOUR AGENCY FOR  
50 HOURS OF COMMUNITY SERVICE WORK TO BE COMPLETED BY 2/20/84.  
PER OUR INTER-AGENCY MEMORANDUM OF AGREEMENT, PLEASE HANDLE THIS  
REFERRAL ACCORDING TO THE INSTRUCTIONS FURNISHED YOUR AGENCY BY THE  
COMMUNITY SERVICE PROGRAM.

SINCERELY YOURS,

ROBERT C. ABRAMS, M.S.W.  
-----

COMMUNITY SERVICES OF DADE COUNTY, INC.  
3600 WEST FLAGLER STREET, SUITE 200  
MIAMI, FLORIDA 33135

H. DREXEL DODSON, JR.  
EXECUTIVE DIRECTOR

DATE: MARCH 05, 1984  
TELEPHONE: 446-0994

TERRI THARP  
COCONUT GROVE ASSOCIATION, INC.  
2557 SW 28TH STREET  
MIAMI FL 33133

RE:

CLIENT: IS00005002

JOB NUMBER:

FIRST REFERRAL DATE 2/15/84

ON THE ABOVE-NOTED FIRST REFERRAL DATE, OUR OFFICES SENT YOU A REFERRAL AS NOTED ABOVE FOR A CLIENT TO BEGIN COMMUNITY SERVICE WORK AT YOUR AGENCY, PER OUR INTER-AGENCY MEMORANDUM OF AGREEMENT.

IN ORDER TO INSURE THAT EACH CLIENT IS ACTULLY IN PLACE AT HIS/HER ASSIGNMENT FROM THIS PROGRAM, WE MUST HAVE THE ATTACHED FORM COMPLETED AND RETURNED TO OUR OFFICES IMMEDIATELY.

SINCERELY YOURS,

ROBERT C. ABRAMS, M.S.W.

---

# CALIFORNIA LEAGUE OF ALTERNATIVE SERVICE PROGRAMS

## Referral for Community Service Placement

TO:

FROM:

CLIENT NAME:

PHONE:

ADDRESS:

Sentencing Court:

Date of Sentencing:

Case, Docket or Action #

Number of Hours Assigned:

Offense:

Completion Date:

Nature of Probation: (conditional release) or (supervised/formal)

Probation Officer & County:

Client referred by \_\_\_\_\_ On \_\_\_\_\_  
(caseworker) (date)

UPDATES NEEDED: (1)  
 (2)  
 (3)

FINAL REPORT NEEDED:

Additional Information:

REPORT TO REFERRING AGENCY --- THIS SECTION TO BE COMPLETED BY PLACING AGENCY

### Referrals Made

	#HOURS COMPLETED	AGENCY	TYPE OF WORK	LAST DAY WORKED
1				
2				
3				

\_\_\_\_\_ TOTAL NUMBER HOURS COMPLETED

THIS IS AN  UPDATE  FINAL REPORT

Certified by \_\_\_\_\_

Date \_\_\_\_\_

Comments:



# **APPENDIX D**

---

## **Sample Agency Referral Forms**

**COMMUNITY SENTENCING PROGRAM**

\_\_\_\_\_  
(Last Name) (First) (Middle or Maiden)

Case # \_\_\_\_\_ Charge \_\_\_\_\_ Arrest Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

D.O.B. \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Marital Status \_\_\_\_\_ Children \_\_\_\_\_

Employment \_\_\_\_\_ Phone \_\_\_\_\_

Education \_\_\_\_\_ Special Training or Interests \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMUNITY SERVICES SENTENCING PROGRAM**

TO: \_\_\_\_\_

Agency: \_\_\_\_\_

Regarding: \_\_\_\_\_

Hours Assigned \_\_\_\_\_ Hours Completed \_\_\_\_\_

Completion Date \_\_\_\_\_

Staff Signature \_\_\_\_\_

After the volunteer has finished assigned hours, please mail completed card to us so our records will be accurate.

Mail To: Community Service Sentencing  
Room 114A  
Polk County Court House, Des Moines, 50309

















# **APPENDIX E**

---

## **Sample Correspondence**



---

## **Warnings and Letters of Non-Compliance**

Dear

You were referred to our program as of \_\_\_\_\_ to perform  
\_\_\_\_\_ hours of community service restitution work in lieu of  
\_\_\_\_\_ days in jail.

To date, our office has had no contact with you. If we do not hear  
from you by \_\_\_\_\_, we will return your case to \_\_\_\_\_  
for failure to comply.

This is your final warning. WE ARE WAITING TO HEAR FROM YOU.

Sincerely,



Phyllis Barnes  
CSR Program Manager



# Fifth Judicial District Department of Correctional Services

Administrative Office, 1000 College Ave., Des Moines, Iowa 50314 515-244-3202

## DES MOINES AREA OFFICES

ADMINISTRATION

RELEASE WITH SERVICE

PRE-SENTENCE INVESTIGATION

PROBATION DEPARTMENT

5A AREA OFFICE

ASAP

1000 College Avenue  
Des Moines, Iowa 50314  
515 244-3202

PRE-TRIAL RELEASE

Municipal Court Building  
Des Moines, Iowa 50309  
515 286-3890

MEN'S RESIDENTIAL FACILITY

Bldg. 65, Ft. Des Moines  
Des Moines, Iowa 50315  
515 285-0676

WOMEN'S RESIDENTIAL FACILITY

3118 Cottage Grove  
Des Moines, Iowa 50311  
515 274-9371

CRESTON AREA OFFICE

108 W. Montgomery Street  
Box 112  
Creston, Iowa 50801  
515 782 8556

CHARITON AREA OFFICE

Chariton City Hall  
Chariton, Iowa 50049  
515 774-8112

NEWTON AREA OFFICE

Jasper County Court House  
Box 761  
Newton, Iowa 50208  
515 792 1101

INDIANOLA AREA OFFICE

205 S. Howard  
Indianola, Iowa 50125  
515 961-3095

ADEL AREA OFFICE

Dallas County Court House  
Adel, Iowa 50003  
515 993-3707

Date \_\_\_\_\_

Dear \_\_\_\_\_

According to my records, you have not complied with your agreement to perform \_\_\_\_\_ hours of Community Service work. You are the one who will benefit and thus it is your responsibility.

It is imperative that you contact me so that any misunderstandings can be cleared up. If I do not hear from you within two (2) weeks from the date of this letter, I will have no choice but to notify the Polk County Attorney for further disposition of your case.

Respectfully,

Michael E. Forret, Supervisor  
Community Service Sentencing  
Polk County Court House  
5th & Mulberry  
Room 114-A  
Des Moines, Iowa 50309  
286-3734



# Fifth Judicial District Department of Correctional Services

Administrative Office, 1000 College Ave., Des Moines, Iowa 50314 515-244-3202

## DES MOINES AREA OFFICES

ADMINISTRATION

RELEASE WITH SERVICE

PRE-SENTENCE INVESTIGATION

PROBATION DEPARTMENT

SA AREA OFFICE

TASC

1000 College Avenue  
Des Moines, Iowa 50314  
515 244-3202

ASAP  
1000 College Avenue  
Des Moines, Iowa 50314  
515 244-3202  
515 243-6532

PRE-TRIAL RELEASE  
Municipal Court Building  
Des Moines, Iowa 50309  
515 286-3890

MEN'S RESIDENTIAL FACILITY  
Bldg. 65, Ft Des Moines  
Des Moines, Iowa 50315  
515 285 0676

WOMEN'S RESIDENTIAL FACILITY  
3118 Cottage Grove  
Des Moines, Iowa 50311  
515 274-9371

CRESTON AREA OFFICE  
108 W Montgomery Street  
Box 112  
Creston, Iowa 50801  
515 782-8556

CHARITON AREA OFFICE  
Chariton City Hall  
Chariton, Iowa 50049  
515 774-8112

NEWTON AREA OFFICE  
Jasper County Court House  
Box 761  
Newton, Iowa 50208  
515 792-1101

INDIANOLA AREA OFFICE  
205 S Howard  
Indianola, Iowa 50125  
515 961-3095

ADEL AREA OFFICE  
Dallas County Court House  
Adel, Iowa 50003  
515 993 3707

## MEMORANDUM

This is to advise the Court that \_\_\_\_\_  
\_\_\_\_\_, who agreed to work \_\_\_\_\_ hours of  
Community Service, as part of their probation on  
\_\_\_\_\_, 19\_\_\_\_, has failed to comply  
with said agreement.

COMMUNITY SERVICE COORDINATOR

---

## **Letters of Termination**

Agency Letterhead  
Address  
Telephone  
Other information, as  
deemed necessary

Completion Certificate

Agency No. # \_\_\_\_\_  
assigned by C.S.

Date: \_\_\_\_\_

No. pre-printed form

TO: Community Services of Dade County, Inc.  
3600 West Flagler Street, Suite 200  
Miami, FL 33135

The individual listed-below has completed the requirements of community service work:

Name: \_\_\_\_\_  
Last Name First Name Middle Initial

Date of Birth: \_\_\_\_\_

Community Services Identification Number: CS# \_\_\_\_\_

Number of hours assigned to be completed by CS: \_\_\_\_\_

Location of work: Particular branch, etc. \_\_\_\_\_

Job description: type of work from job description \_\_\_\_\_

Community Services assignment date: date of original assignment \_\_\_\_\_

I hereby certify the above-listed individual has completed \_\_\_\_\_ hours of community service, as assigned by Community Services of Dade County, Inc.

