

Community Service Restitution Guidelines

The purpose of the Community Service Restitution (CSR) program is to assist juvenile offenders in completing appropriate CSR hours to meet court-ordered requirements. However, each juvenile with court-ordered CSR hours **shall bear the responsibility to locate and complete CSR hours.**

These hours may be completed with community agencies chosen by the juvenile and/or the parent/guardian/custodian, that are **pre-approved** by the assigned Juvenile Probation Officer (JPO) and meet the required guidelines below. In addition, the department has a CSR program and schedules group projects with certain nonprofit agencies and provides other community service-based programs to assist juveniles with the completion of court-ordered hours.

Court-ordered CSR hours must be completed before probation is terminated. Failure to complete CSR hours will necessitate going back before the Court for possible further actions such as extending probation and/or receiving additional CSR hours.

The assigned JPO will review the juvenile's total CSR hours ordered and explain the department's CSR program during the the initial office visit or following a modification of the juvenile's terms of probation. Completion goals and timelines for CSR will be developed with the assigned JPO, parent/guardian/custodian and juvenile.

If it is determined that a juvenile is not suited for participation in the CSR program due to physical, emotional, or mental disability, or serious hardship to the family, other projects may be assigned to reasonably accommodate for the juvenile's special needs so that CSR hours can be completed.

For participation in the department's CSR program, a CSR Consent Form must be signed by the juvenile and the parent/guardian/custodian. This consent form and a Juvenile Community Service Timesheet ("timesheet") will be provided during the initial office visit. The timesheet must be returned to the JPO in order for the documented hours to be counted towards completion.

Participation in the Denton County Juvenile CSR Program:

Scheduled Group Projects will be supervised by JPO's or Juvenile Supervision Officers (JSO) who will monitor the juvenile's work performance, behavior and verify completion of CSR hours.

Juveniles may be prohibited from CSR participation if they are unable to manage their own prescription medication needs during a project. Supervising officers will not distribute or be responsible for medications of participating juveniles.

A pregnant juvenile may only participate in projects that will not compromise the health and safety of the juvenile and/or the unborn child.

During summer months, projects will be primarily scheduled during the weekday mornings. During the school year, projects will be primarily scheduled on Saturdays. All projects will be conducted at pre-approved, non-profit agencies.

Juveniles should dress appropriately: jeans, t-shirt, athletic shoes or other work-related footwear, and a jacket or sweatshirt if needed. Clothing depicting or related to alcohol, drugs, tobacco products; sex; violence; offensive or suggestive slogans or symbols; gang colors, symbols, or images; clothing that is immodest in cut, length or condition; and clothing that is not suitable to the weather conditions and/or work to be performed will not be permitted. Juveniles dressed inappropriately will not be allowed to participate in projects.

Refusal to work, abusive language or failure to comply with the supervising officers will not be tolerated. If a problem occurs, the juvenile may be prohibited from participating in future projects. The assigned JPO will be notified of the problem. The juvenile's CSR hours earned may be decreased or removed for that project depending upon the severity of the situation.

If a juvenile does not attend a scheduled CSR project, he or she may not be eligible for future departmental CSR projects and failure to report for scheduled CSR will be considered a probation violation.

Other Projects - In addition to scheduled group projects, the department also provides some community-based activities that may count toward CSR hours.

- Juveniles may donate four books to the Inmate Literacy Program and receive one CSR hour. Only new or used paperback books are accepted. Books need to be in good condition and at least 200 pages in length. Romance, religious, children's books, or textbooks are not accepted. A maximum of five hours can be received for this project.
- Juveniles may donate five pounds of nonperishable items for the Food Pantry and receive one hour of CSR. A maximum of 10 hours can be received for this project.
- Juveniles may donate one skein of yarn for one CSR hour for the Courage to Change Crochet Project. A maximum of five hours can be received for this project.
- Juveniles may earn CSR hours by attending community service learning programs or projects as approved by the department. Pre-approval will be obtained from the assigned JPO. One hour of attendance earns one hour of CSR. A maximum of 10 hours can be received for this type of CSR project.

Privately arranged CSR hours by Juvenile and/or Parent

Juveniles may choose to complete CSR hours at a non-profit agency, school, or religious organization in the community.

These CSR hours must be pre-approved by the assigned JPO. The juvenile must be under the direct supervision of the juvenile's parent/guardian/custodian. The Department will not be liable or responsible for damages, accidents or injuries that occur at or enroute to/from a privately-arranged CSR site. The parent/guardian/custodian will assume full responsibility for the juvenile's actions and behavior while the juvenile is performing privately-arranged CSR hours. **It is the juvenile's responsibility to report completed CSR hours to the assigned JPO. Hours must be recorded on the Juvenile Community Service Time Sheet or other verifiable documentation.**

Juveniles shall participate in service projects that give back to the community in a meaningful way. The assigned JPO will assess whether a privately-arranged CSR project contributes to the community.

Signature of Probationer

Signature of Parent/Guardian/Custodian

Juvenile Probation Officer

Date