

# Community Service

This leaflet has been produced by the Social Work Service so you, as a service user, know about our services.

We want to improve access to our services and will do our best to make sure you have a convenient access point.

Your views on our services matter.

If you have any suggestions on how we could improve our services, please get in touch and we will do our best to listen to your comments.

## Need to know more?

If you want more information contact the Criminal Justice Service at:

**Brockville  
Hope Street  
Falkirk  
Tel. 01324 506464**

## Cause for Complaint?

If you are unhappy about the service you receive you have a right to complain. The Social Work Service has a comprehensive complaints procedure which is described in a leaflet available from the member of staff you have contact with.



**Falkirk Council**  
*Housing & Social Work Services*

**If you are aged 16 years or over and have been convicted of an offence for which the court considers you should be sent to prison, it may instead decide to impose a Community Service Order or make you carry out unpaid work as part of a Probation Order.**

Before coming to a decision, the court must get more information about you and will ask a Social Worker to prepare a Court Report.

As part of this, the Social Worker will speak to a Community Service Officer to see if you are a suitable person for Community Service Work and to find out if work is available for you. More information about this report is included in a separate leaflet, copies of which are available from the address on the back of this leaflet.

The Court must ask if you agree to accept the conditions outlined in general below, and they will be explained to you more fully by the Social Worker.

## **A Community Service Order**

If the court orders Community Service - which will involve between 80 and 300 hours of unpaid work - a Community Service Officer will arrange to see you within seven days of your court appearance.

You will be told about the kind of Community Service available, and a decision will be taken on what work you should do.

Previous voluntary work, job or hobby skills will be taken into account, as will your availability.

There is a wide range of Community Service work available which you may do:

- on your own at youth clubs, community centre or other community projects.
- with a group of other people, doing practical tasks like decorating and gardening for the elderly or disabled people.

## **What you must do**

You must:

- be fit for work and not under the influence of alcohol, drugs or solvents.
- attend work regularly in accordance with specific written instructions. It is your responsibility to get to and from work, but in certain circumstances bus fares will be refunded.

If you cannot attend you must tell your Community service Officer as early as possible, but at least within twenty four hours. If you don't give an acceptable reason you may have to make an appearance in court.

In general, you will have to provide proof of your reason for absence. For example, a Doctor's medical certificate must be provided even for one day's sickness. Any fee for this is refundable.

You must also:

- work to a satisfactory standard.
- inform your Community Service Officer without delay about any change of address or employment.
- wear any safety clothing or footwear provided.
- complete the hours ordered within twelve months of your appearance in Court. However, in practice you will most likely be expected to complete your work within a shorter time.

Your Community Service Officer will make sure you are carrying out your work as you have been instructed. If you don't you will be warned twice and a further failure will mean you have to go back to Court.

You would be advised to seek legal representation if this happens, because if you are found to be in breach of your order, any sentence - including imprisonment - can then be imposed.