I certify \_\_\_\_\_ client name \_\_\_\_\_ to have completed the community service as noted above.

\_\_\_\_\_  
Printed name of agency representative

Sworn and subscribed to me  
this \_\_\_\_\_ day of \_\_\_\_\_,  
198\_\_.

\_\_\_\_\_  
Notary Public  
State of Florida, at large  
My commission expires:

Notary Seal must be affixed

Distribution: Original copy to: Community Services of Dade County, Inc.  
copy to: Agency files

Agency LetterheadClient History Form - - - - -

Date: \_\_\_\_\_ Agency Log Page: \_\_\_\_\_

Client Name: \_\_\_\_\_  

Last Name,	First Name	Middle Initial
------------	------------	----------------

CS Client Identification Number: \_\_\_\_\_

Job classification: \_\_\_\_\_

Number of CS hours to be performed: \_\_\_\_\_

Reporting date: date person first appears, if everInterview results: Person placed, referred back to CS

write date of receipt of trans. letter for

ES transmittal letter to agency: verification of hours to be worked received

Ten-day letter verifying attendance/non-attendance  
returned to Community Services offices: date returned

Agency documentation of community service performed: date completedCompletion certificate sent to Community Services offices: number of cert.Non-completion certification sent to Community Svcs. prgm: number of cert.

Other particulars, as noted: \_\_\_\_\_

Client History Form  
May 1984

PROGRESS REPORT

JAMES B. SOETAERT  
CHIEF PROBATION OFFICER  
RONALD G. BAYLO  
CHIEF DEPUTY PROBATION OFFICER

Probation Department  
ALTERNATIVE SENTENCE PROGRAM



To:

Date:

From:

Phone:

Re:

-----  
THIS IS AN / /UPDATE / /FINAL REPORT. #Hrs assigned \_\_\_\_\_ Completion date \_\_\_\_\_

/ / Referred to \_\_\_\_\_ on \_\_\_\_\_ / / but failed to report for work.  
(date) / / and worked \_\_\_\_\_ hours, but

/ / Assignment completed at \_\_\_\_\_ \* / / Last day worked \_\_\_\_\_.  
failed to return.

/ / Has not reported to ASP for placement, will close case \_\_\_\_\_.

/ / Has not reported to ASP\*

\* / / Case closed \_\_\_\_\_.

/ / See attached.

/ / Comments:

ASP #26



CLIENT # \_\_\_\_\_

PORTER COUNTY PACT  
CLIENT TERMINATION FORM

CLIENT NAME \_\_\_\_\_  
CLIENT ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_  
CONTACT DATE \_\_\_\_\_  
TERMINATION DATE \_\_\_\_\_  
TERMINATION DATA RECORDED BY \_\_\_\_\_

TERMINATION DATA

CURRENT STATUS:

- SUCCESSFULLY TERMINATED
- UNSUCCESSFULLY TERMINATED
- TERMINATED DUE TO SPECIAL CIRCUMSTANCES

PRESENT EMPLOYMENT STATUS:

- PART TIME
- FULL TIME
- TEMPORARY
- UNEMPLOYED
- STUDENT-PART TIME
- STUDENT-FULL TIME
- COMBINATION-SPECIFY \_\_\_\_\_
- UNKNOWN

TOTAL NUMBER OF ASSIGNED HOURS:

- LESS THAN 12
- 12-23
- 24-35
- 36-59
- 60-119
- 120-179
- 180 OR MORE

TOTAL NUMBER OF PLACEMENTS TO COMPLETE ASSIGNED HOURS:

- 1-4
- 5-8
- 9-12
- 13-16
- MORE THAN 16
- NOT APPLICABLE

TOTAL NUMBER OF TIMES CLIENTS DIDN'T SHOW:

- NONE
- 1 OR 2
- 3 OR 4
- 5 OR MORE
- NOT APPLICABLE

NUMBER OF GOVERNMENTAL (COUNTY & CITY) PLACEMENTS WORKED:

- NONE
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8 OR MORE

NUMBER OF PRIVATE PLACEMENTS WORKED:

- NONE
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8 OR MORE

TOTAL NUMBER OF DAYS TO COMPLETE ASSIGNED HOURS:

- 14 OR LESS
- 15-29
- 30-59
- 60-89
- 90-180
- MORE THAN 180
- NOT APPLICABLE

WAS LAST CHANCE/JURISDICTION LETTER SENT/

- NEITHER SENT
- LAST CHANCE SENT
- JURISDICTION SENT
- BOTH SENT

RE-ARREST CONVICTION WHILE IN COMMUNITY SERVICE RESTITUTION PROGRAM:

- NO RE-ARREST
- MISDEMEANOR F  
ARREST:NO CON  
VICTION
- MISDEMEANOR F  
ARREST:CONVI  
TION
- MISDEMEANOR I  
ARREST:CASE  
PENDING
- FELONY RE-AR  
NO CONVICTION
- FELONY RE-AR  
CONVICTION
- FELONY RE-AR  
CASE PENDING
- MULTIPLE RE-  
ARREST:NO CON  
VICTION/CASE  
PENDING
- MULTIPLE CON  
VICTIONS
- UNKNOWN



**Porter County  
Prisoner And Community  
Together**

**"Sometimes it's harder to be out of prison than it was to be in prison"**

DATE OF REFERRAL: \_\_\_\_\_  
CLIENT'S NAME: \_\_\_\_\_  
CLIENT'S ADDRESS: \_\_\_\_\_  
CLIENT'S PHONE: \_\_\_\_\_  
CAUSE NUMBER: \_\_\_\_\_  
CHARGE: \_\_\_\_\_

\_\_\_\_\_ is assigned \_\_\_\_\_  
community service restitution hours in lieu of \_\_\_\_\_ days jail time  
by order of the Porter County Superior Court and is to report to Porter County  
PACT at 23 E. Lincolnway, Valparaiso (462-1127) within 48 hours of this order.

COMMUNITY SERVICE HOURS COMPLETED SATISFACTORILY:

\_\_\_\_\_  
PACT Staff Signature

\_\_\_\_\_  
Date



-----  
Agency No. # assigned  
by community services

A F F I D A V I T

Before me, personally appeared \_\_\_\_\_ agency rep. name \_\_\_\_\_ who duly sworn, desposes and says:

1. My name is \_\_\_\_\_ agency rep. name \_\_\_\_\_ and I am employed as the \_\_\_\_\_ job title \_\_\_\_\_ of \_\_\_\_\_ agency \_\_\_\_\_, and have such been designated the program representative to provide liaison with Community Services of Dade County, Inc.

2. \_\_\_\_\_ client name \_\_\_\_\_ was assigned by Community Services of Dade County, Inc., to complete \_\_\_\_\_ number assigned hours of community service.

3. \_\_\_\_\_ client name \_\_\_\_\_ has completed \_\_\_\_\_ spell out no. or "NO" community service hours at this agency, as assigned by Community Services of Dade County, Inc.

4. I am reporting this information in accordance with established Community Services policy on persons who do not complete the assigned community service.

\_\_\_\_\_  
Printed name of agency representative

Sworn and subscribed to me  
this \_\_\_\_\_ day of \_\_\_\_\_,  
198\_\_.

\_\_\_\_\_  
Notary Public  
State of Florida, at large  
My commission expires:

Notary Seal must be affixed

Distribution: Original copy to Community  
Services program  
Copy to agency file



**Porter County  
Prisoner And Community  
Together**

**"Sometimes it's harder to be out of prison than it was to be in prison"**

Dear

This letter is to acknowledge that you have successfully completed the \_\_\_\_\_ hours of community service restitution assigned you by Judge \_\_\_\_\_. It must be a good feeling to have this sentence behind you.

Enclosed is a signed copy of your contract from the Court to certify that your restitution time has been completed. A copy has also been sent to the Judge. Also enclosed is a questionnaire which we would like you to answer, in order to help us evaluate our restitution program from your point of view, as a "consumer" of our services. Just mail it back in the enclosed self-addressed, stamped envelope.

Once again, we are pleased that you have completed your work through us and wish you the best in the future.

