



# Alternative Community Service Toolkit

Help your neighbors:

- Avoid jail time
- Payback court fines and fees
- Meet new people
- Contribute to the community

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\*If your regional supervisor is not listed, he or she may be found at the Virginia Department of Justice's exhaustive [Agency Directory](#)

# Introduction

There are many people in Virginia who need to do community service as either an alternative to jail time or as a means of paying off court fines and fees. This is referred to as “Alternative Community Service.” In Virginia if you owe court fines and fees, you could lose your driver’s license unless you get on a payment plan or arrange to do community service to pay off the debts.

In a few communities, there are terrific programs for alternative community service. If you live in these communities and you want to help people avoid jail time or pay off court debts, connect first with these organizations:

Arlington, City of Alexandria, City of Falls Church: Offender Aid and Restoration ([www.oaronline.org](http://www.oaronline.org))

Alexandria: Volunteer Alexandria ([www.volunteeralexandria.org](http://www.volunteeralexandria.org))

Fairfax: Volunteer Fairfax ([www.volunteerfairfax.org](http://www.volunteerfairfax.org))

Offering community service options at your congregation or nonprofit workplace introduces people to good and concerned people in the community. Many people get jobs through networking and support for moving forward in their lives. Having extra help with tasks that you need done is also good for the congregation or organization.

This simple toolkit outlines how your congregation or nonprofit can become a service site (if you aren’t located in one of the communities listed above), and what you need to consider in providing effective service.

Thank you for your commitment to helping make a difference in people’s lives.

# Becoming a Service Site:

## Introduction to Alternative Community Service

### Eligibility Requirement:

Your organization must be **at least one** of the following: a 501(c)(3) organization, a religious institution, or a government agency.

Be prepared to verify nonprofit status if applicable.

### Key Questions:

Discuss with the members of your congregation or organization the following questions:

Do you have staff or volunteers who could supervise people doing community service? How will you orient the probationer?

What types of crimes would you not want the probationer to be convicted of? What types of crimes would your organization be comfortable with?

**Important Note:** Keep in mind that most participants doing community service as an alternative to jail time are first time offenders and have participants have only been convicted of nonviolent crimes. For those looking to pay off fines or fees after they come out of jail, they may have other convictions, but these will not normally be coordinated through the regional supervisors.

What type of work do you want the probationer to do? Examples of tasks include sorting/organizing materials, landscaping, data entry, office help, cleaning, painting, providing customer service, or distributing food or clothes. Some probationers have limited skills. Others may have many technical skills. Think of tasks that can be done in blocks of time. Most folks assigned community service are assigned to do 24-25 hours, 50 hours, 75 hours or 100 hours of community service.

The above questions are commonly brought up when meeting probation supervisors, and filling out VICPP's sample application may be an effective way to organize your answers.

## Contact Your Local Probation Supervisor:

Contact the director of the agency serving your region using either the condensed directory [below](#) or the DoJ's [exhaustive directory](#). If you choose to use the DoJ's directory, then make sure you follow the steps below:

- Check to see that the “**Program Type**” is listed as either **CCPT** or **CC**
- Contact the head of the agency (he or she should be the first individual labeled in bold with an asterisk) using the number phone number listed on the left

Whether talking over the phone or sending an email, ask the probation supervisor for a face-to-face meeting. A personal appointment will give you the opportunity to have questions answered and get a better understanding of the overall process. Ask about the keeping of hour logs. In some cases, the probationer will not be permitted to handle the hour logs at any time. Each region varies, so clarifying this before receiving a probationer is imperative.

Be prepared to inform the probation supervisor of the orientation process you typically go through with new volunteers. We suggest that you treat the probationer as you would a new volunteer, and have him or her go through the same training and paperwork.

# Preparation Form

Complete this form as a way of preparing for the conversation with the probation supervisor.

Name of Organization: \_\_\_\_\_

Are you a religious congregation or a 501c3 organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact's phone and email: \_\_\_\_\_

Are there probationers with certain kinds of convictions you would not want? (For example, if you have children around, you would not want someone convicted of child molestation.)

Could you handle someone with a first-time drug conviction or underage alcohol conviction? (These are common.)

What jobs do you need people to do?

Who can supervise the person?

How will you orient the person?

# Timesheets

Typically, the probation supervisors act as the go-between for your organization and the corresponding court. However, in some scenarios, your organization may be responsible for sending the documents directly to the court (e.g. community service in lieu of court costs/fines).

The number of hours per week and period of service vary depending on the severity of the sentence. Probationers are given a set number of hours to serve and a time period within which to complete the service. The supervisor may request status updates on the progress and behavior of the probationer. It is vital that your organization promptly reports any violations of either the supervisor's guidelines or your own to the probation supervisor. Also, your organization retains the right to terminate a probationer at any time.

With any luck, your experience receiving and employing these probationers will go smoothly. Thank you for giving these men and women the opportunity to partake in an alternative to incarceration.

