

SKAGIT COUNTY DISTRICT COURT PROBATION
COURT BLDG., ROOM 301 / 205 W. KINCAID STREET
MOUNT VERNON, WA 98273-4298
PHONE: (360) 336-9372 / SCAN: 554-9372 / FAX: (360) 336-9373
COMMUNITY SERVICE WORK EXPLANATION SHEET

A. POLICY SUMMARY:

The court defines Community Service Work (CSW) as volunteer work done for a public agency or private not-for-profit organization. The court permits defendants to do CSW when they demonstrate that they cannot pay a fine. Sometimes, the court requires defendant to do CSW as a penalty in addition to a fine. Defendants may ask the court to grant permission to do CSW for an unpaid fine balance. When permission is granted, the defendants are referred to the probation department for compliance instructions.

The formula used to determine the amount of CSW is:

One hour of work = \$10.00 of the fine (fractions are rounded up).

Defendants may count as CSW hours spent in training to do a volunteer job if they specifically use this training in working off at least 25% of their CSW obligation (e.g. 20 hours of CSW to complete: 15 hours spent training to answer crisis counseling phone calls with 5 hours spent using such training to do the job).

B. RESTRICTIONS:

Defendants **WILL NOT** get CSW credit for work performed: (1) prior to the date of permission granted by the court; (2) under the direct supervision of religious organizations; (3) in organizations where the defendant is already doing volunteer work [exceptions must be approved in advance by the probation department]; (4) that cannot be verified by a person not related to the defendant; (5) for individuals unless they are clients served by a not-for-profit organization; (6) for profit-making care facilities [nursing homes, convalescent centers, hospitals, etc]; or (7) in the role of Victim Panel speakers. The court **WILL NOT** give CSW credit until the Probation Department verifies all documentation submitted to it by defendants.

C. RULES OF COMPLIANCE FOR THE DEFENDANT:

1. **PICK UP** a Community Service Work information packet from the Probation Department..
2. **CALL** or visit the agency to make work arrangements **prior** to reporting for work.
3. **PRESENT** the Letter of Introduction to the work site supervisor.
4. **MAKE** a clear agreement with the work site supervisor about the time, place, materials and conditions required for you to do the work.
5. **KEEP** your own record of the hours on the CSW Verification Form provided by Probation.
6. **COMPLETE** the information on the CSW verification form before returning it to the Probation Department. The form must include your signature **and** the signature of the work site supervisor. If additional forms are needed, please call your Probation Officer or come to the Probation office to pick up more forms. Incomplete forms will be returned to you.

COMMUNITY SERVICE WORK JOB SITE LIST

The following list does not include all the possible places where community service work can be performed, but it provides examples of places and work that are available. Community service work may be performed at any registered non-profit organization. **Also, note that work for churches is not acceptable unless done for a church food bank or thrift store.**