Sincerely,

The PACT Staff





# Fifth Judicial District Department of Correctional Services

Administrative Office, 1000 College Ave., Des Moines, Iowa 50314 515-244-3202

## DES MOINES AREA OFFICES

ADMINISTRATION

RELEASE WITH SERVICE

PRE-SENTENCE INVESTIGATION

PROBATION DEPARTMENT

5A AREA OFFICE

TASC

1000 College Avenue  
Des Moines, Iowa 50314  
515 244 3202

ASAP

1000 College Avenue  
Des Moines, Iowa 50314  
515 244 3202  
515 243 6532

PRE-TRIAL RELEASE

Municipal Court Building  
Des Moines, Iowa 50309  
515 286 3890

MEN'S RESIDENTIAL FACILITY

Bldg 65, Ft Des Moines  
Des Moines, Iowa 50315  
515 285 0676

WOMEN'S RESIDENTIAL FACILITY

3118 Cottage Grove  
Des Moines, Iowa 50311  
515 274 9371

CRESTON AREA OFFICE

108 W Montgomery Street  
Box 112  
Creston, Iowa 50801  
515 782 8556

CHARITON AREA OFFICE

Chariton City Hall  
Chariton, Iowa 50049  
515 774 8112

NEWTON AREA OFFICE

Jasper County Court House  
Box 761  
Newton, Iowa 50208  
515 792 1101

INDIANOLA AREA OFFICE

205 S Howard  
Indianola, Iowa 50125  
515 961 3095

ADEL AREA OFFICE

Dallas County Court House  
Adel, Iowa 50003  
515 993 3707

## MEMORANDUM

This is to advise the Court that \_\_\_\_\_  
\_\_\_\_\_, who was assigned \_\_\_\_\_  
hours of Community Service on \_\_\_\_\_,  
19\_\_\_, has successfully completed this assignment.

\_\_\_\_\_  
COMMUNITY SERVICE COORDINATOR

\_\_\_\_\_  
JUDGE OF THE FIFTH DISTRICT

# **APPENDIX F**

---

## **Sample Program Reports**

**Adams County  
Colorado**

**Adams County**  
Community Service Program  
1821 East Bridge Street - Suite K  
Brighton, CO 80601

**Board of County  
Commissioners:**

**Commissioners**  
Leo M. Younger, Jr. District 1  
Steven E. Cramer, District 2  
Ronald D. Nichol, District 3

---



**STATISTICS FOR THE MONTH OF AUGUST**

**ARAPAHOE COUNTY**  
 ALTERNATIVE SERVICES/USEFUL PUBLIC SERVICE  
 5606 South Court Place • Littleton, CO 80120  
 Darla J. Hofmeir, Coordinator

(303) 798-9095

STATISTICAL COMPARISON

January 31, 1982 through June 30, 1984

<u>New Cases</u>	<u>U.P.S.</u>	<u>Alt. Serv.</u>	<u>Juv.</u>	<u>Total</u>
1982	225	435	143	803
1983	2,392	389	104	2,885
6/30 - 1984	1,414	168	98	1,680
 <u>Successfull Terminations</u>				
1982	21	244	107	372
1983	1,485	322	84	1,891
6/30 - 1984	1,236	143	70	1,449
 <u>Hrs. Successfully Completed</u>				
1982	558	38,950.5	2,831.5	42,320
1983	46,448	34,280.75	2,777	83,505.75
6/30 - 1984	39,788.5	15,826.10	2,594.5	58,209.10
 <u>Unsuccessful Terminations</u>				
1982	0	24	11	25
1983	77	36	10	123
6/30 - 1984	146	34	10	190
 <u>Caseload</u>				
1982	204	260	25	489
1983	1,074	459 (includes Juv)		1,533
6/30 - 1984	1,106	472 (includes Juv)		1,578



TABLE VII

Estimated Value of Services Provided  
by Type of Service  
January 1983 - December 1983

Type	Occupation	Number of Workers	Market Value Per Hour <sup>10</sup>	Total Hours	Total Value
Skilled Trades	Brick Mason	10	\$13.22	320	\$ 3,807.36
	Carpenter	46	13.43	1,654	21,273.12
	Electrician	15	14.34	480	6,424.32
	Fiberglass Fabricator	1	12.42	32	397.44
	Fencing	1	11.87	32	379.84
	Insulator	4	12.42	128	1,589.76
	Ironworker	12	12.42	384	4,769.28
	Machinist	1	13.22	32	423.04
	Millwright	2	13.22	64	846.08
	Painter	42	14.01	1,712	17,484.48
	Pipefitter	12	13.22	384	5,076.48
	Plasterer	1	13.22	32	423.04
	Plumber	4	13.22	128	1,692.16
	Roofer	7	12.42	224	2,782.08
	Sheet Rock Hanger	3	12.42	96	794.88
	Welder	6	13.22	400	4,864.96
	Trades Helpers	11	9.92	352	3,491.84
Automotive	Mechanic	41	10.00	1,312	12,160.00
Other Mechanical	Refrigeration	1	13.22	32	423.04
	Air Conditioning	6	13.43	192	2,578.56
Health Professions	Nurse	2	9.20	64	588.80
	Nurse's Aid	1	3.91	32	125.00
	Optician	1	25.00	32	800.00
	Physical Therapist	1	10.24	32	327.68
	Respiratory Therapist	1	9.25	32	296.00
	X-Ray Technician	1	6.05	32	193.00
Office Services & Professions	Accountant	1	12.52	32	400.64
	Office Clerk	9	3.91	256	1,000.96
	Secretary	16	5.01	512	2,565.12
Adult Education	Fiscal Analyst	1	11.00	32	352.00
	Teacher	8	11.00	256	2,816.00
Labor		983	3.35	32,049	90,584.00
Other	Librarian	1	11.00	32	352.00
	Jazz Musician	1			3,000.00
	Totals	1,253		41,383	\$221,966.19

TABLE VIII

Agencies and Organizations Utilizing  
Community Service Manpower  
April 1983 - December 1983

<u>Organization by Type</u>	<u>Manhours Utilized</u>	
<u>City of Baton Rouge</u>		
City Court	3,217	
Community Centers	2,604	
Council on Aging	364	
Department of Public Works	100	
Headstart	64	
Library	16	
Parks and Recreation	648	
Women's Resource Center	666	
Zoo	950	
Other City	48	
Subtotal		9,377
<u>Community Service Organizations</u>		
Big Buddy Program	199	
Blundon Home	104	
Capitol Area United Way	40	
Catholic Social Services	64	
Jaycees	64	
O'Brien House	64	
Salvation Army	3,406	
Volunteers of America	9,502.5	
YMCA	212	
Subtotal		13,655.50
<u>Educational Institutions</u>		
Louisiana State University	304	
University of Southwestern Louisiana	240	
Vocational Rehabilitation Center	144	
Vocational-Technical School	1,516	
Subtotal		2,204
<u>Medical/Mental Health/Substance Abuse</u>		
ADRC	526	
De-lox Center	516	
Earl K. Long Hospital	1,202	
Lane Memorial Hospital	32	
Subtotal		2,276
<u>Special Community Projects</u>		
International Special Olympics	2,758	
U.S.S. Kidd Restoration Project	2,801	
Subtotal		5,559
<u>Other</u>		
Subtotal	277	277
GRAND TOTAL		33,348.50



ALTERNATIVE COMMUNITY SERVICE  
MONTHLY REPORT FOR:            MARCH, 1984

<u>REFERRALS</u>	%	MONTH	QUARTER TO DATE
C/S AS CONDITION OF FORMAL PROBATION			
STATE PROBATION	12	36	87
COUNTY PROBATION	12	37	92
C/S CONDITION OF BENCH PROBATION	33	98	228
C/S WITHOUT PROBATION	43	129	319
TOTAL REFERRALS	100	299	726**

<u>TERMINATED</u>	%	MONTH	QUARTER TO DATE
COMPLETED ASSIGNMENT		97	181
EXCEPTIONAL PERFORMANCE	68	48	82
WORK, JAIL, FINE COMBINED		1	3
NO WORK COMPLETED		26*	42
SOME WORK COMPLETED	32	44*	66
NOT INTERVIEWED OR PLACED		5	45
PAID FINE OR SERVED JAIL		1	5
JUDICIAL TERMINATION		2	2
MEDICAL TERMINATION		0	1
TRANSFERRED		1	1
TOTAL TERMINATIONS		225	428

<u>SERVICE TO THE COMMUNITY</u>	MONTH	QUARTER TO DATE
TOTAL HOURS CONTRIBUTED BY OFFENDERS COMPLETING THEIR OBLIGATION	7,791	13,496
SYMBOLIC RESTITUTION MINIMUM VALUE \$ <u>3.50</u> /HOUR	\$27,268.50	\$47,236.00

\*This figure includes cases closed negatively during auditing procedures.

\*\*This figure does not include 160 return clients that needed a second interview due to failure to follow through with a first placement.

