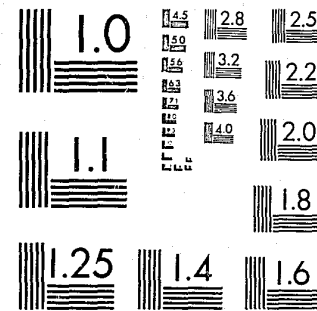


National Criminal Justice Reference Service

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National Institute of Justice  
United States Department of Justice  
Washington, D. C. 20531

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QUINCY DISTRICT COURT  
INTAKE TEAM  
COMMUNITY SERVICE PROCEDURES MANUAL

Written By: Robert A. Durand  
Program Manager,  
Earn - It Program

Upon final disposition of a case where the Judge orders Community work service as part of the condition of a continuance without a finding, probation, suspended sentence or split sentence the Community service intake procedure is as follows:

.1.

The court liason will fill out the information on the Restitution/Community Service Order ( Form 1 ) and the Judge will sign same.

.2.

The defendant is escorted by the court liason to the Probation Intake Office. Once the Probation Intake Office has the information they need the defendant is brought to the Community Service Office, along with the white copy of the order. ( All restitution orders will be handled by the Victim Services Office, see Victim Services Manuel for procedure)

.3.

Once the Restitution / Community Service Order and the defendant are brought to the Community Service Office, check to see that all information on the order is filled in completely and correctly especially the Complaint number and disposition.

.4.

Ask the defendant if he/she is in school or working and ascertain what hours each week. Record this information in the lower right hand corner of the form above the date.

.5.

Explain Community work service to the defendant and give them a copy of the Community Service Information Sheet (Form 2) to read.

.6.

If the defendant is working Community Service in lieu of Court costs, fines or O.U.I. program fees explain to him/her that they have the option of paying the balance at any time before the fee, court costs or fine is due. Further explain however, that if they commit themselves to working Community Service this obligation must be complied with until such time as it is completed or the balance is paid on their court costs, fine or O.U.I. fee, e.g. if the defendant is assessed \$150.00 in court costs he/she may complete this obligation in one of three ways.

- a) Pay the \$150.00 in court costs
- b) Work 48 hours of Community Service and the \$150.00 in court costs will be remitted (Since every eight (8) hours of Community Service is equal to \$25.00 in court costs, fines or O.U.I. fees.)
- c) Work part of the Community Service in lieu of some of the court costs and pay the balance e.g. the defendant may have completed 32 hours of Community Service which would equal \$100.00 in court costs and pay \$50.00 toward the balance.

.7.

If the Judge has checked one of the three categories of Community Service without specifying the number of hours to be completed then it is up to the Community Service Office to determine the exact number of hours by using our Community Work Service Matrix ( Form 3A for juveniles and Form 3B for adults) e.g. if the Judge continues a juvenile case without a finding and checks the category for a moderate amount of Community Service on the order (Form 1) it will indicate the juvenile must complete between 25 and 50 hours of Community work. The Community Service Office will refer to the Community Service Matrix (Form 3A). At this point additional information as to whether the juvenile is working, in school, has any extra-curricular activities or a prior record will be necessary.

U.S. Department of Justice  
National Institute of Justice

87337

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QUINCY DISTRICT COURT

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.7.

(continued)

If the juvenile in this case has a prior record, is in school, is working and participates in no extra curricular activities then the Community Service Office would refer to the matrix and take five (5) hours off for being in school and five (5) more hours off for working. This juvenile will have 40 hours of Community Service to complete.

The reason for such a matrix is twofold.

- a) To assure equitable dispositions.
- b) To penalize the defendant with too much leisure time and conversely to reward the individual involved in constructive activities. e.g. school, work etc. The premise being that the individual who is not working, not in school, has a prior record and doesn't participate in extra curricular activities is more likely to be a recidivist and therefore should do more hours of Community Service to fill his/her idle time.

.8.