AREA	AGENCY	PHONE	HOURS AVAIL.	TYPE OF WORK	RESTRICTIONS
Anacortes	Anacortes 100 Food Bank & Kitchen 512 4 th Street	293-6445	M-F, 8:00-5:00	Maintenance, Sorting, Bagging, Kitchen work, Cooking	No Sexual Offenders
Anacortes	Salvation Army 3001 R Avenue	293-6682	M, W 1:00-4:00 F 1:00-6:00	Housekeeping, Bagging, Bulk Food, Yard work	No Sexual Offenders
Anacortes	Youth Dynamics 2410 J Street	293-3509	M-F 9:00-5:00	Cleaning, Yard Work, Food Prep	Minors are Preferred
Burlington	Bayview State Park 10901 Bayview-Edison Road	757-0227	7 days 1:00-dusk	Clean Up, Maintenance, Picking up Litter	No Sexual Offenders, Drug Addicts/Offenders, Offenders Convicted of Theft
Burlington	Chamber of Commerce 600 E. Victoria	757-0994 Dick Irwin Lisa Swanberg	7 days 8:30-5:00	Mowing, Weeding, Cleaning grounds, Maintenance	No Potentially Violent Offenders
Burlington	Youth Dynamics P.O. Box 486 / 201 Lila Lane	757-7068	M-F 9:00-5:00	Yard work, Cleaning	Minors are Preferred
Burlington	Humane Society 18911 Kelleher Road	757-0445	7 days 8:00-4:00	Cleaning, Office Work, Animal Care, Maintenance	No Cruelty to Animals Offenders, Sexual Offenders, Offenders Convicted of Theft
Concrete	Rockport State Park 51905 SR 20	853-8461	7 days 8:00-5:00	Trail Maintenance, Picking up Litter, Weeding *Wear appropriate work clothes for all conditions*	No Sexual Offenders, Offenders Convicted of Theft, Potentially Violent Offenders
Marble mount	Bread of Life Food Bank 59850 Hwy 20	873-2504	Mon thru Sat	Unloading truck, Bagging, Cleaning	None
Mount Vernon	Animal Rescue Network 15955 McLean Road	424-8630	Mon- Sat	Cleaning & Weeding grounds, Brushing animals, Walking animals	No Cruelty to animals, No sex offenders, not afraid of animals
Mount Vernon	Mount Vernon Cemetery 1200 E. Fir Street	336-6845	M-F 8:30-4:30	Maintenance, Mowing, Yard work	No Offenders Convicted of Theft, Drug Addicts/ Offenders
Mount Vernon	Mount Vernon Senior Center 1401 Cleveland Street	336-5757	M-F 8:00-4:00	Light Maintenance, Yard work, Cleaning	No Sexual Offenders, Potentially Violent Offenders
Mount Vernon	Skagit County Fairgrounds 1410 Virginia Street	336-9453	Summer M-F 8:30-4:30 *2 nd week in Aug extended hours*	Grounds and Building Maintenance, Clean up, Fair Preparations	No Sexual Offenders, Offenders Convicted of Theft
Mount Vernon	Skagit Domestic Violence and Sexual Assault Services P.O. Box 301	336-9591	M-F 8:30-4:30	Cleaning Only	No Sexual Offenders, Domestic Violence Offenders
Mount Vernon	Neighbors in Need 1615 S. 2 nd Street	424-6311	M 10:00-4:00	Sorting, Stocking, Cleaning	No Sexual Offenders
Mount Vernon	Skagit County Facilities 707 S. 2 nd Street Room 124	336-9470	M-F 7:00-4:30	Grounds Keeping, Clean up	None
Mount Vernon	Friendship House 1008 S. 3 rd Street Contact person: Anna Kester @ 360-336-6138 922 S 3 rd Street	Kitchen (Mess): 336-1529 Men's House: 336-2135 Women's House: 336-2418	7 days 10:00-5:00	Cooking, Kitchen work, Sorting, Maintenance	No Sexual Offenders, Potentially Violent Offenders
Mount Vernon	City of Mt. Vernon Parks Department 1717 South 13 th St.	Jose Reyna 336-6208	M-F 7:00-3:30	Yard work, Clean up, Picking up Litter	None
Mount Vernon	Triangle Alano Club 1520 Roosevelt Avenue	(360) 416-3330 (360) 420-1575	7 days a week 7AM-9PM	Yard work , and Cleaning	None
Oak Harbor	Deception Pass State Park 41229 SR 20	675-2417 Ext. #23	7 days 8:00-4:30	Picking up Litter, Maintenance, Cleaning, Yard Work *Wear Appropriate Work Clothes and Gloves*	No Sexual Offenders
Sedro Woolley	Chamber of Commerce 714-B Metcalf Street	855-1841	M-F 9:00-5:00	Clerical Work, Giving Out Tourism Information	None
Sedro Woolley	City of S.W. Parks Department 405 Alexander	856-5167	M-F 8:00-5:00	Maintenance, Yard Work, Heavy Labor	No Sexual Offenders
Sedro Woolley	Pioneer Center North Facilities 24961 Thompson Drive	856-3176	M-F 8:00-4:00	Grounds Keeping, Clerical	No Potentially Violent Offenders, Drug Addicts/Offenders
Sedro Woolley	Sedro Woolley Schools Support Services 801 Trail Rd	Mike Riddle 855-3505	M-Th 6:30-4:30	Gardening, Roof Cleaning, Painting, Filter Changes	No Sexual Offenders, Theft, Drug Addicts