COMMUNITY SERVICE PROGRAM

Useful Public Service and Alternative to Jail)

JEFFERSON COUNTY

MONTH	Number of Offenders Sentenced to CSP		# of Hours Ordered This Month	Average # CSP Hours per Client	Number of Active Cases (ongoing) in CSP	Number of Cases Closed		Number of Hours	
	Criminal	Alcohol				Successful	Unsuccessful	Successful Completion	Unsuccessful Termination
January	46	359	13,792	34	1,298	283	34	8,888	1,215
February	32	238	9,368	35	1,194	315	59	10,236	2,916
March	36	367	12,874	32	1,276	274	42	8,883	1,942
April	26	285	9,705	31	1,213	332	42	10,086	1,672
May	28	313	10,677	31	1,144	352	58	11,746	1,856
June	31	327	12,184	34	1,081	364	57	11,923	1,948
July	41	258	9,406	31	1,011	353	60	12,124	1,798
August	40	365	14,520	36	1,131	345	40	11,421	1,502
September	35	237	8,006	29	1,052	292	59	7,383	2,212
October	46	282*	12,132	37	994	329	57	10,113	2,286

\*Referrals to other counties = 9  
 Referrals from other counties = 12

AGENCY: Volunteer Bureau of Alameda County

FISCAL YEAR 1984 BUDGET FORM

CURRENT BUDGET FOR FISCAL YEAR 1984 REVENUE:	GRAND TOTAL (2 + 3)	TOTAL SUPPORTING (3 + 4)	SUPPORTING SERVICES		TOTAL SERVICES 6 through 12	UNITED WAY OF THE BAY AREA FIELDS OF SERVICE*													
			Management & General	Fund Raising		F.O.S. #8	F.O.S. #4												
1. Contributions 6000																			
a. United Way Donor Option Plan	1575	--	--	--	1575	1575	--												
b. Other	5580	2580	2580	--	3000	3000	--												
2. Special Events 4200	17728	17728	2103	15625	--	--	--												
3. Legacies and Bequests 4300																			
4. Chapters and Affiliates 4500, 4600																			
5. Other Fund Raising Organizations 4700, 4800																			
6. Fees and Grants from Government 5000																			
a. Restricted	206573	66346	58936	7410	140227	--	140227												
b. Unrestricted																			
7. Membership Dues/Assessments 6000, 6100																			
Program Service Fees 6200	5100	5100	5100	--	--	--	--												
Sales of Services and Materials 6300, 6400																			
10. Investment Income/Capital Gains 6500, 6600																			
11. Other 6900																			
12. TOTAL REVENUE	236556	91754	68719	23035	144802	4575	140227												
EXPENSES:																			
13. Payroll Costs 7000, 7100, 7200	223532	95318	74983	20335	128214	14748	113466												
14. Professional Fees 8000	4683	2026	1926	100	2657	2657	--												
15. Printing and Supplies 8100, 8800	11282	2837	1637	1200	8451	4304	4147												
16. Telephone and Postage 8700, 8300	16382	3802	2602	1200	12580	4012	8568												
17. Occupancy: Rental & Maintenance of Equipment 8400, 8500	26090	9660	9660	--	16630	4671	11959												
18. Travel, Conferences, etc. 8700, 8800	2533	1804	1604	200	729	251	478												
19. Individual Assistance 8900	1799	--	--	--	1799	190	1609												
20. Miscellaneous 1/ 9000, 9100, 9400	286	286	286	--	--	--	--												
21. Payments to Affiliated Organization 9801																			
22. TOTAL BEFORE EQUIPMENT	286793																		
23. Equipment Purchases 2/	--																		
24. TOTAL EXPENSES	286793	115733	92698	23035	171060	30833	140227												
25. Excess of Expenses over Revenue for Year (Line 24 Less Line 12)	50237	23979	23979	--	26258	26258	--												
26. Unrestricted Resources Available from prior years																			
27. Portion of Expenses Financed by Current Restricted Funds Exclusive of Line 6a above																			
28. Excess of Expenses Over Revenue and Other Resources (Line 25 Less Line 26 & 27)	50237	23979	23979	--	26258	26258	--												
UNITED WAY OF THE BAY AREA	50237	23979	23979	--	26258	26258													

1/ If "miscellaneous" is over 10% of grand total expenditures (Line 24, Column 1) attach a detailed.

2/ Include only amounts for purchases of equipment for which the agency is seeking a United Way allocation.

ALL FINANCIAL INFORMATION ROUNDED TO NEAREST DOLLAR

Monthly Activity Report  
 Community Services of  
 Dade County, Inc.

SEP

NAME OF AGENCY	NUMBER OF PERSONS ASSIGNED (this month only)	NUMBER OF HOURS COMPLETED	PROJECTED HOURS TO BE COMPLETED
Miami-Dade Community College	300	22061	14943
Metro-Dade Parks & Rec.	100	5640	3862
DUI Countermeasures	29	1418	1066
Optimist Club of Ives Estates	19	980	439
Landmark Learning Center	18	995	298
Boystown of Florida	17	1095	634
Dade Marine Institute	10	510	319
March of Dimes	10	500	395
City of Miami Beach	9	386	164
New Horizons Community Mental Health Center	9	950	808
American Heart Association	8	384	208
American Red Cross	7	350	155
Coconut Grove Cares, Inc.	6	274	165
Jewish Community Centers	6	390	240
Leukemia Society	3	250	50
Fellowship House	1	50	-----
Muscular Dystrophy Association	1	50	-----
Other	9	412	-----
<b>TOTALS</b>	<b>562</b>	<b>36695</b>	<b>23746</b>

COMMUNITY SERVICE REPORT

DATE August 31, 1984

<u>SITES</u>	<u>HOURS</u>	<u>\$ VALUE</u>
<u>City Agencies</u>		
City Parks & Recreation Centers	10,035	\$ 33,617.00
City Parks & Recreation Maintenance	45,053	150,928.00
El Paso Housing Authority	18,378	61,566.00
El Paso Public Transportation	9,189	30,783.00
El Paso Dept. of Housing Rehabilitation	500	1,675.00
Special Populations Recreation Center	2,710	9,079.00
El Paso Police Department	2,612	8,750.00
<u>Non-Profit Agencies</u>		
Trinity Coalition	383	1,283.00
Project Crossroads	4,011	13,437.00
Casa Blanca Halfway House	4,509	15,105.00
Project Bravo	5,183	17,363.00
YWCA-YMCA	65	218.00
El Paso Boy's Clubs	3,555	11,909.00
Optimists Association	472	1,581.00
Aliviane Halfway House	4,429	14,837.00
Four Seasons Home for Elderly	361	1,209.00
Planned Parenthood	212	710.00
<u>County Agencies</u>		
El Paso Sheriff's Department	2,460	8,241.00
El Paso County Building	16,980	56,883.00
El Paso County Annex	3,337	11,179.00
Liberty Hall	1,599	5,355.00
Ascarate Park	2,608	8,737.00
Ascarate Golf Course	3,104	10,398.00
County Attorney's	1,744	5,842.00
County Clerk's	100	335.00

# **APPENDIX G**

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## **Insurance Information**







ACCIDENT PROOF OF LOSS FORM  
**VOLUNTEERS INSURANCE SERVICE**

Policy SGL-232

**INA LIFE INSURANCE COMPANY OF NORTH AMERICA**

**IMPORTANT!**  
 Complete both sides of this form.  
 Attach bills and other medical insurance  
 payment records. Mail to:  
**CIMA**  
**CORPORATE INSURANCE MANAGEMENT**  
 Plan Administrator  
 4200 Wisconsin Avenue, N.W.  
 Washington, D.C. 20016

PLEASE TYPE OR PRINT

NAME AND ADDRESS OF VOLUNTEER		AGE
NAME OF MEMBER ORGANIZATION		
ADDRESS OF MEMBER ORGANIZATION		
DOCTOR IN ATTENDANCE	HOSPITAL	
TO WHOM ARE PAYMENTS TO BE MADE?		
ADDRESS - IF PAYMENT TO BE MADE OTHER THAN TO VOLUNTEER		

DATE AND TIME ACCIDENT	A.M. P.M.	PLACE OF ACCIDENT
NATURE OF INJURY		
WHAT HAPPENED?		
DESCRIBE ACTIVITY ENGAGED IN AT TIME OF ACCIDENT?		
NAME OF SUPERVISOR OF THE ACTIVITY?		
WHO WAS PRESENT?		

**AUTHORIZATION TO RELEASE INFORMATION:**

I hereby authorize any hospital, physician, or other person who has attended me or examined me to furnish to Insurance Company of North America and/or Life Insurance Company of North America, or its representative, any and all information with respect to any illness, medical history, consultation, prescriptions or treatment, and copies of all hospital or medical records. A photostatic copy of this authorization shall be considered as effective and valid as the original.

DATE	SIGNATURE OF VOLUNTEER
------	------------------------

**OFFICIAL CERTIFICATION BY MEMBER ORGANIZATION**

I certify that the above volunteer was registered on our VIS roster prior to the date of the accident, and the accident occurred while he was on his assigned duties as a volunteer. I believe the information on this report is correct.

DATE OF REPORT \_\_\_\_\_ SIGNATURE OF OFFICIAL \_\_\_\_\_ TITLE \_\_\_\_\_

A NEW EXCLUSIVE PROGRAM

**The Court Referred  
Alternative Sentencing  
Volunteer Program**

**Insuring These Volunteers  
Is Now Available Through  
The CPC/Volunteer Insurance Plan**



CALIFORNIA PLANNERS & CONSULTANTS, INC.

**CPC/VOLUNTEER INSURANCE PLAN**  
**P.O. Box 1183/559 N. San Pedro**  
**San Jose, California 95108-1183**

**(408) 297-0755**

**CPC/VOLUNTEER INSURANCE PLAN  
 APPLICATION**

We wish to apply for membership in the CPC/Volunteer Insurance Plan and secure insurance for our volunteers.

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Director \_\_\_\_\_

Description of services to be performed by volunteers: \_\_\_\_\_

The insurance for volunteers will go into effect the first of the month after this application and check are received by CPC/VIP. Application and complete payment must be received 5 working days prior to the end of any month. Coverage is desired from \_\_\_\_\_ (effective date) to July 1.

If your effective date is not July 1, apply the following pro rata factor to the annual premium.

