

LONE TREE MUNICIPAL COURT COMMUNITY SERVICE PROGRAM

- ❖ You may perform your community service for **ANY NON-PROFIT ORGANIZATION, GOVERNMENTAL ENTITY, OR RELIGIOUS GROUP**. If you have a question about whether or not something qualifies under these guidelines please call the Lone Tree Municipal Court before you do your community service.

- ❖ **YOU NEED TO SCHEDULE YOUR COMMUNITY SERVICE AS SOON AS POSSIBLE!!!** Community service can be difficult to schedule (especially Juvenile Theft cases) and if you wait until the last possible moment, you may not be able to finish it by your due date.

- ❖ You can take a CPR or First Aid class for your community service. You will be given hour for hour credit. For example, if the class is 10 hours long, you will receive 10 hours credit toward your community service. You must file the completion card and number of class hours with the court and online classes are not accepted

- ❖ Additional timesheets and agreement forms are available at www.cityoflonetree.com/court.

- ❖ IT IS **YOUR RESPONSIBILITY TO MAKE SURE YOUR TIMESHEET AND SIGNED AGREEMENT FORMS ARE COMPLETED AND FILED WITH THE COURT CLERK AT 9220 KIMMER DRIVE, SUITE 100, LONE TREE, COLORADO 80124 BY THE DEADLINE GIVEN BY THE JUDGE.**

Lone Tree Municipal Court's Community Service Code of Conduct

The defendant is expected to:

- Treat everyone at the Recipient Service Agency with dignity and respect.
- Check in and out with the supervisor, including at lunchtime. You are responsible for making sure your time is recorded accurately.
- Report immediately to the supervisor once you have completed your assignment.
- Wear appropriate clothing; no bare midriffs, spaghetti straps, tank tops, muscle shirts, offensive t-shirts, hats, or other attire (this includes profanity or drug/alcohol related language). If working in an office, appropriate business attire is expected.
- Call the Recipient Service Agency in advance if you are unable to fulfill your obligation. Failure to do so will result in an additional 4 hours of community service.

The defendant is expected **NOT** to:

- Use a cell phone while working.
- Smoke while working.
- Have visitors while working.
- Use any profane language.
- Use drugs or alcohol.

**LONE TREE MUNICIPAL COURT
 9220 KIMMER DRIVE, SUITE 100
 LONE TREE, CO 80124
 TELEPHONE 303-339-8177
 FAX 303-225-4949**

Case Number: _____

Supervising Agency: _____

Defendant Name: _____

Telephone Number: _____

Charge: _____

Completed By: _____

Date	Time In	Time Out	Hours Worked	Job Description

I, _____ **(Supervisor's Name)** certify that as of _____, the above named individual has completed _____ **hours** of Public Service.

Supervisor's Signature: _____

Title: _____

Date: _____

To the Non-Profit Organization: The Lone Tree Municipal Court appreciates your participation and efforts. Thank you.

It is the defendant's responsibility to provide the Municipal Court with proof of completions of the community service assigned.

Please notify the Municipal Court Clerk if the defendant fails to report for work, or for any problems you may have in reference to the performance of the assigned community service. Notification can be made by telephone at (303) 339-8177 or in writing at the above referenced address.

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I, _____ **(Supervisor's Name)** certify that as of _____, the above named individual has completed _____ **hours** of Public Service.

Supervisor's Signature: _____

Title: _____

Date: _____

To the Non-Profit Organization: The Lone Tree Municipal Court appreciates your participation and efforts. Thank you.

It is the defendant's responsibility to provide the Municipal Court with proof of completions of the community service assigned.

Please notify the Municipal Court Clerk if the defendant fails to report for work, or for any problems you may have in reference to the performance of the assigned community service. Notification can be made by telephone at (303) 339-8177 or in writing at the above referenced address.

**Lone Tree Municipal Court
Community Service Guidelines and Agreement**

FILE AGREEMENT WITH COURT

1. The "Participant" will provide _____ hours of Community Service for the (Recipient Service Agency) on a non-compensated basis. All hours shall be completed by ____/____/____.
2. The Participant will begin on ____/____/____ and he/she will perform the following assigned services _____.
3. The Participant will be under the supervision of _____ who may be contacted at _____ (daytime number).
4. Both the Participant and the Recipient Service Agency understand that any forgery of hours, signatures, or exchanges of money for hours credited shall be reported to the City Attorney's office for prosecution.
5. Should the Participant's provided service be unsatisfactory or performed with an uncooperative attitude or inappropriate behavior as determined by the Recipient Service Agency representative or the Municipal Court, the assignment will be terminated and the Participant's action will be reported to the Municipal Court.
6. Should the Participant fail to appear or call as scheduled with the Recipient Service Agency, the assignment will be terminated and the Participant's actions will be reported to the Municipal Court. Failure to appear or call for scheduled community service will result in an additional four (4) hours of community service.
7. The Participant is expected to dress appropriately according to his/her job assignment. No offensive t-shirts, hats, or other attire (this includes profanity and/or drug/alcohol related language(s)).
8. The Participant must obey all laws. Smoking, alcohol, and drugs are prohibited.
9. The Participant releases the City of Lone tree and any and all officers, employees or agents thereof from all liability for any injury incurred during the Participant's placement and completion of Community Service, regardless of the nature of the injury.
10. To the extent allowed by law, the Recipient Service Agency agrees to indemnify and hold harmless the City of Lone Tree and any and all officers, employees or agents thereof from any damage, injury or claim of any kind whatsoever caused by or caused to the (Participant) while performing the community service for the Recipient Agency Service.
11. The Participant must perform his/her community service at a non-profit organization, governmental entity, or religious group.
12. **The Participant is responsible for having his/her timesheet completed by the Recipient Service Agency Supervisor and filed with the Lone Tree Municipal Court at 9220 Kimmer Drive, Suite 100, Lone Tree, CO 80124.**
13. Both the Participant and the Recipient Service Agency are free to contact the Municipal Court at 303-339-8177 between 8:30 a.m. and 5:00 p.m. Monday through Friday should difficulties arise in the satisfactory completion of the Participant's assigned community service.
14. **THE PARTICIPANT UNDERSTANDS THAT FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS WILL BE A VIOLATION OF THIS AGREEMENT RESULTING IN A REFERRAL BACK TO THE COURT FOR FURTHER DISPOSITION.**

