

### **I have been given a Community Service Order, what does this mean?**

A Community Service Order is a sentence of the Court which is normally made as a direct alternative to a prison or youth detention sentence.

The Court has allowed you to do unpaid work for the Community as a punishment instead of going to prison or youth detention. You will have been told in court how long any prison sentence may have been.

The Court will have told you the number of hours of unpaid work that you will have to do in your free time.

The Community Service Team will give you instructions about where and when you will be working and what you will be doing.

### **What sort of work will I be doing?**

Community Service undertakes a wide range of tasks and you may be allocated to work as part of a group or on your own. Your Community Service placement will be chosen by the Community Service Team. Your skills and abilities will be taken into account.

### **When do I report for Community Service?**

The Community Service Team will decide when you will undertake Community Service and you may be expected to work either on a weekday or at the weekend.

Your circumstances will be taken into account, for example your normal working hours, child care responsibilities, religious beliefs or unavoidable commitments.

Your reporting instructions will be set at your first interview. They cannot be changed without the agreement of the Community Service Team.

### **What is expected of me?**

To successfully complete the Order you must:

- Keep out of trouble.
- Attend for Community Service where and when you are told.
- Work all of the hours ordered by the Court.
- Arrive on time and put in good work at your placement.
- Advise the Community Service Team if you move address or if your circumstances change.
- Work at least five hours each week.
- Keep to the rules of the Community Service Scheme.

### **What are the rules?**

You must:

- Obey all work instructions given to you.
- Not be absent without permission.
- Not attend under the influence of either alcohol or drugs.
- Not behave aggressively or violently, or threaten violence.
- Not use language or behave in a way that is offensive to others.

There may be additional rules which will depend on your work placement. These will be explained to you at your first interview.

### **What about Health and Safety?**

- The Community Service Team takes Health and Safety very seriously and will provide all necessary training and equipment for the work that you are doing.
- You must wear protective clothing or equipment as instructed.

### **What if I am ill or cannot attend?**

You must have a very serious reason for not attending. If your explanation is not accepted by the Community Service Team then your absence will be counted as unacceptable.

You must contact the Community Service Team as soon as possible with any explanation for your absence and no later than the next working day.

If you are absent because of sickness, you **must** provide the Community Service Team with a medical certificate from a doctor.

If you are absent for any other reason, explanations may have to be proved, for example you may be asked to provide a letter from your employer if you had to work when you should have been reporting for Community Service.

### **What happens if I do not keep to the rules and requirements of the Community Service Order?**

You may be returned to Court for failing or refusing to co-operate in any way. This is known as being in **BREACH** of your Order. You would normally be breached for:

- Lateness, poor work, or bad behaviour.
- Unexplained or unacceptable absences.

- Being found guilty of a further offence.
- Failing to obey any of the rules.

### **What happens if I am breached?**

The Court may revoke the Order and re-sentence you for the original offence. This could be a prison or youth detention sentence. Time spent on remand in custody before being sentenced to Community Service does not count against a prison sentence made for a Breach of a Community Service Order. A separate leaflet on breaches will be given to you if your case is returned to Court.

### **What happens if I cannot continue with the Community Service Order?**

If there is a significant change in your circumstances after the Order was made and this is **unavoidably** affecting your ability to report for Community Service, you can request that your case is returned to Court for a review. You should first discuss the matter with the Community Service Team.

The Court will expect you to have a very serious reason to request a review of the Order. A separate leaflet explaining the review process is also available from the Community Service Team.

### **Can my Community Service Order be ended early?**

No. Every hour of the Order must be completed to the satisfaction of the Community Service Team.

### **What happens when I have completed my Community Service hours?**

The Community Service Order will end when the Community Service Team are satisfied that the hours have been completed.

### **Do I have any rights whilst I am subject to a Community Service Order?**

You can expect to be treated fairly and equally and will be expected to behave just as fairly towards other people. The Community Service Team will not tolerate racist, sexist or other disrespectful behaviour from any person under the supervision of the Community Service Team.

### **What do I do if I have a complaint?**

A leaflet explaining the complaint procedure will be given to you at your first interview.

### **What if I have any questions or problems?**

If you have any questions or problems, contact the Community Service Team as soon as possible. They will be able to answer your questions and help you to try to find a solution to your problem.

The Probation Service complies with the principles of The Data Protection (Bailiwick of Guernsey) Law, 2017. For full details please see our Fair Processing Notice on the Probation Service section on the States of Guernsey website at [gov.gg](http://gov.gg) or contact the Probation Service reception, where you will also find details of your rights as a data subject.

**\*This leaflet is available in larger print on request\***



States of Guernsey  
Probation Service

**COMMUNITY SERVICE**

**INFORMATION LEAFLET**

**What you need to know  
about Community  
Service**

**Contact:**

**The Community Service Team**

**Guernsey Probation Service  
Guernsey Information Centre**

**North Esplanade**

**St Peter Port**

**Guernsey**

**GY1 2LQ**

**Tel: (01481) 224337**

**Email: [probation@gov.gg](mailto:probation@gov.gg)**