

Jefferson County Community Service
Frequently Asked Questions

Question: Can I get a list of approved agencies for community service?

Answer: Everyone ordered to complete community service hours is required to meet with a Community Services Case Manager for an initial intake. Your Case Manager will present several options at that meeting based on your location, interests, nature of the charge and prior criminal history. Once you choose a charitable, non-profit, or government agency, you must work only with that organization, unless the Case Manager approves a change.

Question: How do I keep track of my hours?

Answer: Your Case Manager will fax or mail an official Jefferson County Timesheet directly to the agency with which you have agreed to work. They will make an entry on that form every time that you work. Once your hours are completed, it is your responsibility to return the timesheet to the Community Service office by fax, mail, or in person. It's a good idea to keep a copy for yourself.

Question: I have been ordered to do community service, but live in another county. Can I do my hours there?

Answer: Yes. Jefferson County has an agreement with most counties in Colorado. You must first meet with a Community Services Case Manager in Jefferson County for an initial intake, and pay your fees in Jefferson County. The Case Manager will send a referral to the appropriate jurisdiction, if you have been authorized to complete your community service outside of the Denver Metro Area.

Question: I live in Jefferson County and was ordered to complete community service in another county; can I do my hours here?

You will have to meet with a Case Manager in the sentencing county where the hours were ordered (and pay your fees there) and ask to have your hours transferred here. No additional fees apply, but you are required to meet with a Jefferson County Case Manager prior to starting any volunteer work.

Question: I heard that I have to pay before starting my community service hours. Is that true?

Answer: All cases sentenced in Jefferson or Gilpin counties are assessed an eighty-five (\$85) dollar Useful Public Service program fee. This fee is required to be paid in full prior to meeting with a Case Manager for an intake meeting. If you do not complete your hours successfully in the timeframe set by your Case Manager, a Reactivation fee of thirty-five (\$35) dollars applies, and must be paid prior to completing a second intake meeting.

Question: I live in a different state, and can't stay in Colorado long enough to complete my community service hours. How can I complete my hours successfully?

Answer: Jefferson County Community Services will supervise your case while you complete your required hours in a different state. You must pay the eighty-five (\$85) dollar Useful Public Service fee and meet with a Case Manager prior to leaving the state. Specific directions will be discussed during an intake meeting. Probation cases must be authorized to leave Colorado.

Question: I have Probation and Community Service. What do I do first?

Answer: Meet with your Probation Officer, who will direct you to report for community service. Once your Probation Officer has referred you to the Community Services' office, you have a limited amount of time to register. Please understand that the *deadline* for completion of community service hours is usually much earlier than the termination of your probation, and is set only by your Community Services Case Manager.

Question: I must attend a "MADD Panel." What does that mean?

Answer: In some DUI or DWAI cases, the Court may require you to attend a "MADD Panel" as part of your sentence. Mothers Against Drunk Driving (MADD) sponsors Victim Impact Panel presentations throughout Colorado on a regular basis. During your community service completion timeframe, you must attend a two-hour session as an audience member. MADD requires a fee of twenty-five (\$25) dollars, which must be paid at the time of attendance by Money Order only. You must return the yellow copy of the proof of attendance form to your Community Services Case Manager by fax, mail, or in person.

Question: What is Work Crew?

Answer: Non-residential Work Crew provides a structured and supervised environment for completion of community service hours, while providing assistance to Jefferson County and non-profit agencies. Participants are transported in a Jefferson County vehicle to job sites throughout the county, where varied tasks are performed. Each successful day completed on Work Crew contributes eight (8) hours toward the completion of your required community service time. Work Crew may also be used as an immediate sanction by Probation.

Question: What is Residential Work Crew?

Answer: Residential Work Crew is an overnight program available to youth only. Work is performed at Jefferson County Public Schools Outdoor Education Lab sites in the mountains. Clients begin Residential Crew weekends each Friday evening, and return on Sunday afternoon. Meals and sleeping facilities are provided. Boys' Residential Crews are divided into different age groups, separating boys 15 to 17 years of age from those 14 and younger. "Girls Only" weekends are offered on a limited basis, and are accompanied by an adult female staff member.

Question: I already have an organization in mind where I would like to work. How do I get started?

Answer: If we already work with this agency, there will most likely be no problem. However, if we do not already have an agreement with the agency, you must follow a process to request an agreement for that placement. You will not be permitted to complete community service hours with an organization where you have a pre-existing volunteer relationship, family relationship, or current or previous employment.

Question: I knew I would have to do community service, so I have already begun volunteering. Will I get credit for the hours I have worked before meeting with a Case Manager?

Answer: No. Hours completed prior to your intake meeting with your Case Manager will not count toward the completion of your required hours. Additionally, any hours worked after the completion deadline set by the Court or your Case Manager will not be considered.

Question: What is an intake meeting?

Answer: The initial meeting when you meet your Community Services Case Manager is called an intake. At that meeting, the Case Manager will review any prior criminal history, verify that Useful Public Service fees have been paid, and review the procedures for completing your community service hours. The Case Manager will present you with options for where you can complete your hours. You are required to choose a location during the intake meeting. If you decide you need to change locations, you must get approval from your case manager first.

Question: I have a limited time to complete my hours. May I work at more than one place?

Answer: No.

Question: My case was closed because I didn't finish on time. I came to the office to sign up again, but was told I need a paper from my Probation Officer first. What do I need to reactivate my case?

Answer: If your case was closed and must be re-opened, a new referral is required from your Probation Officer in order to open your case again. Additionally, a Reactivation Fee of thirty-five (\$35) dollars is assessed, and must be paid prior to reactivating your case. If you received a community placement and failed to complete your hours, the reactivated case will be assigned to complete your remaining hours on Jefferson County Work Crew.