(Pro rata factor not applicable on renewals.)

To arrive at the number of volunteers to be covered for accident insurance, count all individual volunteers that will be used during the entire policy period, not the ones used on any given day, month or event.

Estimated number of volunteers to be covered during the policy period: \_\_\_\_\_

Accident Insurance: \_\_\_\_\_ (Number of volunteers) x \$1.00 = \$ \_\_\_\_\_

Effective Date	Pro Rata Factor	_____ Annual Premium
8/1	.915	
9/1	.830	x _____ Pro Rata Factor (if applicable)
10/1	.748	
11/1	.663	_____ Total Premium Due
12/1	.581	
1/1	.496	
2/1	.411	Policy Production Fee \$15.00
3/1	.334	Annual VIP Administration Fee \$50.00
4/1	.249	VIP membership Fee \$5.00
5/1	.167	
6/1	.082	Total check made payable to: CPC/VIP _____

Date \_\_\_\_\_

Signature \_\_\_\_\_

**The Court Referred  
 Alternative Sentencing  
 Volunteer Program**



# INSURANCE BINDER



NAME AND ADDRESS OF AGENCY

Garry J. Kispert Insurance  
2755 S. Locust St. Suite 217  
Denver, Co. 80222

COMPANY

Great Southwest Surplus Lines Ins. Co.

Effective 12:01 A M 7/1/1984  
Expires  12:01 am  Noon 9/1/1984

This binder is issued to extend coverage in the above named company per expiring policy # \_\_\_\_\_ (except as noted below)

NAME AND MAILING ADDRESS OF INSURED

Adams County Community Service and Individual Participants  
1821 E. Bridge St. Suite K  
Brighton, Colorado 80601

Description of Operation/Vehicles/Property

DUI  
Useful Public Service Program

Type and Location of Property	Coverage/Perils/Forms	Amt of Insurance	Ded.	Coins %
PROPERTY				

LIABILITY	Type of Insurance	Coverage/Forms	Limits of Liability		
			Each Occurrence	Aggregate	
<input type="checkbox"/> Scheduled Form <input checked="" type="checkbox"/> Premises/Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Contractual <input type="checkbox"/> Other (specify below) <input type="checkbox"/> Med. Pay. \$ _____ Per Person \$ _____ Per Accident <input checked="" type="checkbox"/> Personal Injury	<input checked="" type="checkbox"/> Comprehensive Form	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> C	Bodily Injury	\$	\$
			Property Damage	\$	\$
			Bodily Injury & Property Damage Combined	\$ 1,000,000	\$ 1,000,000
			Personal Injury		\$ 1,000,000
			Limits of Liability		
AUTOMOBILE	<input type="checkbox"/> Liability <input type="checkbox"/> Non-owned <input type="checkbox"/> Hired <input type="checkbox"/> Comprehensive-Deductible \$ _____ <input type="checkbox"/> Collision-Deductible \$ _____ <input type="checkbox"/> Medical Payments \$ _____ <input type="checkbox"/> Uninsured Motorist \$ _____ <input type="checkbox"/> No Fault (specify): _____ <input type="checkbox"/> Other (specify): _____		Bodily Injury (Each Person)	\$	\$
			Bodily Injury (Each Accident)	\$	\$
			Property Damage	\$	\$
			Bodily Injury & Property Damage Combined	\$	\$
			Limits of Liability		

WORKERS' COMPENSATION — Statutory Limits (specify states below)  EMPLOYERS' LIABILITY — Limit \$

SPECIAL CONDITIONS/OTHER COVERAGES

NAME AND ADDRESS OF  MORTGAGEE  LOSS PAYEE  ADD'L INSURED

LOAN NUMBER

*Garry J. Kispert* 7/31/84  
Signature of Authorized Representative Date

# **APPENDIX H**

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## **Brochures, Newsletters and Newspaper Articles**

**ARAPAHOE COUNTY**

**ALTERNATIVE  
SERVICES**

**and**

**USEFUL PUBLIC  
SERVICE**

*... working together to  
repay the community*

**COMMUNITY  
SERVICE  
SENTENCING  
PROGRAM**

**A CRIMINAL JUSTICE  
ALTERNATIVE**

**COMMUNITY  
SERVICE  
RESTITUTION  
PROGRAM**



**III**  
**California**  
**League of**  
**Alternative**  
**Service**  
**Programs**  
**II**



# ALTERNATIVE

# SENTENCES

NEWSLETTER OF THE CALIFORNIA LEAGUE OF ALTERNATIVE SERVICE PROGRAMS

MAY \* JUNE 1984

## JUVENILES SAY COMMUNITY SERVICE DETERRANT

An evaluation conducted by the Volunteer Center of San Francisco showed that the juvenile offenders surveyed felt that the community service assignments would deter them from future lawbreaking, and that the community service was given as "punishment". They also felt that their work helped the community, and that the community service changed their attitudes positively about the community and contributed to their personal growth. Many indicated that they continued to volunteer after the assigned hours were completed.



Michele and Joanne

Thirty-five juvenile offenders, probation officers, and work site supervisors responded to the survey questionnaires, modeled after those in the Offender Impact Survey section of CLASP's Annual Program Evaluation Standard. The survey was conducted in early 1984 by Volunteer Center intern Joanne Rawlings, a student in Westmont College's Urban Studies Program.

What is the Volunteer Center going to do with the results of the survey? According to Michele Rutherford, Youth Program Coordinator, "We are interested in using it to provide more feedback to the POs, both on an ongoing basis, and on a programmatic basis. One of the things that came out was that they weren't getting enough information back... so a performance evaluation section has been added to the timesheet".

### STC Training Available

"Community Service Sentencing in California" is the title of a four hour STC certified course now available from the CLASP Resource Center. Designed for investigating, supervising, and management level probation officers, the course covers the use and purposes of community service, authorizing legislation, and local program particulars. The course was very well received by a recent group of Marin County probation officers, the first to receive the training. For more information about STC course # 684-4759, call Cres Van Keulen at (415) 459-2234.

Perceptions of the factors that could influence a juvenile's success varied greatly. According to Rutherford, the work site supervisors ranked the court & probation as having the least amount of influence on a juvenile's successful completion, while the probation officers felt that they (the POs) had the most influence. The work site supervisors felt that the Volunteer Center had the most influence upon a juvenile.

Complete survey results are available from the CLASP Resource Center (415) 459-2234.

## DWI Trust Fund Commission Sets 1985 Priorities

The DWI Trust Fund Commission, at its September 28, 1984, meeting in Tampa, recommended to the Supreme Court that the DWI Coordination Office continue the priorities established for 1984. These priorities include the central coordination function, that is, monitoring the activities of the 38 DWI schools serving the Florida courts, investigation of problems with the programs, establishment of standards for the operation of the DWI schools and their personnel, interstate reciprocity with other states, and provision of technical assistance to local programs in the operation of DWI schools.

Additional items included the continuation of the Court's ongoing training program for the approximately 500 DWI school program personnel. The 1985 training will consist of approximately 15 training events, each designed to meet the current needs of the DWI instructors and evaluators. The training program design will be based on the results of a needs assessment questionnaire of all DWI

school personnel. The courses will be designed for beginning instructors and evaluators and advanced instructors and evaluators. The object of the training is to apply current training technology to the DWI school personnel in order to assure that uniform information is being disseminated in all of Florida's DWI schools.

The Commission also approved budgetary items which would aid in the acquisition of materials for the DWI media center. A continuation budget for the *Florida DUI Tieline* newsletter was also approved.

A 4-day DWI track will be an integral part of the Florida School of Substance Abuse Studies. This annual institute held at Rollins College is designed to provide DWI school personnel with a scholarly educational experience which contains the latest research and technology emerging from the substance abuse field and applying it to DWI education.

## A View From The Bench

The DUI issue presents many interesting legal questions for resolution by the courts. The following issues have recently been addressed by Florida's courts:

The Second District Court of Appeal, in *Jones v. State*, Opinion filed September 5, 1984, 9 FLW 1902, held that a police roadblock used to screen DUI offenders was an unreasonable search and seizure.

In a detailed 32-page opinion, the Court applied a test in which the public interest in apprehending DUI violators was balanced against the motorists' right to security and privacy, and concluded, in a case which it believed to be one of the first impressions in Florida, that the State failed to meet its burden of proof that a roadblock arrest was constitutional. The Court, observing that three of the five states that have considered the question have held such roadblocks to be in violation of the Fourth Amendment, opined that the fundamental issue involved those motorists who

are stopped by law enforcement authorities and who are not driving under the influence, that is, the vast bulk of those subjected to the roadblocks.

Among the more significant factors the court considered in reaching its conclusion were (1) the roadblock was not conducted pursuant to a plan set up by supervisory personnel which left little or no discretion to the officers conducting the roadblock, (2) there was no evidence as to the use of safety features such as flares, flashing lights or signs provided to assure the safety of motorists, (3) there was no showing that there was a sufficiently adequate number of officers to expeditiously handle the volume of vehicles, thereby creating more than a minimal intrusion upon the motorist and, (4) there was a failure to seriously consider other available and less intrusive means of detecting DUI offenders. In relation to this final factor, the court noted that there was no evidence that the number of roadblock arrests was in excess of the number of arrests that could be made from using the same number of officers conducting another type of operation, such as a roving patrol.

