

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

Hours Assigned: \_\_\_\_\_

## **Juvenile Community Services & Restitution Program**

### **Program Coordinators**

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**“Everything can be taken from a person but one thing; the last of human freedoms – to choose one’s attitude in any given set of circumstances, to choose one’s own way”**

**- Viktor Frankl  
Concentration Camp Survivor**

## **Why You are in this Program:**

You were referred to the Juvenile Community Services and Restitution Program (JCSRP) by a juvenile court judge or court counselor as a result of breaking the law. The purpose of this program is to teach you responsibility for your actions. Working with the JCSRP can help you learn what it means to be a responsible person. It will also give you the opportunity to learn some skills that will be helpful in a job situation and will give you practice for having a regular job.

- ♦ *Community service* means that you "pay" back the community by working in non-profit settings in Orange County. Non-profit settings include schools, churches, government agencies, social service agencies, town/city offices, and UNC offices.
- ♦ *Restitution* means you have a monetary amount to pay to the victim of your offense. In some cases, restitution can be worked off with more community service hours.

## **How Hours are Determined:**

The court counselor or judge will set the exact amount of hours you will have to work. If you have been ordered to complete community service hours AND work off restitution, you must first complete your community service hours and then complete your restitution hours.

- ♦ Community service hours are determined by guidelines set by state statutes (laws). The type of offense and/or the number of times you have offended will determine community service hours.
- ♦ Restitution refers to the actual monetary payment you must pay your victim. Often families cannot afford to pay the amount OR restitution payments are the only punishment ordered by the court, so you must work off the hours instead of just paying for the damage. Restitution is computed by dividing the amount of money owed by \$7.25 (North Carolina minimum wage). For example, if you owe \$300  $\$300/\$7.25 = 41$  hours of community service. The idea is that for every hour of work you complete, you "earn" \$7.25 to pay off the restitution.

## **For Youth on Probation:**

- ♦ ***Youth must be scheduled to work at a minimum of twice monthly with no less than eight hours of service per month.***
- ♦ Your length of stay in the program will not exceed 12 months (unless specifically court ordered to do so).

## **For Youth on a Diversion Plan:**

- ♦ ***Youth must be scheduled to work at a minimum of twice monthly with no less than eight hours of service per month.***
- ♦ Your length of stay in the program will not exceed 6 months.

## **How the Program Works:**

- ◆ A list of permanent non-profit worksites will be given to you at the beginning of your involvement with the program. These worksites have constant work slots, usually on the weekends and during the summer. You must call before the 25<sup>th</sup> of the month to sign up for open work slots for the following month; otherwise your coordinator will assign you to worksites.
- ◆ You may also participate in group projects or community events. These are organized and supervised by the program coordinators. Project information will be mailed to you in the form of a flyer and you must call your coordinator to sign up to participate in them. Several projects take place every month often on teacher workdays, holidays or the weekends.
- ◆ You may find work at your church, school or another nonprofit organization that you have a connection too. **In this case, call the program coordinator to make sure it is an approved worksite before beginning work. You must have pre-approval and contact must be made by your coordinator with your direct supervisor before any community service hours may be performed.**

## **Program Requirements:**

### **Have no more than three No-Shows.**

If you are unable to make it to a project/worksites then you or your parent/guardian must call your program coordinator (919) 967-4511 AND the worksite supervisor **24 hours PRIOR** to a project if you are going to miss it for whatever reason. You must leave a message on voicemail if you are not able to speak with anyone. **If you cannot work, someone else wants your slot!**

Acceptable excuses for missing work (without prior notice) are illness or family emergency. In these cases you must call the program coordinator or site supervisor as soon as you are able to explain your absence.

No-Show Policy: If you sign up for a project or are scheduled to work at an agency and do not show up it is considered a "No-Show".

- First No Show – A letter will be mailed to the family and the youth's court counselor. The following month youth will lose the ability to sign up for projects and work will be assigned to them.
- Second No Show – A final warning letter will be mailed to the family and the youth's court counselor. Youth loses all future rights to sign up for work slots and will have all remaining hours assigned to them by their program coordinator

- Third No Show – This will result in immediate unsuccessful termination from the program and the court counselor will be informed of the situation.

♦ **Be scheduled to work 8 hours a month**

If youth is on a diversion plan/intake contract or youth is on probation, they must be scheduled to work for a *minimum* of 8 hours per month. Youth may work more than 8 hours/month and are encouraged to do so if possible.

