

Revised Standards for Community Service Programs

Directive # 1-01 (w/addendum)
Issued by:

January 24, 2001 (add. February 6, 2001)
Richard J. Williams
Administrative Director

At its October 10, 2000 Administrative Conference the Supreme Court approved the revised **Standards for Community Service Programs in New Jersey** (attached). These revised Program Standards, which supersede the set of standards the Court had adopted in 1985, are effective immediately.

Summary of the Revisions

As noted, the revised Standards represent an update of the 1985 document. Several standards have been eliminated and others added; the entire document has been streamlined; and the organization of several sections has been revised. Wherever necessary, the Standards and commentary have been modified so as to incorporate intervening statutory and policy changes, such as court unification and the creation of the Comprehensive Enforcement Program. Also, all of the forms used in the community service programs have been reviewed, consolidated, redesigned, and standardized. The specific revisions are summarized as follows (no summaries are provided here for those sections that remain unchanged from the 1985 version):

Introduction and History -- Updated and revised to incorporate Probation role and goals.

Chapter I - Standards for the Courts

Standard 1.2 New language added to state that community service sites are limited to governmental agencies or private, non-profit organizations. This has been the practice since the program's inception, but previously was not stated in the Standards.

Standard 1.3 Language added in section (C) and footnote 4 to clarify that handicapped individuals are not excluded from community service participation solely on the basis of their disability.

Standard 1.5 Amended to say that judges *should* be guided by the recommended ranges of hours of community service.

Standard 1.6 The rate for converting municipal fines to community service under *N.J.S.A. 2A:8-31.1* was increased from \$3.00 of fine per hour of community service to \$5.00 of fine per hour. This would

result in crediting \$30.00 of fine obligation for each full day of community service performed.

Standards 1.8 Revised so as to include the Comprehensive to 1.10 Enforcement Program (CEP) as an enforcement option.

Chapter II - Standards for Probation

Standard 2.2 Updated to reflect that as a result of unification the Judiciary now takes responsibility for the required insurance. The prior standards had indicated that individual counties were responsible for the required insurance.

Standard 2.3 This is a new standard. It provides for enhanced background and criminal record screening of offenders ordered to perform community service.

Standard 2.4 Modified to provide more detailed direction to staff at intake stage.

Standard 2.5 This is a new standard. It sets out recommendations for minimum hours of community service to be completed. These same recommendations were contained in the commentary to the prior standards.

Standard 2.6 This is a new standard to address the transfer of cases within the state. It incorporates the requirements of the Intercounty Transfer Policy, approved by the Judicial Council in 1999.

Standard 2.7 This standard addresses interstate transfers, and is the same as prior Standard 2.14.

Standard 2.8 This is a new standard, incorporating commentary from prior Standard 2.14. It authorizes Probation staff to allow out-of-state residents to identify their own placement site. Probation staff will be responsible for verifying the placement.

Standard 2.9 Revision of prior Standard 2.6, requiring the completion of the work site agreement with every community service site.

Standard 2.10 This is prior Standard 2.9.

Standard 2.11 This is prior Standard 2.10, revised to add CEP as an enforcement tool.

Standard 2.12 This is prior Standard 2.8, requiring statistical reports. This standard will be operational only until the Comprehensive Automated Probation System (CAPS) is fully programmed and implemented.

Implementation

The revised Standards for Community Service Programs are applicable in all instances where courts are authorized to use community service as a disposition. Please ensure that all judges sitting in the Criminal and Family Divisions in your vicinage, all of your vicinage's Municipal Court judges, and appropriate staff in those courts receive copies and become familiar with the requirements of the revised Standards.

Your Chief Probation Officer is prepared to play a lead role in the implementation of the revised Standards. AOC Probation Services Division staff also are available to assist with the implementation.

Also, in keeping with the approach that we have been taking in our standardization efforts, I would ask that **by March 30, 2001** you advise me in writing that your vicinage is in compliance with the revised standards or, if it is not, then identify which of the standards you are not yet in compliance with and the steps you are taking to achieve compliance (including the date by which you expect to achieve compliance).

EDITOR'S NOTE

Because of the size of the revised Standards for Community Service Programs in New Jersey, it is not included here. However, it is available on the InfoNet, or by calling Probation Services at 609-292-1589.