# Virginia Probation Supervisor Directory By Region:

(Last Updated May 2017)

Accomack	Carletha Ayres-Harmon, Case Manager Supervisor	(757) 302-2034, ext. 101
Albemarle	Patricia L. Smith, Executive Director	(434) 296-2441
Alexandria	Desha Hall-Winstead, Director	(702) 746-4547
Alleghany	Krystal Hulette, Director	(540) 562-3489
Amelia	Renee T. Maxey, Director	(434) 392-8261
Appomattox	Renee T. Maxey, Director	(434) 392-8261
Arlington	Winston Marcus, Director	(703) 228-0125
Augusta	David T. Pastors, Director	(540) 886-1008
Bath	Krystal Hulette, Director	(540) 562-3489
Bedford	Cynthia Plummer, Director	(434) 455-3750
Bland	Jennifer Powers, Director	(540) 562-3489
Botetourt	Krystal Hulette, Director	(757) 564-2311
Buena Vista	David T. Pastors, Director	(434) 455-3750
Campbell	Cynthia Plummer, Agency Director	(757) 543-0200, ext. 101
Carroll	Jennifer Powers, Director	(540) 994-5061
Charles City	Harold "Hal" Diggs III, Director	(804) 318-8220
Chesapeake	Corinna "Cori" Craver, Director	(804) 318-8220
Chesterfield	Drew Molloy, Director	(703) 228-0125
Colonial Heights	Drew Molloy, Director	(540) 562-3489
Covington	Krystal Hulette, Director	(540) 562-3489
Craig	Krystal Hulette, Director	(540) 562-3489
Culpepper	Andrew Lawson, Director	(540) 727-3450
Danville	Freda H. Holliday, Director	(434) 476-1183

Essex	Hope Brooks, Director	(804) 445-0600
Falls Church	Winston Marcus, Director	(540) 562-3489
Fairfax City	Colin McDonald, Director	(703) 246-2153
Fairfax County	Colin McDonald, Director	(703) 246-2153
Fauquier	Thomas Pavelko, Director	(540) 422-8080
Floyd	Jennifer Powers, Director	(540) 994-5061
Franklin City	Vanessa Greene, Program Coordinator	(757) 514-7460
Galax	Jennifer Powers, Director	(540) 994-5061
Giles	Jennifer Powers, Director	(540) 994-5061
Gloucester	Hope Brooks, Director	(804) 445-0600
Grayson	Jennifer Powers, Director	(540) 994-5061
Halifax	Freda H. Holliday, Director	(434) 476-1183
Hampton	Andy Warriner, Director	(757) 926-6960
Hanover	Maranda Tyler-Traynham, Director	(804) 365-6873
Henrico	Gary Hughes, Director	(804) 501-5184
Highland	David T. Pastors, Director	(757) 564-2311
Isle of Wight	Vanessa Greene, Program Coordinator	(757) 514-7460
James City	Harold "Hal" Diggs III, Director	(757) 302-2034, ext. 101
King and Queen	Hope Brooks, Director	(804) 445-0600
King Williams	Hope Brooks, Director	(804) 445-0600
Lancaster	Auriel Walker, Director	(804) 333-6014
Lexington	David T. Pastors, Director	(757) 564-2311
Loudon	Jim Freeman, Director	(703) 777-0207
Lynchburg	Cynthia Plummer, Agency Director	(434) 455-3750
Mathews	Hope Brooks, Director	(804) 445-0600
Middlesex	Hope Brooks, Director	(804) 445-0600
Montgomery	Jennifer Powers, Director	(540) 994-5061
New Kent	Harold "Hal" Diggs III, Director	(540) 562-3489
Newport News	Andy Warriner, Director	(757) 926-6960
Norfolk	Mechelle B. Smith, Director	(757) 441-1413

<b>Northampton</b>	<b>Carletha Ayres-Harmon, Case Manager Supervisor</b>	<b>(757) 302-2034, ext. 101</b>
<b>Northumberland</b>	<b>Auriel Walker, Director</b>	<b>(804) 333-6005</b>
<b>Pittsylvania</b>	<b>Freda H. Holliday, Director</b>	<b>(434) 476-1183</b>
<b>Poquoson</b>	<b>Harold “Hal” Diggs III, Director</b>	<b>(757) 564-2311</b>
<b>Pulaski</b>	<b>Jennifer Powers, Director</b>	<b>(540) 994-5061</b>
<b>Radford</b>	<b>Jennifer Powers, Director</b>	<b>(540) 994-5061</b>
<b>Rappahannock</b>	<b>Thomas Pavelko, Director</b>	<b>(540) 422-8080</b>
<b>Richmond City</b>	<b>Jennifer MacArthur, Program Manager</b>	<b>(804) 646-8955</b>
<b>Richmond County</b>	<b>Auriel Walker, Director</b>	<b>(804) 333-6014</b>
<b>Roanoke City</b>	<b>Krystal Hulette, Director</b>	<b>(540) 562-3489</b>
<b>Roanoke County</b>	<b>Krystal Hulette, Director</b>	<b>(540) 562-3489</b>
<b>Rockbridge</b>	<b>David T. Pastors, Director</b>	<b>(540) 886-1008</b>
<b>Salem</b>	<b>Krystal Hulette, Director</b>	<b>(540) 562-3489</b>
<b>Southampton</b>	<b>Vanessa Greene, Program Coordinator</b>	<b>(757) 514-7460</b>
<b>Staunton</b>	<b>Gary Gunter, Coordinator</b>	<b>(276) 988-5583</b>
<b>Suffolk</b>	<b>Vanessa Greene, Program Coordinator</b>	<b>(757) 514-7460</b>
<b>Tazewell</b>	<b>David T. Pastors, Director</b>	<b>(540) 562-3489</b>
<b>Waynesboro</b>	<b>Harold “Hal” Diggs III, Director</b>	<b>(757) 564-2311</b>
<b>Westmoreland</b>	<b>Auriel Walker, Director</b>	<b>(804) 333-6005</b>
<b>Williamsburg</b>	<b>Harold “Hal” Diggs III, Director</b>	<b>(757) 564-2311</b>
<b>Wythe</b>	<b>Jennifer Powers, Director</b>	<b>(540) 994-5061</b>
<b>York</b>	<b>Harold “Hal” Diggs III, Director</b>	<b>(757) 564-2311</b>

For additional contacts, visit the: [VA Department of Justice CBP & PS Agency Directory](#)