If the Community Service Office determines the defendant is suitable for an individual placement with a nonprofit organization or municipal department in their community then refer to the Community Work Service Placement Book, turn to the appropriate community and refer to the Community Service agency profiles (Form 4) until a placement is agreed upon.

.9.

The Community Service Office will call the agency and set up an interview with the defendant and the contact person for that agency. Once this is set up the intake worker will log the defendants name, due date in court, Community Service hours and date placed in the appropriate Community Service agency profile (Form 4)

.10.

The defendant will be given the introduction letter (Form 5) with the agencies, name, address and the number of hours he/she has to complete. They will also be given a copy of the Community Service client evaluation form (Form 6) which gives the probation department an indicator of the defendants overall performance while doing Community Service. If the evaluation form is returned with a favorable recommendation then the defendant gets a copy. The positive feedback is almost as important as the actual work.

.11.

The defendant will bring these forms to the placement during their interview. If for some reason a placement was not secured on the day of disposition then these forms will be mailed to the placement.

.12.

If the defendant is not suitable for an individual placement or elects to work on the work crew then the Community Service Office will refer to the work crew book. His/her name will be recorded on the work crew time sheet (Form 7) for the days he/she will work. The defendant will be given a slip of paper with those dates and times on it.

.13.

The defendant is asked to sign the Community Service terms of agreement (Form 8) and the Community Service Office will witness same. This is done irregardless of an individual or worksite Community Work Service placement.

.14.

The defendant is then informed that there is a 50¢ Community Work Service placement fee to defray the cost of the Community Work Service insurance. If the defendant does not have the money then it should be brought on the next appointment or mailed.

.15.

The Community Work Service Office will start a folder (independent of the probation folder) on each community work service defendant. Juvenile folders will be marked with green tags and adult folders will be marked with orange tags. The Community Service Office will keep a supervision sheet (Form 9) on each defendant. The supervision sheet will record placement and monitor same until Community work service is completed.

.16.

The Community Work Service Office will log the client in the Day Sheet (Form 10) on the day of referral, this form is used for statistical purposes.

.17.

Finally, if the defendant is uncooperative or when the defendant completes his/her Community Service a copy of the Community Service Client update form (Form 11) will be sent to the probation officer or case manager responsible for the case in order that they may take appropriate action.

.18.

The Community Work Service Office will be responsible for notifying the probation department on completion of Community Work Service and those defendants who are working community work service in lieu of Court Costs, fines and O.U.I. fees. This information will be available the week before the case is due in court and marked on the appropriate court sheet.

FORMS

\*\*\*\*\*

RESTITUTION/COMMUNITY WORK SERVICE ORDER

DEFENDANT: VICTIM:  
ADDRESS: ADDRESS:  
TELEPHONE: (HOME) (WORK)  
COMPLAINT NO.(s): TELEPHONE:  
TYPE OF OFFENSE:  
DISPOSITION:

\*\*\*\*\*

I hereby order restitution

- I. to be paid by the defendant in such amount and rate as determined by Earn-It/ Probation.
- II. in the amount of \$ at such rate as determined by Earn-It/Probation.
- III. in the amount of \$ by (date)  
(rate of payment, if any)

\*\*\*\*\*

\* I hereby order community service, to be determined by Earn-It Probation within the following range:

Adult Straight Community Service:	Minimum 8-40 hours	Moderate 40-80 hours	Maximum 80-160 hours
Juvenile Straight Community Service:	Minimum 4-24 hours	Moderate 25-50 hours	Maximum 51-100 hours

\* I hereby order hours of Community Service work to be completed  
in lieu of:  
Court Costs  
Fines  
Other

Justice Date  
\*\*\*\*\*

I agree to work hours as per this order.

Defendant Date

\* A 50¢ Community Service Placement Fee for insurance will be charged to each defendant ordered to complete Community Service hours.

COMMUNITY WORK SERVICE INFORMATION SHEET

Community Work Service is volunteer work for a non-profit organization or municipality. The hours to be worked are determined by the Judge and/or probation department.