♦ **Maintain weekly contact with the Program Coordinator**

This can be by phone, email or mail.

♦ **Follow instructions from both the coordinator and site supervisors.**

♦ **Maintain a time sheet that documents ALL hours worked and is signed by the worksite supervisors.** This must be turned in as proof of your work once you have completed your hours. Your time sheet is the most important document in this program. If you lose it or it gets destroyed, you will be responsible for getting it re-signed by all the worksites/project coordinators.

♦ **Not use, possess, or be under the influence of any alcoholic beverages or any drugs of any kind or cigarettes while doing community service.** If this happens you will be immediately terminated as unsuccessful from the program.

♦ **Not violate any laws while doing community service.** If this happens you will be immediately terminated as unsuccessful from the program.

♦ **Medications/ Health Problems** - The Program Coordinator must be notified of any behavioral medications currently being used, any health or physical problems or limitations. Please fill out and return the Medical Information Form. We will make every effort to accommodate any disabilities or limitations that a juvenile may have.

♦ **Community Services/ Restitution Agreement** -The juvenile and his/her parent/guardian must be willing to sign a contractual agreement which will stipulate the number of hours to be worked and the date for completion, as determined by the Program Coordinator.

♦ **Parental/Guardian Responsibility** - The juvenile's home situation must be stable and structured to a degree, which would enable completion of the community service obligation. ***Parents/Guardian are responsible for transportation to and from your worksite, unless other arrangements have been made with the Program Coordinator.***

## **Skills and Expectations:**

The skills required of everyone in this program are cooperation and a positive and respectful attitude. This means, you are following the court order and showing the court that you are trying to improve and stay out of trouble. You are helping the community with your work and you are being responsible for your past experiences which led you here.

You are now working for the Juvenile Community Services & Restitution Program. Although you are not getting paid for the work you do, receiving a good report when you have completed your hours will be your reward.

- Keep a good attitude and be respectful at all projects and sites.
- Cooperate with your Worksite Supervisor, co-workers and Program Coordinator.
- Do the work assigned to you to the best of your ability.
- Always be neat and properly dressed.
- Follow the rules at your worksite.

### **Your supervisor is there to assist you in your work. He/she will:**

- Assign work for you to do and show you how to do the work.
- Answer any questions you have.
- Help you get along with other workers.
- Make sure you follow the rules.
- Report any problems and accomplishments.
- Ensure you are working in a safe environment

### **The following rules are to be upheld at ALL times at projects and worksites:**

- Be at work on time.
- Do not destroy property at worksite.
- Do not argue or curse anyone while at your worksite.
- Do not use or have any alcohol, marijuana, cigarettes or any other kind of drug or drug paraphernalia on the job.
- Do not fight with anyone at worksite.
- Do not steal.
- No weapons are allowed on worksite.
- Do not leave the worksite without permission.
- Obey all worksite rules.
- Do the job that is assigned to you. If you do not work appropriately then you will not get credit.

### **If you break a rule:**

- The supervisor will talk to you.
- If it is a minor rule, the supervisor will determine the consequences and handle it.

- If it is a major rule (any of the above), the supervisor will report it to the program coordinator. A conference will be held with you, the supervisor and the program coordinator and your case may return to court for review by the judge.
- You can be terminated as unsuccessful from the program if you violate the rules or law.

### **If you have a problem at work:**

If a problem arises at your worksite, go directly to your supervisor; Most of the time the problem can be worked out between the two of you. If for some reason you are not satisfied, contact the program coordinator, at (919) 967-4511. Keep your folder with you while you are at the worksite.

### **Evaluation:**

The coordinator has weekly contact with your court counselor and sends written reports every month. When you have completed your community service/restitution the coordinator sends an evaluation and record of hours to your court counselor. You will be allowed to see your evaluation once you have completed your community service hours. Either your Worksite Supervisor or the Program Coordinator will share it with you.

### **Successful Completion of Hours:**

Successfully completing your hours means you have finished the full amount of hours that were assigned to you within the time frame of your probation or diversion plan.

Successful completion can earn you:

- a good evaluation from your Worksite Supervisor for your records
- a possible recommendation of early release from probation
- a job recommendation
- new job or life skills

### **Unsuccessful Completion of Hours:**

Unsuccessful completing your hours means you either did not complete the hours in the appropriate time frame, you were uncooperative or you violated a rule/policy/law.

Unsuccessful completion can earn you:

- a return to court for violation of the court order
- additional community service hours
- restraining rules added to your probation.