

POLICY AND PROCEDURES

NUMBER: 1612

SUBJECT: Community Service Program

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97

REVISION DATE: 7/00, 10/08,
11/13, 12/16



I. POLICY

The St. Louis County Department of Justice Services shall maintain a community service work program as an alternative to incarceration for those offenders who qualify.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Alternative Services staff are responsible for the following procedures.

III. PROCEDURES

A. General Information

1. The St. Louis County Alternative Community Service Program (ACSP) is a unit of the Department of Justice Services' Division of Alternative Services.
2. ACSP will accept referrals from the St. Louis County Associate and Circuit Courts, the St. Louis County Municipal Courts and Missouri State Board of Probation/Parole.
3. The Courts will refer defendants to ACSP to complete community service in lieu of a fine or incarceration, or as a condition of probation.
4. Fees paid by the offenders support the financial expenditures generated by the program.

[5. Clients that are court ordered from the St. Louis County Satellite Courts (South, North and West Divisions), will NOT be charged an ACSP participation fee. This is in accordance to Senate Bill #5. This includes clients that are on County Probation and deferred prosecution status.]

B. Criteria

1. The criteria for admittance into the Alternative Community Service Program are as follows:
 - a. Defendant may be charged with any non-violent charge and sentenced by a Judge to ACSP.
 - b. Defendant must pay a \$60.00 fee.

C. Placement

1. When a defendant is referred to ACSP, a personal interview will be conducted by a member of the Alternative Services' staff.
2. Information regarding the client's skills and abilities will be compiled and matched with a particular agency.
3. The agency will be notified of the placement by letter or phone.
4. Only non-profit and governmental agencies will be used by ACSP as placement agencies.
5. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

D. Completion of Program

1. When the defendant has completed his/her community hours, ACSP will be notified by the agencies by phone, mail, *email*, or fax.]
2. A decision will be made by the ACSP staff as to whether the defendant will be reassigned to another agency or the case resubmitted to the Court for review.

3. The Courts will be notified of successful and unsuccessful completions.