Signature - Participant

Date

Signature - Parent

Date

Signature – Agency Representative Title

Date

*****PLEASE BE ADVISED THAT IT IS YOUR RESPONSIBILITY TO FIND A LOCATION FOR COMMUNITY SERVICE AND TO OBTAIN PROOF FOR THE COURT WHEN COMMUNITY SERVICE IS COMPLETED*****

COMMUNITY SERVICE QUALIFICATIONS:	RESOURCES:
Non – Profit Agencies	Info Arapahoe Community Guide
Religious Organizations	http://arapahoelibraries.org/volunteer
Any Governmental Entity School District Library District (Arapahoe does not accept) Recreation District	Online assistance: VolunteerMatch.org Email: Support@volunteermatch.org Volunteer Connect www.volunteerconnectdc.org
Nursing Homes – Approved even for profit	18 Judicial District Sarah Skarie 303-885-9651
Any Goodwill or Salvation Army	

***Based on your age and/or charges, you may have difficulty finding a location for Community Service**

LONE TREE MUNICIPAL COURT SUGGESTED LOCATIONS FOR COMMUNITY SERVICE – YOU DO NOT HAVE TO DO COMMUNITY SERVICE FROM THIS LIST.

City of Lone Tree	Town of Kiowa Michelle Oeser 303-621-2366
Douglas County Libraries 303-688-7636 www.douglascountylibraries.org *Defendants must be 16+ years old and cannot have theft/violence charges. Maximum 8 hours per week.	Project Angel Heart 303-830-0202 Denver & Colorado Springs area *Must be 18+ years old and cannot have theft or violence charges.
Chatfield State Park 303-791-7275 ext.6 *Defendants with theft charges over \$100 are not accepted *Must fill out application first.(7 days/week, 8-4:30)	Franktown Fire Protection District Patti Nygaard 303-688-3811
Lone Tree Recreation Center 303-708-3531 *Defendants with violence or theft charges are not accepted.	Southeast Christian Church 303-841-9292
Parker Recreation Center 303-805-6300 *Interview required and violent charges are not accepted. Parker Parks & Trails Ben 303-805-3255	Parker Senior Center 303-841-5370 *Must be 16+ years old. Preferred 24 hours of Community Service or less. Violence or theft charges not accepted.
Creekside Recreation Center 303-840-1240 *No theft, assault, or criminal mischief charges accepted	Spinal Cord Society 303-680-8719
Humane Society of the Platte Valley 303-703-2938 *Must be 18+ years old. Minimum 4 hour shifts starting at 8:30am. Open 7 days a week. No one with animal abuse charges are accepted	Sky Cliff Adult Services 303-814-2863 Castle Rock *Drug or theft charges not accepted.
Castlewood Canyon State Park Joe Marquez or Sarah Martinez 303-688-5242 *Must be 16+ years old. Violence or theft charges not accepted. Call ahead to complete application.	Salvation Army 3900 E. Arapahoe Rd, Centennial, CO 80122 303-779-9662 *SA performs a background check on applicants
Colorado Muslim Society, Denver, CO 303-696-9800	Highlands Ranch Community Association 303-471-8828 vmiller@hrcaonline.org *Defendants must be 15+ years and cannot have theft charges
Praying Hands Ranch Mary Hanson or Shirley Hanson 303-841-4043 * Must be 16+ years old and cannot have theft charges	

ADVISEMENT TO DEFENDANT CONCERNING THE SEALING OF RECORDS

Pursuant to Section 24-72-708 C.R.S., any person in interest may petition the district court of the district in which any arrest and criminal records information pertaining to said person is located for the sealing of all of the said records, except basic identification information, if the records are a record of official actions involving a criminal offense for which said person was not charged, in any case which was completely dismissed, or in any case in which the defendant was acquitted.

Certain records may be eligible for sealing through the District Court not less than three (3) years after completing your sentence in this case pursuant to Section 24-72-708.9 C.R.S. Please consult the statutes or legal counsel with respect to these matters. Certain limitations and time limits apply.

If the District Court grants a petition to seal records, the Defendant must provide every agency or custodian of the records (including the Colorado Bureau of Investigation) with a copy of the court's order. Once the court has ordered the criminal records(s) sealed, the Defendant and criminal justice agencies may represent that no such record exists on the matter. One exception is that one criminal justice agency may have access to the sealed records of another criminal justice agency.

Keep in mind that sealing a record does NOT mean that the record is physically destroyed or altered in any way. Once a record is sealed, it may be unsealed only with the District Court's consent.

FORMS

To access forms online, go to the website at www.courts.state.co.us and then click "Forms" tab and "Seal My Case" and then pick your subcategory. You may click either PDF or WORD by the title of the form you need to complete. You may complete a form online and print or you may print it and type or print legibly in black ink. There is a fee for each petition you file.

CONTACT

Douglas Combined Court
Douglas County Justice Center
4000 Justice Way, #2009
Castle Rock, CO 80109
720-437-6200- Main Number
303- 688-1962 – Fax

Court staff is prohibited from giving legal advice. If you have any questions regarding the sealing of records, please consult with an attorney.