Community Work Service is given as an alternative disposition based on the fact that the defendant has committed an unlawful act against the Community. Unlike other dispositions, Community Work Service holds the defendant accountable for his/her crime and gives the defendant an opportunity to repay the Community. It benefits the Community by providing thousands of hours of free labor to said Community.

Community Work Service takes the following forms:

-1-

WORK CREWS:

The defendant is assigned to a work crew along with other defendants from the Community and reports to a supervised work site. The work site may be of historic significance e.g. the historic granite railway in Quincy was restored, it may be a beach e.g. many of the beaches in the South Shore have been cleaned at one time or another by work crews from the court, or it may be a municipal park or recreation center e.g. the Wollaston Recreational Facility was operating in the red for the past few years, we provided them with over 600 man hours of work this year alone for a saving of over \$3,000.00 in labor.

INDIVIDUAL PLACEMENTS:

The defendant is assigned to one of over 100 non-profit organizations or municipal departments in the South Shore Area and Metropolitan Boston e.g. the Red Cross, Y.M.C.A., Thomas Crane Public Library, Holbrook Youth Commission, Quincy City Hospital, Weymouth Police Dept., Faxon House, D.O.V.E., etc. Individual placements have benefited from thousands of hours of free labor provided by the Courts Community Work Service dispositions.

Failure to complete Community Work Service results in the defendant being brought back to court for further disposition.

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

File No. \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

JUVENILE GUIDELINE FOR THE ASSIGNMENT OF COMMUNITY SERVICE HOURS	MINIMUM COMMUNITY SERVICE  4 - 24 Hours	MODERATE COMMUNITY SERVICE  25 - 50 Hours	MAXIMUM COMMUNITY SERVICE  51 - 100 Hours
MAXIMUM ASSIGNED	24 -Hours	50-Hours	100-Hours
IN SCHOOL FULL TIME	- 4 hrs.	- 5 hrs.	- 10 hrs.
WORKING	- 4 hrs.	- 5 hrs.	- 10 hrs.
EXTRA CURRICULAR ACTIVITIES INCLUDES HOME RESPONSIBILITIES AND COUNSELING	- 4 hrs.	- 5 hrs.	- 10 hrs.
NO PRIOR RECORD	- 4 hrs.	- 5 hrs.	- 10 hrs.
ALL OF THE ABOVE	- 4 hrs.	- 5 hrs.	- 10 hrs.
TOTAL COMMUNITY SERVICE HOURS			

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
COUNSELOR: \_\_\_\_\_

NAME: \_\_\_\_\_ FILE NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADULT RESTITUTION COMMUNITY SERVICE GUIDELINE	MINIMUM COMMUNITY SERVICE 8 - 40 HOURS	MODERATE COMMUNITY SERVICE 40 - 80 HOURS	MAXIMUM COMMUNITY SERVICE 80 - 160 HOURS
MINIMUM REQUIRED	8	40	80
NOT WORKING	+ 16 Hours	+ 20 Hours	+ 40 Hours
PRIOR RECORD	+ 16 Hours	+ 20 Hours	+ 40 Hours
TOTAL COMMUNITY SERVICE HOURS			

COMMENTS:

APPROVED BY: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

City or Town(s) served \_\_\_\_\_

Agency: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person

Directions from Quincy Center

Job Description + hours, days, supervisor, etc. \_\_\_\_\_

Comments about Contacts with Agency are on back page.

[illegible]



JUSTICE  
ALBERT L. KRAMER  
LEWIS L. WHITMAN  
PROBATION OFFICERS  
CHIEF  
ANDREW R. KLEIN  
FIRST ASST CHIEF  
RICHARD A. VENNA  
ASSISTANT CHIEFS  
DAVID F. SCOTT  
GEORGE V. WARD  
ARTHA MONELL, ESQ.  
EARN-IT PROGRAM  
CHRISTINE C. DEANE  
DIRECTOR



**Trial Court of the Commonwealth**  
Quincy Division District Court Department  
50 Chestnut Street  
Quincy, Massachusetts 02169  
471-1650

