

What **Community Service** (unpaid work) can offer your organisation



This leaflet explains how Community Service as managed by the Probation Service can assist your organisation.

WHAT IS COMMUNITY SERVICE?

Community Service is an opportunity to pay back and to repair the harm done to the community. A judge can order a person who has been found guilty of an offence to complete between 40 -240 hours Community Service work. The judge will request the Probation Service to assess the person's suitability and willingness to do unpaid work in the community. When the Community Service Order is made, it is managed by the Probation Service.

WHAT CAN COMMUNITY SERVICE OFFER YOUR ORGANISATION?

Persons on Community Service Orders provide labour on work projects which will enable you to complete work that you might otherwise not be able to do. Community Service does not replace paid employees.

COMMUNITY SERVICE ORDER TASKS ARE UNDERTAKEN IN TWO WAYS:

1. in small work groups supervised by employees of the Probation Service called Community Service Supervisors
2. individual placements where the accepting organisation provides support through a link person

From time to time the individuals on Community Service Orders have a trade or professional qualification and every effort is made to match this expertise with the needs of organisations and communities

THIS LEAFLET ADDRESSES THE MOST FREQUENT QUESTIONS ABOUT GROUP PLACEMENTS WITH COMMUNITY GROUPS AND ORGANISATIONS.

WHAT KINDS OF WORK CAN BE DONE?

Projects include work such as:

- Gardening and ground work
- Painting and decorating
- Removing graffiti
- Creating a school garden for educational purposes
- Charity Clothes recycling
- Tidy Towns clearance and maintenance
- Environmental clearance

WHO SUPERVISES THE COMMUNITY SERVICE ORDER?

The Probation Service has the overall responsibility for the supervision of the order and employs staff who will instruct, supervise and work alongside persons on Community Service Orders on group projects. All persons on Community Service Orders are obliged to comply with a strict code of conduct and with health and safety guidelines. Ground rules for working on a particular placement are agreed and attendance and conduct are noted.

WHAT DO I NEED TO DO TO AVAIL OF THIS SERVICE?

In order to avail of Community Service you will need to:

- have work that needs doing and that does not deprive anyone else of employment
- have public liability insurance
- be able to cover the cost of materials, for example, paint

HOW CAN I ACCESS THIS SERVICE?

You can access this service by e-mailing us at communityservice@probation.ie. Alternatively you can make contact with the Probation Service Manager in your local area.

To find out the phone number and address of the Probation Service Manager in your local area, please phone Probation Service, Haymarket, Smithfield, Dublin, 01 -8173600. Contact details are also available on our website

www.pprobation.ie

WHAT HAPPENS NEXT?

Before a project is started the Probation Service will assess the level of work that may be involved, the skills required, timeframes and whether it is covered under Health and Safety regulations. The Community Service Supervisor and the local Probation Service Manager will make contact with you to complete this assessment.

WHAT HAPPENS WHEN THE COMMUNITY SERVICE PROJECT IS FINISHED?

When the project is completed the Probation Service will seek your views on the value and benefit of the work completed and your experience of Community Service in operation. We will ask you to fill in the questionnaire which is attached to this brochure so that we can improve our service to the community.

Where possible, at the end of the project, the Community Service Supervisor would like a person from your agency/ organisation to meet the workers in order to let them know how their work has helped.

IF YOU ARE DISSATISFIED WITH THE SERVICE YOU RECEIVE?

If for any reason you have not received a satisfactory service please talk to the Community Service Supervisor or contact the local Probation Service Manager. For further information you can access our Customer Complaints Procedure on our website www.pprobation.ie