**COMPREHENSIVE ENFORCEMENT PROGRAM
COMMUNITY SERVICE ORDER**

Superior Court of New Jersey
Criminal Division



STATE OF NEW JERSEY
vs

Dkt/Cmpt/Ind #

Hearing Date ____/____/____

County of

Municipality

CAPS/Probation #

Promis Gavel #

Municipal Code

This matter has been opened to the Court by Probation Services Division for an Order

Service upon which this order is based: ☐ Personal service
☐ Regular Mail → ☐ Not Returned ☐ Returned ☐ Other _____

☐ **OBLIGATION FULFILLED** _____ Community Service Hours completed.

☐ **CREDIT** of _____ hours applied. The remaining obligation of _____ days / hours is modified as follows:

☐ **CONTINUED** in Community Service Program. Hours must be completed by ____/____/____ at _____ hours per week.

☐ **OTHER** _____

☐ _____ days / hours county jail under the authority of the **Sheriff's Labor Assistance Program (SLAP) or Enforced Community Service Program**. (Cost to defendant: \$25.00 enrollment fee and \$8.00 per day fee.) Failure to comply may result in mandatory incarceration. Total cost \$ _____

☐ **RELIST** for Enforcement Court on _____

☐ **A BENCH WARRANT** for the defendant is hereby recommended/ordered. The defendant was properly served for court appearance and failed to appear (service noted above).

I HEREBY DECLARE THAT I UNDERSTAND AND CONSENT TO ALL PROVISIONS OF THIS RECOMMENDATION/ORDER AND DO NOT WISH TO APPEAL.

Defendant: _____

Witness: _____

☐ This order is being entered in default.

So recommended to the Court by the Hearing Officer.

Name: _____

Signature: _____

So ORDERED by the Court:

Date: ____/____/____ Name: _____

Signature: _____

Indictable: Original to Criminal Records/Defendant's File Copy to (1) Probation Services Division - (2) Calendar Coord./file - (3) Sheriff's Office, if applicable - (4) Defendant
Mun. Compl: Original to Probation Services Division Copy to (1) Municipal Court - (2) Calendar Coord./file - (3) Sheriff's Office, if applicable

PLEASE NOTIFY COURT OF DISABILITY/INTERPRETER ACCOMMODATION NEEDS (12/00)AOC FORM CEP-25

**COMPREHENSIVE ENFORCEMENT PROGRAM
COMMUNITY SERVICE ORDER**

Superior Court of New Jersey
Chancery Division, Family Part



STATE OF NEW JERSEY
In the Interest of:

Complaint #

Hearing Date ____/____/____

County of.

County Code

CAPS/Probation #

Party ID #

Municipality

This matter has been opened to the Court by Probation Services Division for an Order

Service upon which this order is based: ☐ Personal service
☐ Regular Mail → ☐ Not Returned ☐ Returned ☐ Other _____

☐ **OBLIGATION FULFILLED** _____ Community Service Hours completed.

☐ **CREDIT** of _____ hours applied. The remaining obligation of _____ days / hours is modified as follows:

☐ **CONTINUED** in Community Service Program. Hours must be completed by ____/____/____ at _____ hours per week.

☐ **OTHER** _____

☐ _____ days / hours county detention under the authority of the Sheriff's Labor Assistance Program (SLAP) or Enforced Community Service Program. (Cost to juvenile: \$25.00 enrollment fee and \$8.00 per day fee.) Failure to comply may result in mandatory detention. Total cost \$ _____

☐ **RELIST** for Enforcement Court on _____

☐ **A BENCH WARRANT** for the juvenile is hereby recommended/ordered. The juvenile was properly served for court appearance and failed to appear (service noted above).

I HEREBY DECLARE THAT I UNDERSTAND AND CONSENT TO ALL PROVISIONS OF THIS RECOMMENDATION/ORDER AND DO NOT WISH TO APPEAL.

Juvenile: _____ Parent/Guardian: _____

☐ This order is being entered in default. Witness: _____

So recommended to the Court by the Hearing Officer.

Name: _____ Signature: _____

So ORDERED by the Court:

Date: ____/____/____ Name: _____ Signature: _____

Original to Family Records/Juvenile's File Copy to (1) Probation Services Division - (2) Calendar Coord./file - (3) Sheriff's Office, if applicable - (4) Juvenile
Mun. Compl: Original to Probation Services Division Copy to (1) Municipal Court - (2) Calendar Coord./file - (3) Sheriff's Office, if applicable - (4) Juvenile