

**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](http://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/corrections/ccca-psa-program-directory.pdf)

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**

A**lbemarle Patricia L. Smith, Executive Director (434) 296-2441**

**Alexandria Desha Hall-Winstead, Director (702) 746-4547**

**Alleghany Krystal Hullette, 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 Hullette, Director (540) 562-3489**

**Bedford Cynthia Plummer, Director (434) 455-3750**

**Bland Jennifer Powers, Director (540) 562-3489**

**Botetourt Krystal Hullette, 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 Hullette, Director (540) 562-3489**

**Craig Krystal Hullette, 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**

**Matthews 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**

**Northampton Carletha Ayres-Harmon, Case Manager Supervisor (757) 302-2034, ext. 101**

**Northumberland Auriel Walker, Director (804) 333-6005**

**Pittsylvania Freda H. Holliday, Director (434) 476-1183**

**Poquoson Harold “Hal” Diggs III, Director (757) 564-2311**

**Pulaski Jennifer Powers, Director (540) 994-5061**

**Radford Jennifer Powers, Director (540) 994-5061**

**Rappahannock Thomas Pavelko, Director (540) 422-8080**

**Richmond City Jennifer MacArthur, Program Manager (804) 646-8955**

**Richmond County Auriel Walker, Director (804) 333-6014**

**Roanoke City Krystal Hullette, Director (540) 562-3489**

**Roanoke County Krystal Hullette, Director (540) 562-3489**

**Rockbridge David T. Pastors, Director (540) 886-1008**

**Salem Krystal Hullette, Director (540) 562-3489**

**Southampton Vanessa Greene, Program Coordinator (757) 514-7460**

**Staunton Gary Gunter, Coordinator (276) 988-5583**

**Suffolk Vanessa Greene, Program Coordinator (757) 514-7460**

**Tazewell David T. Pastors, Director (540) 562-3489**

**Waynesboro Harold “Hal” Diggs III, Director (757) 564-2311**

**Westmoreland Auriel Walker, Director (804) 333-6005**

**Williamsburg Harold “Hal” Diggs III, Director (757) 564-2311**

**Wythe Jennifer Powers, Director (540) 994-5061**

**York Harold “Hal” Diggs III, Director (757) 564-2311**

For additional contacts, visit the: [VA Department of Justice CBP & PS Agency Directory](http://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/corrections/ccca-psa-program-directory.pdf)