

WHAT HAPPENS WHEN I HAVE COMPLETED MY COMMUNITY SERVICE HOURS?

The Community Service Order will end when your hours have been satisfactorily completed. You can ask to be given a Certificate of Achievement if you so wish.

WILL I BE TREATED WITH RESPECT BY STAFF AND OTHER PEOPLE ON COMMUNITY SERVICE?

You will be treated fairly and equally and will be expected to behave just as fairly towards other people. The Service will not allow racist, sexist or other disrespectful behaviour from any person under the supervision of the Community Service Team.

WHAT DO I DO IF I HAVE A COMPLAINT?

If you think you have good cause for complaint, then you should contact the Assistant Community Service Manager in the first instance. If the complaint is about the Assistant Community Service Manager then contact the Assistant Chief Probation Officer.

WHAT IF I HAVE ANY QUESTIONS OR PROBLEMS?

If you have any questions or problems, get in touch with the Community Service Team as soon as possible.

Jersey Probation and After-Care Service

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We can be found around the corner from the new Magistrate's Court.

COMMUNITY SERVICE

**What You
Need To Know**



Jersey Probation and After-Care Service

WHAT IS A COMMUNITY SERVICE ORDER?

A Community Service Order is a direct alternative to a prison sentence. The Court will indicate the length of imprisonment it was considering. The Court's aim in making the Order is to give you the chance to make amends to the community for your offence.

It requires you to complete a number of hours doing unpaid work in your free time.

You will be given instructions about where you will be working and what you will be required to do.

WHAT SORT OF WORK WILL I BE DOING?

Community Service undertakes a wide range of tasks and you will be expected to work as part of a group or on your own. Your Community Service placement will be chosen by the Community Service Team. Your particular skills and abilities will be taken into account.

WHAT IS EXPECTED OF ME?

To successfully complete the Order you must:-

- Keep out of trouble.
- Attend for Community Service where and when you are told.
- Advise the Community Service Team if your address or other circumstances change.
- Complete all the hours ordered by the Court.
- Attend without fail as instructed, arrive on time and put in good work on your project.
- You may not leave Jersey without the permission of the Community Service Team.
- Keep to the rules of the Community Service Scheme.
- You will be expected to begin work as soon as possible after the Community Service Order is made and you will complete your order as required by and to the satisfaction of the Community Service Team.

- You will report for your Community Service as and when instructed and will normally be expected to work at least five hours each week.

WHAT ARE THE RULES?

- You must obey all work instructions given to you.
- You must not be absent without permission.
- You must not attend under the influence of either alcohol or drugs.
- You must not behave aggressively or violently or threaten violence.
- You must not use language or behaviour that is offensive to others.
- You must not use a mobile phone.

There will be additional rules you will be asked to keep depending on your work placement. These will be explained to you at your first interview.

WHAT ABOUT HEALTH AND SAFETY?

- You must take note of any Health and Safety briefings. Everyone has a responsibility to ensure that the work is safe. If you have any concerns you must speak to a supervisor.
- When protective clothing and equipment are provided, they must be used properly as instructed.

WHAT IF I AM ILL OR CANNOT ATTEND?

- If possible you should obtain permission in advance.
- If you fail to attend because of sickness, you **must** provide a medical certificate from a doctor within **two** days of your absence.
- You **must** contact the Community Service Team within two days with an acceptable explanation for your absence. Explanations may have to be proved e.g. you may be asked to provide a letter from your employer if you have to work.

WHAT HAPPENS IF I DO NOT KEEP TO THE RULES AND REQUIREMENTS OF THE COMMUNITY SERVICE ORDER?

You may be returned to Court for failing or refusing to co-operate in any way. This is known as being in **BREACH** of your Order. You would normally be breached for:-

- Lateness, poor work or bad behaviour.
- More than two unexplained or unacceptable absences.
- Changing address without telling the Community Service Team.

Any re-offending whilst you are subject to the Community Service Order will also result in breach.

WHAT HAPPENS IF I AM BREACHED?

If you are returned to Court for failing or refusing to co-operate in any way, the Court may cancel the Order and sentence you in another way for the original offence, usually a prison sentence. Time spent on remand in custody before being put on Community Service does not count against a prison sentence made for a Breach of Community Service.

WHAT CAN I DO IF I CANNOT CONTINUE WITH THE COMMUNITY SERVICE ORDER?

You have the right to request that your case is returned to Court if your circumstances change and prevent you continuing with the Order. If this occurs you should discuss it with the Community Service Team.

CAN MY COMMUNITY SERVICE ORDER BE ENDED EARLY?

No. Every hour of the Order must be completed to the satisfaction of the Community Service Team.