The Court also looked with disfavor on the fact that the roadblock was temporary and that there was no evidence as to whether advanced notice of the roadblock was given. The Court stated that it hoped to avert the situation where motorists would encounter a "Checkpoint Charley" at the boundary of every city and county. In addition, it should be noted that this question was certified to the Supreme Court of Florida.

The Fourth and Fifth District Courts of Appeal have adopted the rationale of the United States Supreme Court in its recent *California v. Trombetta*, 52 LW 4744, Opinion filed June 11, 1984, case in which the Supreme Court held that there is no

(continued on page 2)

# Community Service

Summer, 1984

NEWSLETTER OF THE COURT REFERRAL PROGRAM, COMMUNITY OPTIONS

## Introduction

In recent years, community service as an alternative to incarceration or fines has become an important element in the criminal justice community. In order to keep this community abreast of developments in the Court Referral Program and in the use of community service sanctions, we have decided to put together and distribute a quarterly newsletter, Community Service.

This Newsletter will include recent statistics, new developments specific to our Program, a human interest story or two, ways you can help us do our jobs, updates on community service in general, and our statewide organization, the California League of Alternative Service Programs.

We hope you find this effort interesting and valuable.

## New Developments

### 1.) Accident Insurance for Community Service Clients -

Court Referral Staff has long been concerned about the lack of insurance coverage for their clients. While some placements carry insurance that covers volunteers, many do not. Beginning July 1, or soon after that date, our clients will be covered by an accident insurance policy with a \$10,000 limit.

### 2.) CII Reports -

Due to the expressed concern on the part of the State Community Care Licensing Board, we have instituted background checks on those referrals who choose to work directly with children. After having the client sign a waiver, the Probation Department runs a CII check and informs us



## Statistics

During the Calendar year 1983, the Court Referral Program placed into community service assignments, 1733 clients. They worked a total of 64,812 hours for non-profit and tax-supported organizations. These 64,812 hours break down into the following categories:

Governmental	9,587
Low Income	9,537
Seniors	8,255
Schools	6,537
Children	5,885
Counseling	3,822
Out of County	3,046
Animals	2,902
Health	2,560
Environment	2,062
Arts	1,767
Handicapped	1,005
Veterans	907
Disaster	825
Offender Service	499
Other	5,615

### SUCCESS

Of those 1,733 clients who did not return to court to request an amended sentence, 91% completed their hours.



# CENTERING

Voluntary Action Center  
Volunteer Bureau of Alameda County

Spring 1984 Edition

A Quarterly Publication

## Volunteer Bureau Name Change

The Volunteer Bureau of Alameda County headquartered in Oakland at 477 15th St. will become the Volunteer Centers of Alameda County, Inc. The new name and "look" was unveiled at an Open House on February 14, 1984 at the Oakland Volunteer Center. The 250 agencies which are served by the Center were invited to meet the staff, board members, and fellow agency representatives at the event. Displays of the agency's work were featured.

The name change is part of a national movement to establish a network of volunteer centers throughout the country. Volunteer Centers recruit and match volunteers with non-profit and tax supported agencies to perform community service. Volunteer Centers also provide volunteer management training through newsletters, forums and workshops. Local volunteers will be able to locate their local center easier under the new network. In Alameda County the new name takes on added significance by highlighting that there is more than one center in the county. In addition to the Center located in downtown Oakland there is a Center serving the Hayward area and a Center serving the Fremont area. These Centers hosted an Open House on Thursday, February 16, at the Hayward Volunteer Center located at 21455 Birch Street, Hayward.

The Volunteer Centers of Alameda County, Inc. designed new stationery to represent the change in their name, and, as a symbol of change in the world of volunteerism. You can now know which of our three Volunteer Centers wrote you, since each Center has localized stationery. Now, when one of our staff from Hayward writes you, for example, you will find their number easily on the bottom of our new stationery. We hope this simple idea helps keep your life a little simpler, too. We want it to be easy for you to call us. We are here to help you increase your successes by involving volunteers.

## J. C. Penney Golden Rule Awards

James Cash Penney called his first store, back in 1902, "The Golden Rule." The name reflected Mr. Penney's commitment that his company would follow this principle not only as an operating philosophy but also as a citizen of the communities it would serve. The Golden Rule Awards, which JC Penney has established, are in the spirit of this tradition, they are to honor outstanding volunteer service both by individuals and organizations.

An awards dinner was held to honor the winner and two finalists in each category. The dinner was held at the Claremont Resort Hotel on February 7, 1984. Agencies and individuals were nominated and then reviewed by a panel of judges.

The first place winner in the agency category was Parental Stress of Oakland. The second place agency was Suicide Prevention of Alameda County in Castro Valley. This agency provides round the clock crisis intervention phone counseling to a wide variety of callers. The third finalist was Companions of Alameda County from Hayward which matches adult volunteers with 6-16 year old children in one-to-one friendship matches.

The first place winner in the individual category was June Norman of Crime Prevention in Oakland. The second place individual was Maudelle Shirek of the Senior Center in Berkeley. Ms. Shirek delivers portable meals to shut-ins twice a week, visits many homebound seniors and is President of the West Berkeley Senior Center Advisory Council. The third finalist was Suzanne Losee who organized Protect Your Child, Inc. which provides free fingerprinting of children and educational materials for children and parents to help stem the missing child problem.

CONGRATULATIONS to all of you!



J. C. Penney Golden Rule award winners.



# COMMUNITY SERVICE UPDATE

REPORT FOR THE MONTHS OF

ROBERT D. LIPSCHER  
ADMINISTRATIVE DIRECTOR OF THE COURTS

HARVEY M. GOLDSTEIN  
ASSISTANT DIRECTOR FOR PROBATION

**AUGUST/SEPTEMBER 1983** No. 6

Published 12/83

## Foreword

The sixth issue of UPDATE reports on the months of August and September. This is the last issue to contain a bi-monthly report. Hereafter, UPDATE will be published quarterly.

The FOCUS reviews program operations for the third quarter of 1983 from June through September. The column PROFILE returns in this issue, featuring Passaic County's Community Service Program.

The editors for UPDATE are Karen L. Goldstein and William D. Burrell.

Graphics for UPDATE are contributed by M. Ray McCubbins. Secretarial support is provided by Cathy Liedka and Debbie Oravsky.

For information, contact Ms. Goldstein at (609) 292-4634.

## AUGUST/SEPTEMBER

### HIGHLIGHTS

Community Service Programs had 8180 clients enrolled as of September 30, 1983. Municipal court cases represent the largest group of community service clients. 3145 clients charged with driving under the influence of alcohol or drugs (DUI) (38.4% of the total) and 996 (12.2%) MUNICIPAL COURT (criminal) offenders were enrolled as of 9/30/83. Superior Court clients were the next largest group, with 882 Pretrial Intervention (PTI) clients (10.8%) and 1861 SUPERIOR COURT (criminal) clients (22.8%) enrolled. JUVENILE, the smallest client group, had 1086 clients (13.3%) enrolled as of 9/30/83.

The predicted rise of DUI cases occurred, with an increase of 27.7% or 122 new clients enrolled in this category during August/September. A total of 811 DUI clients were enrolled this period. The only other client category to see increased new enrollment this period was MUNICIPAL COURT (criminal), up 12.2% or 42 enrollments, to have 385 new clients enrolled.

The remaining three categories JUVENILE, PTI, SUPERIOR COURT (criminal) saw a decline in new enrollments during August/September period. 447 new JUVENILE clients were enrolled, a drop of 136 clients or 23.3% over June/July. PTI saw a 21.6%, or 63 client decline, with their enrollment figure of 229. SUPERIOR COURT (criminal) enrollments, at 287, were down 48 clients or 14.3% compared to the June/July period. 2159 new clients, 83 less than June/July, were enrolled during August/September. continued on page 7

# The right priority

The issue facing this session of the General Assembly is not just overcrowded prisons, but the philosophy of punishment that dominates the criminal justice system.

The question is not primarily how to meet current Federal court orders and avoid future ones, but whether to continue to rely so heavily on sentencing criminal offenders to idle time behind bars as the primary means of punishment.

Federal court orders affecting the Michigan City and Pendleton prisons do have to be met, and the administration of Gov. Robert Orr is taking steps to comply. But what's needed is a substantial expansion of the state's commitment to help counties provide local alternative punishments, which can range from restitution to victims to garbage pickup.

A series of columns by News editorial writer Russ Pulliam spells out some of the programs already initiated in Indiana. Some have developed without any state aid. Others, like the Prisoner and Community Together (PACT) program in Valparaiso, have been financed by various sources, including United Way and a state government grant.

Valparaiso PACT Director Jon Kuss points out some of the benefits of punishing offenders at the local level, instead of sending them to state prison. "Often you avoid a family going on welfare, which increases taxes for all of us," he says. "If you're talking about community service, the community gets free work, which you'd have to pay for or it wouldn't be done. Victim restitution affords the victim the opportunity of negotiating for the damage that may have been done. You're reducing the cost of the criminal justice system. Compare the \$14,000 a year cost for a state prisoner — the last time we attempted to figure it out, it was \$3,000 or \$4,000 a year per client in our program."