PROBATION OFFICERS  
ROBERT L. CAMPBELL  
KEVIN J. CONLON  
JOSEPH P. CONWAY  
LINTON Z. ELSMORE  
WILLIAM P. ENDRES  
ROBERT E. FLAHERTY  
EUGENE B. KOYLION  
DONALD B. MACLEA  
DIANA O'DELL  
LESLIE O. RYAN  
ROBERT J. SADOWSKI  
CAROL A. TEMPLETON  
WILLIAM F. WOLDMAN  
GEORGE P. ZOULALIAN  
ELDEN D. J. ZUERN

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTN: \_\_\_\_\_

PHONE: \_\_\_\_\_

FROM: BOB DURAND, Program Manager  
Earn-It Program  
Quincy District Court  
50 Chestnut Street  
Quincy, MA 02169

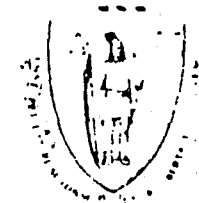
This will introduce \_\_\_\_\_,

a participant of the Earn-It Program, who has been assigned to your  
agency to complete his/her court obligation of \_\_\_\_\_  
\_\_\_\_\_.

Please keep a record of the hours that this participant has  
worked and feel free to contact me at any time at the above number.

Thank you for making the opportunity possible for our parti-  
cipant.

JUSTICE  
ALBERT L. KRAMER  
LEWIS L. WHITMAN  
PROBATION OFFICERS  
CHIEF  
ANDREW R. KLEIN  
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WILLIAM F. WOLDMAN  
GEORGE P. ZOULALIAN  
ELDEN D. J. ZUERN

DATE: \_\_\_\_\_

COMMUNITY SERVICE CONFIDENTIAL CLIENT EVALUATION

OF \_\_\_\_\_

Was the client dependable in the performance of his/her duties?

yes \_\_\_\_\_ no \_\_\_\_\_

How was the client's attitude?

good \_\_\_\_\_ fair \_\_\_\_\_ poor \_\_\_\_\_

How was the client's attendance and punctuality?

good \_\_\_\_\_ fair \_\_\_\_\_ poor \_\_\_\_\_

How many hours did the client complete? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

Please return to: BOB DURAND  
Program Manager  
Earn-It Program  
Quincy District Court  
50 Chestnut Street  
Quincy, MA 02169

WORK CREWS \*\*\* TIME SHEET

NAME	NO. OF HOURS ORDERED	BASE MANAGER OR PROBATION OFFICER	TIME IN	TIME OUT	NO. OF HOURS COMPLETED	COMMENTS
4.						
5.						
6.						
7.						
3.						

50 Chestnut Street

Quincy, Massachusetts 02169

471-1650

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ELDEN D. J. ZUERN

## Department \_\_\_\_\_

Division \_\_\_\_\_

Docket No. \_\_\_\_\_

Office File \_\_\_\_\_

The \_\_\_\_\_ Office File \_\_\_\_\_

Offense \_\_\_\_\_

Disposition \_\_\_\_\_ Date of Disposition \_\_\_\_\_

Date of Disposition\_\_\_\_\_

Judge \_\_\_\_\_

Date	Type of Contact	Summary of Results of Contact

please be properly dressed.

Anyone suspected of drinking or using drugs will be sent home for the day.

Anyone not complying with the orders of the supervisor will be sent home for the day.

Anyone sent home will be given no hours of credit, and further court action will follow.

In order to receive credit you must work the full time agreed upon and be on time for your work.

I have read and understand the above terms:

**SIGNATURE**

DATE \_\_\_\_\_

WITNESS

INSTRUCTIONS: Use following code for type of contact: R M report by mail;  
O V office visit; H V home visit; N no one at home;  
T telephone; L letter.

(COVER)

## DATE \_\_\_\_\_

[illegible]

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WILLIAM F. WOLDMAN  
GEORGE P. ZOULALIAN  
ELDEN D. J. ZUERN

Community Service Office

Date:  
To:  
From:  
Re:

---

---

---

Reccomendation:

---

---

---

**END**