Policy

The probation officer shall advise the offender of a Community Work Service (CWS) obligation and monitor the offender to assure CWS compliance.

Procedures

A. Screening Offenders for CWS. Following notification of a CWS requirement, the probation officer shall review the offender’s case record in order to identify:
   1. CWS assignments which must be prohibited to protect potential victims; i.e. child molesters at the Head Start Program;
   2. Legitimate physical, mental, educational or other general work limitations; and
   3. Supervision conditions prohibiting general or specific associations or contacts.

B. Intake Interview. During the offender’s initial CWS interview the probation officer or designee shall:
   1. Inform the offender of potential CWS recipients available in their geographic area;
   2. Require the offender to locate a suitable CWS recipient within thirty (30) days;
   3. Inform the offender the probation officer must approve of the potential CWS recipient prior to any work being performed;
   4. Inform the offender their complete criminal history may be revealed to each CWS recipient;
   5. Complete a Community Work Service Referral (form # 20-903.05A) if the probation officer has referred the offender to a CWS rules of conduct as follows:
      a. Obey all CWS recipient rules and regulations.
      b. Do not report for CWS under the influence of alcohol or other illegal substances nor possess alcohol or other illegal substances at the CWS site.
      c. Take no telephone calls or have any visitors at the CWS site.
      d. Be on time, dependable and dressed appropriately for the work.
      e. Obtain the CWS recipient’s prior approval for any absence.
      f. Report any injury sustained during CWS to the probation officer.

C. CWS Recipient Notification. Prior to any CWS performed the probation officer shall:
   1. Advise the CWS recipient of any special concerns regarding the placement;
   2. Determine the method the recipient will use to verify CWS performance and confirm the recipient will provide written confirmation of the offender’s CWS performance; and
   3. Ask the recipient to contact the probation officer if any problems arise with the offender.

D. CWS Monitoring. During the period of an offender’s CWS the probation officer shall monitor the offender’s performance and progress as follows:
   1. Verify the offender’s report of CWS completion with the recipient;
   2. File a petition to revoke or modify supervision conditions if the offender, in the probation officer’s judgment:
      a. Will not complete CWS as ordered; or
      b. Is not making a good faith effort to complete CWS although sufficient time remains to do so; or
      c. Is making a good faith effort to complete CWS, however circumstances prevent a timely completion and the term of supervision should be extended.
Authority:
AS 12.55.055

Forms Applicable:
20-903.05A  Community work Service Referral
20-903.05B  Performance Agreement