The tricky question is who should go to state prison. We think it should be reserved primarily for criminal offenders who are violently dangerous to others. Certainly many offenders are being sent to prison needlessly. Correction Commissioner Gordon Faulkner estimates that there are at least 700 inmates in state prisons who ought to be punished at the local level. In the state's 1981-82 fiscal year, the courts sent 1,363 offenders to state prison on misdemeanor or minor offenses.

The Legislature has an opportunity to keep this kind of offender from going to state prison with several proposals suggested by a study committee headed by Sen. Leslie Duvall, R-Indianapolis.

One bill would provide \$2.8 million in state aid to local communities for establishing alternative programs to provide punishment in between the severity of

state prison and the lightness of traditional probation. The Legislature has approved only \$250,000 in recent years for this purpose, a paltry sum when compared with the millions spent on state prisons. A charge to counties that accept state funds but still send class D felony offenders to prison would also be revised in the legislation in a reasonable manner.

A second bill would provide \$1 million for the Department of Correction to contract with private facilities for work release, expanding the number of inmates who can go to work, pay taxes, room and board, before their final release from the Department of Correction. Work release makes sense on all counts, helping reduce overcrowding and also giving offenders a chance to begin compiling a work record. It makes no sense to lock up a person for 10 years, then tell him to go find a job and be good after all those years of routine and dependence behind bars.

A third bill would raise the ceiling on work projects done by prisoners, from \$50,000 to \$150,000. This ceiling has not been changed in several years and would not take away larger projects from law-abiding workers.

The General Assembly needs to address the problem of alcohol abuse among offenders in state prison, with some kind of program that includes an emphasis on Alcoholics Anonymous. The Legislature should also begin considering the assessment of a charge to counties that do send minor offenders to state prison. A user fee of this kind would help drive home the concept that prison should be reserved for the dangerous offender.

The Legislature will face the question of whether to build a new 700-bed prison at Pendleton. Department of Correction officials have put together an attractive package that would give many of the inmates work to do on food processing. Gov. Orr has called this project an "absolute necessity." We disagree. The absolute necessity is more state emphasis on alternative forms of punishment. Sen. William Costas, R-Valparaiso, has questioned the need for this Pendleton facility also, declaring: "I believe a further expansion of work release and community corrections programs over and beyond that called for by the governor could handle the need that the 700-plus Pendleton facility would provide. I believe that community corrections is the answer to our prison needs, in that this approach provides a more humane and workable alternative to incarceration at a much cheaper cost to the state."

The General Assembly should keep these priorities in the right order during this session.

## Editorials

THE INDIANAPOLIS NEWS

Wednesday, January 19, 1983



THE DENVER POST

# Jeffco DUIs Overwhelm Job Demand

By BILL McCREAN  
Senior Post Staff Writer

Sentencing people to community service instead of jail has been a reality for so long in Jefferson County that it's beginning to be a demand-side problem.

The flow of workers coming out of the judicial system has gotten so heavy that officials are having trouble finding enough public service jobs to go around, said Jon Cameron, the county's program supervisor for community services.

For the last four years, judges in Jefferson have been assigning community service committed against the community, mandating useful public service of alcohol-related traffic wondering where the



Cartoon by Cameron. Photo: Denver Post, January 14, 1984

## Offenders' work is public's gain

Local community service agencies may be the real winners in the state's fight against drinking and driving.

As part of the new law approved by state legislators in 1982, those convicted of either driving under the influence or driving with a certain number of hours of community service

In Jefferson County, those searching out possible agencies for violators to serve try to find areas with real need, according to Dick Olmsted, an alcohol evaluation specialist with the county's probation office.

And while some of the public service projects are typical of volunteer efforts, such as distributing food for the Jefferson Action Center during the holidays or cleaning up local parks and recreation centers, others

- One convicted computer programmer wrote a software program for the Footfalls Recreation Center, saving the special district several thousand dollars.
- An accountant set up an accounting system for an elderly daycare center.
- One offender is now teaching macramé classes for low-income citizens at the Aurora Community Center.
- An artist is doing posters for an upcoming Volunteer Fair.
- A barber is cutting hair at the Center for adult delinquents.
- At the Center, a person serving his parole is reading onto tape.
- A car wash is being set up at the Center.
- A car wash is being set up at the Center.

# New drunken driving laws could derail legal system

By FRGO LEEBON  
of the Oregonian Staff

Multnomah County law-enforcement officials expressed worries Tuesday that tougher sentencing laws for drunken drivers may swamp prosecutors, judges and sentencing programs.

"We are afraid ultimately that the whole process may break down," District Court Administrator Dorothy Coy said.

Other officials invited to attend a special meeting on potential drunken-driving problems predicted an increase in arrests and greater numbers of defendants demanding jury trials instead of pleading guilty in hopes of receiving lesser sentences.

Coy, at the request of Presiding District Judge Frank L. Bearden, convened the task force of prosecutors, judges and corrections officials in Multnomah County before the new sentencing laws take effect.

funds for prosecutors, judges and sentencing programs.

The new law mandates that convicted drunken drivers serve 48 hours in jail or perform 80 hours of community service. It also requires convicts to pay another \$175 in penalties in addition to existing fines that start at roughly \$350, excluding attorney fees.

District Court Judge Joseph F. Ceniceros predicted that more defendants will demand jury trials because of the tougher penalties. "If the court gets jammed up, everything leans toward pleading not guilty," he said.

Ceniceros said defendants will learn quickly that by asking for a trial they can gain several extra months without being convicted. He said many defendants know that their automobile insurance rates will increase as a result of a conviction.

Portland police and county sheriff's representatives predicted increases in the number of drunk-driving arrests in 1984 as a result of public awareness of drunken-driving problems and the expected availability of special grants for enforcement patrols.

"You talk about increased enforcement. We can't deal with what we have now," said Deputy District Attorney Paul Silver, who supervises drunken-driving prosecutors. "We're creaking along right now."

Coy said 4,700 drunken-driving arrests were made in the county last year, down from earlier years when as many as 6,500 arrests were made. She said the number dropped as local police agencies reduced patrols as part of budget cuts, but she said the number started increasing last November and December as a result of renewed enforcement by the Portland Police Bureau.

Coy predicted 6,000 or more arrests in 1984. Charles H. Feaster, Multnomah County undersheriff, said the county "can bank on" increasing numbers of arrests. "It's topical right now. What we see now could only be a prelude to what comes down the pike later."

Deke Olmsted, county Department of Justice Services director, said county jails do not have room for holding drunken drivers for 48 hours. He said low security space could be made available at the Donald E. Long Juvenile Home and at the old Courthouse Jail at a cost of \$75 per inmate per day.

Harley Lieber, director of the county's Alternative Community Service program for misdemeanants and some felony offenders, said his office would need three full-time employees to deal with the predicted number of drunken drivers eligible for community service.

Coy said Bearden wants to identify problems and the numbers of defendants involved for presentation to the state Emergency Board later this year. "The court is tired of being in the position of saying, 'We can't cope,'" she said.

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# County officials pleased with community corrections bill

By JIM HALE

Advocates of community corrections in Porter County are pleased with several bills passed by the Indiana General Assembly in its 1982 short session.

One bill, to delay penalties for counties receiving state money for community corrections when they are not certified by the state, remains in a community corrections program.

HB 1056 stipulates that chargebacks will not be assessed against counties when prisoners are sent to state institutions because their sentences are non-suspendible or because they have violated the terms of their sentences. Kuss said that this portion of the amendment "cleans up the worst part of the law."

The bill also removes the chargeback during the initial 12 month start-up period and extends that grace period to the three counties that began their community corrections programs under a prior appropriation. Chargebacks are also removed from counties that are operating a residential facility such as a half-way house or work release center at capacity.

The board receives about \$3800 per month from the county's appropriation for community corrections. Two chargebacks were levied that cost the board \$1600. They will be repaid because of

remains in a community corrections program.

SB 331 'worthless'

Senate Bill 331 allows the state to contract with counties in order to keep misdemeanor offenders in county jails. County general funds will receive about \$20 per day per prisoner once a county enters into the contract with the state. Contracting counties could refuse prisoners only when county jail space is filled.

Misdemeanor offenders may not be put in state facilities if there are less than 180 days remaining before their earliest possible release date, according to the bill.

Sheriff Tim McCarthy, a board member, said that a county contracting with the Department of Corrections to keep misdemeanor prisoners would probably lose money, especially since medical costs are not included in the bill.

The bill originally allowed class D felon offenders to be moved to county facilities, too, but Kuss said that provision has been deleted.

Judge Bryce Billings, another board member, said the deletion makes the bill 'worthless,' because few misdemeanor prisoners are in state institutions. Felons constitute most of the overcrowding at those facilities, Billings said.

State corrections facilities were overfilled by 50 per cent in October, said Kuss. Billings noted that about 100 more prisoners are jailed than released each month.

Statistics given

Kuss said the board was formed by the county commissioners in 1980 as a possible vehicle for local corrections programs. A grant of \$46,582 from the state took effect Nov. 1, Kuss said. Another grant will take place

## Rough road for city street work

Prospects for street reconstruction in Valparaiso are dim, according to the annual report issued by the city Street Department. The report lists 15 projects to be listed carries in lead one sentence from Street Commissioner Don Hovey: "Due to the weather we are having, I am not sure we will be able to do any work at this time to reconstruct the street."

