

JACKSONVILLE POLICE DEPARTMENT

Policy: 12-4
Effective: 09-01-11
Revised: 05-03-19

TRUSTEE COMMUNITY SERVICE PROGRAM

PURPOSE: To facilitate the community service time given to people sentenced by the Jacksonville District Court.

POLICY: It is the policy of this Department to allow a person sentenced with no more than twenty (20) days of community service to complete those days at the Jacksonville Police Department.

PROCEDURES:

- I. The program is designed to allow a person sentenced to community service to serve a maximum of twenty (20) days.
- II. The Trustee Coordinator *may* approve a person to serve beyond twenty (20) days if exigent circumstances exist, and only after gaining the authorization of the Jacksonville District Court Judge and the Support Service Division Commander.
- III. The Support Services Division is responsible for the administration of the Trustee Community Services Program.
 - A. The Trustee Coordinator shall oversee the day to day operations and is responsible for reporting violations of Trustee Rules by participants via the chain of command for the Support Service Division.
 1. Violations of rules and/or regulations will be documented in writing and attached to the court paperwork.
 2. A copy of this report will be maintained on file in the Support Services Division.
 3. Upon receiving information or complaints of a trustee violating trustee rules or of an injury sustained by the trustee, however slight; the Trustee Coordinator shall make an immediate inquiry and report the initial findings via the Support Service Division chain of command.
 4. If a trustee becomes sick or is exposed to a contagious disease or a harmful substance while performing the duties of a trustee, the Trustee Coordinator shall immediately notify the Support Service Division chain of command.
 5. Injuries, illnesses, and accidents will be documented by an official police report and maintained on file in the support services division.
 - B. The Trustee Coordinator will monitor weather conditions for outdoor activities and insure proper safety precautions are utilized.
 - C. The trustee coordinator shall insure all trustees signed out to other City Departments are accounted for at the end of the work day.
 - D. The Trustee Coordinator shall ensure a warrant check is being performed on all persons who sign up to participate in the program. This will be conducted each day prior to the dismissal of the trustees by employees authorized to use NCIC/ACIC.
 - E. It is the responsibility of the Trustee Coordinator to regularly check the status of the trustees. He will closely monitor all assignments and activities throughout the work day and report any problems and/or issues to the Support Services Division chain of command as soon as it is practical to do so.