

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>		EFFECTIVE DATE 05/01/2014	NUMBER 06.04.120
SUBJECT COMMUNITY SERVICE WORK		SUPERSEDES PD 06.04.120 (01/27/98)	
		AUTHORITY MCL 771.3c; 791.203; 791.265c; 765.6b, 769.31, 771.3, 771.7	
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**POLICY STATEMENT:**

Offenders may be required to perform community service as a condition of placement on parole or pursuant to a probation order.

**RELATED POLICIES:**

- 06.02.105 Offender Reimbursement
- 06.03.105 Electronic Monitoring of Offenders

**POLICY:**

DEFINITIONS

- A. Community Service Work - Work performed by an offender in an unpaid position with a nonprofit or tax supported agency for a specified number of hours within a given time period.
- B. Offender - Parolees and probationers.

GENERAL INFORMATION

- C. Community service work performed by an offender shall not supplant the work of regular agency employees, and should be work that would ordinarily be done by volunteers or innovative services performed for the community that would not usually be performed.
- D. The Department will not assume liability for any personal injury or property damage which occurs as a result of community service work performed by an offender.

COMMUNITY SERVICE WORK REQUIREMENT

- E. Except as set forth in Paragraphs F and G, an offender may be required to perform community service work as set forth in PD 06.02.105 "Offender Reimbursement" and PD 06.03.105 "Electronic Monitoring of Offenders."
- F. A probationer shall be required to perform community service work only as ordered by the sentencing court.
- G. A parolee shall be required to perform community service work as directed by the supervising field agent or Parole Board.
- H. An offender shall not be required to perform community service work during the period of time s/he is under 24-hour house arrest, incarcerated, hospitalized or in an in-patient treatment program.

COMMUNITY SERVICE WORK PLACEMENT

- I. Each office supervisor or manager may designate a staff member as a Community Service Work Coordinator to develop community service worksites, maintain a list of established sites and collaborate with site supervisors to ensure mutual objectives are being achieved.
- J. Information about an offender that may impact on her/his performance at a community service worksite shall be

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provided to the agency prior to placement. This information also shall be provided if such information becomes known during the period of time the offender is performing community service work. The placement shall be immediately terminated upon request of the supervisor of the community service worksite and an alternative placement developed.

- K. The supervising field agent shall screen each offender on an individual basis to determine the offender's ability to perform community service work. When possible, this should include a discussion with the offender regarding any limitations on his/her ability to perform community service work. Full-time employment, full-time homemaker responsibilities, full-time student status, advanced age, prescribed medications, handicaps, substance abuse, or other limitations do not necessarily render the offender unable to perform community service work, but may impact on the hours and kinds of community service work the offender is capable of performing.
- L. Field agents shall consider an offender's criminal record to determine the appropriate placement at a given agency or in a specific geographic area.
- M. The supervising field agent shall grant an offender credit for community service work upon a showing by the offender that s/he performed the required community service work. The agent shall verify performance of the community service work with the placement agency prior to granting credit. Appropriate documentation regarding the performance of community service work and credit granted shall be maintained in the offender's field file and documented in the Department's computerized database.

#### OPERATING PROCEDURES

- N. The Deputy Director, Field Operations Administration (FOA), shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive. This shall be completed within 60 calendar days after the effective date of this policy directive. This requirement includes ensuring that existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Local procedures shall not conflict with procedures issued by the Director.

#### AUDIT ELEMENTS

- O. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: DHH 04/02/14