Some work will be done Hovey said, but he won't know how much until he knows the amounts of gas tax money and federal revenue sharing funds that will be available.

The report to the council by city department officials says that the city will have to spend \$40,571 for 1,399 tons of concrete for the street reconstruction program. The city used its CETA money to pay for the concrete.

The city lost one of its manpower sources when the federal government cut back on the Comprehensive Employment and Training Act program. The city used its CETA money to pay for the concrete.

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Community service programs are designed to provide an alternative to incarceration. This is perhaps the most cost-effective use of community service as a sentencing alternative. Community service hours are handed down as a condition of his/her probation by the presiding judge at the time of sentencing. The client is then placed at one of the designated community service locations. Although substantial time demands are placed on the offender, flexibility in scheduling the community service hours allows the community to keep their jobs. Using minimum wage as a reference, this program contributes to the community over a half million dollars in services. (i.e. Parks and Recreation, Sanitations Department, City Housing, Police Department, County Departments, etc.)

**COMMUNITY SERVICE  
A WAY OF MAKING  
CRIME PAY**

EL PASO ADULT PROBATION DEPARTMENT - 546-2444

# **APPENDIX I**

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## **Agency Responses**



# City of Albuquerque

P.O. BOX 1293 ALBUQUERQUE, NEW MEXICO 87103

September 17, 1984

Ms. Helen Harrington  
P. O. Box 133  
Community Services  
Metropolitan Court  
Albuquerque, NM 87103

Dear Helen:

Thank you for the outstanding assistance and cooperation rendered by you and your staff in providing us with community service personnel during our move from the records center to our new location.

The community service people assigned to us were very helpful and willing to work. The majority of them worked with very little supervision. We were able to move 6,000 boxes of city records and 150 sections of shelving from the top floor to the bottom and out of the building into our new location in a record time of 4 days.

Once we were in our new location, we were able to break up into teams and shelve all the boxes in an orderly manner. Some of the community people served as team leaders and did an outstanding job.

Hand tools and gloves were available to the Community Service people during the move. When the project was over we were able to account for all the tools and gloves. We had over 50 different Community Service people assigned to us over a period of two weeks.

The use of community service people saved the City approximately \$7,000 in moving expenses. Without the service of your program, we would have been unable to move in such short notice.

Again, thank you for your outstanding assistance and congratulations on a well-organized program.

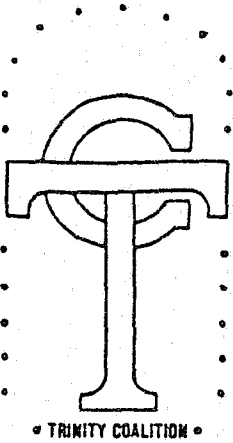
Sincerely,

Angie Ludi,  
City Clerk

Frank A. Kleinhenz  
Chief Administrative Officer

AN EQUAL OPPORTUNITY EMPLOYER

0064R

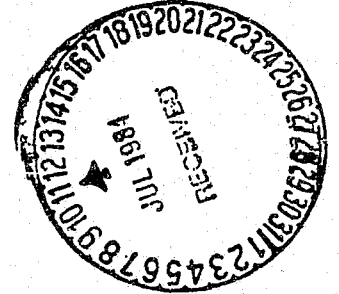


• TRINITY COALITION •

# • TRINITY COALITION •

3125 RIVERA AVENUE  
EL PASO, TEXAS 79905 (915) 533-5991

July 9, 1984



AL VELARDE  
CHAIRPERSON  
JOSE RIVERA  
IMMEDIATE PAST PRESIDENT  
JOY T. MARTIN  
SECRETARY-TREASURER

ALICIA MASON  
CESAR MENDOZA  
RALPH SCROGGINS  
CLYDE ANDERSON  
DON FARR  
JOSE DOMINGUEZ

EX OFFICIO  
ART VON GRUENIGEN

MANUEL DE LA ROSA  
ADMINISTRATOR

John Salpas  
El Cerezo Restaurant  
610 N. Mesa  
El Paso, Texas 79902

Dear John:

You have been truly a blessing for the growth and development of the St. Anne's Nutrition Self Help Group. Through your technical assistance, your hustling for donations and your own donations which you have so generously given, the nutrition center is in good financial status.

In terms of time, money donations, food donations and equipment donations, St. Anne's Center has received through your efforts almost \$3,000.00 worth of benefits. This is a credit to you and to the Community Service Restitution Program.

As of today you have completed just over 200 hours of Community Service and within these hours you have followed the list of tasks very well. All of this is written with great sincerity and is appreciated. Once again, thank you for your time, talent and treasure you have provided us with your service.

Sincerely,

*Luis Aguilera*  
Luis Aguilera,  
Community Developer

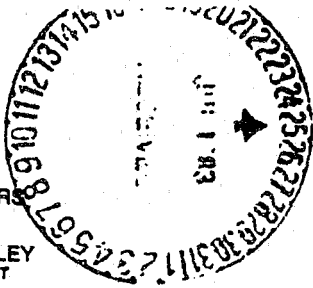
LA/vg

✓cc: Rob Preslar - Community Service Officer

JONATHAN ROGERS  
MAYOR

KENNETH E. BEASLEY  
EXECUTIVE ASSISTANT

ROBERT H. GABEL  
DIRECTOR, OMB



POLICE

**CITY COUNCIL**

JIMMY GOLDMAN  
DISTRICT NO. 1

POLLY HARRIS  
DISTRICT NO. 2

ORLANDO R. FONSECA  
DISTRICT NO. 3

PATRICK B. HAGGERTY  
DISTRICT NO. 4

E. W. JOE DIVIS  
DISTRICT NO. 5

ALICIA R. CHACON  
DISTRICT NO. 6

W. L. RIEGER  
CITY CLERK

July 23, 1983

MR. RICK LEHUGA & DEBORAH A. BROWNLOW  
West Texas Regional Adult Probation Dept.  
4824 Alberta Street  
Suite 361  
El Paso, Texas 79904

Dear Mr. Lechuga and Ms. Brownlow:

During the period of June 25, 1983 through July 23, 1983, I was the Day Shift Commander at the Northeast Police Sub-station, and during this period of time I had the responsibility of supervising several probationers assigned to Community Service.

I want to make you especially aware of the exceptional hard-working attitude and promptness of CHARLES [REDACTED]. The efforts of Mr. [REDACTED] were above average and should be recognized.

Thanking you again for your cooperation and assistance, I remain, in matters of mutual interest,

Sincerely,

Lieutenant Raul Loera  
Northeast Police Sub-station  
4501 Hondo Pass Drive  
El Paso, Texas 79924  
755-3600

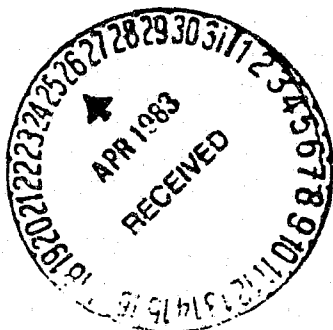
cc

*El Paso, Texas, The International City*



**CASA BLANCA**  
CASA BLANCA HALFWAY HOUSE, INC.

917 N. Ochoa Street  
El Paso, Texas 79902  
915/532-4461



April 25, 1983

Rick Lechuga  
West Texas Adult Probation  
4824 Alberta #361  
El Paso, TX 79905

Dear Rick:


Casa Blanca's staff and Board would like to extend its commendation to your department for its Community Service Program.

Over the past year and a half, we have had a number of people sent to us to provide services for our facility. They have participated in a number of ways - some with clerical tasks, general handy person, painter, clean up person, and other useful ways.

Not all of the placements have been successful ones - responsibility not being a major characteristic of the persons who often come under the program. On the whole the program has been useful for our agency and, I believe, for those placements who are serious about making amends to society, useful to the individuals.

We look forward to continuing cooperation with WTAP.

Sincerely,

  
Grace H. Nelson  
Director

GHN/mt

PARKS & RECREATION DEPARTMENT  
NORTHEAST MAINTENANCE AREA  
March 21, 1983




TO : Rick Lechuga  
FROM : Henry A. Fryer  
SUBJECT : Contracting Community Service Personnel for City Work.

Rick, I had spoken to you last week regarding contracting personnel from the Probationary Community Service Program. Of the large group that at present participate in the Community Service Program in the Northeast Area, three of them are outstanding workers and are unemployed.

With your approval, I would like to extend contracts to these three men to work four hours per day beginning April fourth and continuing until August nineteenth. They are willing to work from 7:00 A.M. until 12:00 noon from Monday through Friday. During this time they will be paid the minimum wage of \$3.35 per hour. During the afternoon they will work their Community Service Time. If this is acceptable which you stated that it would be, the names of the three men are:

Terry Marta	SSN 465-17-4355
Gilbert Steele	" 457-31-9475
Fred Worsham	" 549-27-7007

Thank you very much for your cooperation.

  
Henry A. Fryer  
Area Supervisor  
Northeast Maintenance Area  
Phone: 755-2555