

Criminal Justice Service



# COMMUNITY SERVICE

An information guide for people who are placed on a community service order



## WHAT IS COMMUNITY SERVICE?

Under a community service order, the court sentences an offender to carry out unpaid work instead of going to prison.

- You will have to work at least 80 hours. In a District or Sheriff Summary Court, you will not work for more than 240 hours. In a Solemn Court or High Court, you will not work for more than 300 hours.
- You have to complete all the hours of an order within 12 months of the date of sentence. If this is not possible, for example if you are ill for a long time, you must explain this to the court and they may grant you an extension.
- We firmly enforce supervision and attendance. If you do not attend or break the rules on placement, we may warn you or you may have to go back to court.
- The court can only apply community service if you consent to an order. If you do not consent to an order, the court cannot use that option.

## Conditions of your order

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- a You must do your community service as you have been told to and do the work to the best of your ability.
- b If you have to be absent from community service, for example, if you have to go for an interview, to a funeral and so on, you must tell your supervising officer as soon as you know that you cannot attend.
- c If you are absent because of illness, you must:
  - tell your supervising officer as soon as possible; and
  - get a medical certificate from your doctor within seven days.
- d You must tell your supervising officer immediately if your address or employment situation changes.
- e You must wear any equipment or clothing that we supply for health and safety purposes.

## Supervision

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Supervision is strict.

- a You must not work if you are under the influence of alcohol, drugs or solvents.
- b Your effort and attitude to the work must be good.
- c You must follow health and safety instructions.

## Expenses, meals and travel

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- a It is your responsibility to get to and from your place of work or where you are picked up. You may be able to get financial help - speak to your supervising officer.
- b You will have to provide your own lunch for the day.
- c If the time taken to travel to and from your work placement is more than one hour, we will add it to your hours worked.

## Reviewing your order

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During the course of an order you and the supervising officer have the right to ask the court to review the order. This applies if something happens that

would make it difficult for you to complete the order, for example, a long-term illness, if you go to prison and so on.

## Breaking the conditions

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If you do not follow the conditions of community service, you will be breaking your order and your supervising officer will return your order to court.

The court may then:

- a continue the order and give you a fine;
- b take back the order and give you any penalty that the court could have set in the first place; or
- c vary the number of hours in the order. The total will not be less than 80 or more than 240 hours (300 hours under Solemn procedure).

## Help and advice

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If, during your community service, you have personal problems which may affect your work, your supervising officer will be willing to give you advice or help if you need it.

You are entitled to make a complaint during your order if you feel that you have not been treated properly. If this happens, you should speak to your supervising officer or senior social worker.

### Extra information.

The community service team is at:

#### Angus Council Social Work

Criminal Justice Services

9 Fergus Square

Arbroath DD11 3DG.

Phone: 01241 871161

(Out-of-hours answer phone)

Fax: 01241 431898

