

9220 Kimmer Drive, Suite 100  
Lone Tree, Colorado 80124

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[www.cityoflonetree.com/court](http://www.cityoflonetree.com/court)



# CITY OF LONE TREE

## USEFUL PUBLIC SERVICE PACKET

This packet is an overview of the Lone Tree Municipal Court's Useful Public Service (UPS) Program. Please read every item carefully and contact the court if you have any questions regarding your useful public service.

## **LONE TREE MUNICIPAL COURT USEFUL PUBLIC SERVICE PROGRAM OVERVIEW**

❖ **What is Useful Public Service (UPS)?**

Commonly known as Community Service, Useful Public Service is a non-paying job or activity performed for the benefit of the public and its institutions.

❖ **Is there a difference between Community Service and Useful Public Service?**

No.

❖ **Where may I perform Useful Public Service?**

- ANY Non-Profit Organization - must have 501(c)(3) tax exempt status
- ANY Governmental Entity
- ANY Religious Group

If you have a question about whether something qualifies under these guidelines, please call the Lone Tree Municipal Court before you do your useful public service.

❖ **When should I start doing my Useful Public Service?**

**YOU NEED TO SCHEDULE YOUR USEFUL PUBLIC 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.

❖ **Are there any other options for acceptable Useful Public Service?**

You may take a CPR or First Aid class for your useful public service. You will be giving hour-for-hour credit. For example, if the class is 10 (ten) hours long, then you will receive 10 (ten) hours credit toward your useful public service. You must file the completion card or certificate and number of class hours with the Lone Tree Municipal Court. Online classes are **NOT** accepted.

❖ **What am I supposed to do with the timesheet(s)?**

The timesheets are how you and the court track the amount of hours that have been completed. We require a different timesheet for every different place you perform UPS. For example, if you perform UPS at location A, B, and C, we need a separate timesheet for location A, location B, and location C. If all hours are completed at one location, then we will only need one timesheet for that location.

❖ **I need more timesheets, where can I get more?**

Additional timesheets are available at [www.cityoflonetree.com/court](http://www.cityoflonetree.com/court). Click the "Forms" link on the left side of the page.

❖ **Anything else I should know?**

It is **YOUR** responsibility to make sure your timesheet(s) is/are completed and **filed with the Court Clerk BY THE DEADLINE GIVEN BY THE JUDGE**

# Lone Tree Municipal Court's Useful Public 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 useful public 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.

**\*\*\*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\*\*\***

<b>COMMUNITY SERVICE QUALIFICATIONS:</b>	
Any Non-Profit Agency – must be 501(c)(3) tax exempt	Nursing Homes – for profit approved. Retirement homes without 501(c)(3) status are <b>NOT</b> accepted.
Any Religious Organization	Any Governmental Entity

<b>ONLINE RESOURCES:</b>	VolunteerConnectDC.org	VolunteerMatch.org
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**LONE TREE MUNICIPAL COURT SUGGESTED LOCATIONS FOR COMMUNITY SERVICE –  
YOU DO NOT HAVE TO CHOOSE FROM THIS LIST.**

<b>Praying Hands Ranch</b> <a href="http://www.prayinghandsranch.org/">http://www.prayinghandsranch.org/</a> Mary Hanson or Shirley Hanson 303-841-4043 * Must be 16+ years old and cannot have Theft charges	<b>Lone Tree Teen Court</b> <a href="http://www.cityoflonetree.com/teencourt">http://www.cityoflonetree.com/teencourt</a> Leanna Jasek-Rysdahl 720-509-1265 *Application and interview required
<b>Douglas County Libraries</b> <a href="http://www.douglascountylibraries.org">www.douglascountylibraries.org</a> 303-688-7636 *Defendants must be 16+ years old and cannot have Theft or Violence charges. Maximum 8 hours per week.	<b>Project Angel Heart</b> <a href="https://www.projectangelheart.org/volunteer/">https://www.projectangelheart.org/volunteer/</a> 303-830-0202 *Must be 18+ years old and cannot have Theft or Violence charges.
<b>Parker Recreation Center</b> <a href="http://parkerrec.com/384/Parker-Recreation-Center">http://parkerrec.com/384/Parker-Recreation-Center</a> Bob Bullock 303-805-6311 *Interview required, Violence charges are not accepted.	<b>Franktown Fire Protection District</b> <a href="http://www.franktownfire.org">www.franktownfire.org</a> Patti Nygaard 303-688-3811 *No weekend availability
<b>Lone Tree Recreation Center</b> <a href="https://www.ssprd.org/lone-tree-recreation-center">https://www.ssprd.org/lone-tree-recreation-center</a> 303-708-3531 *Defendants must be 16+ years old. *Defendants with Violence or Theft charges are not accepted.	<b>Southeast Christian Church</b> <a href="https://www.southeastcc.org">https://www.southeastcc.org</a> 303-841-9292
<b>Chatfield State Park</b> <a href="http://cpw.state.co.us/placestogo/Parks/Chatfield">http://cpw.state.co.us/placestogo/Parks/Chatfield</a> 303-791-7275 option 6 *Defendants with Violence charges are not accepted *Defendants must be 16+ years old *Must fill out application first (7 days/week, 8-4:30)	<b>Parker Senior Center</b> <a href="https://www.parkerseniorcenter.org/">https://www.parkerseniorcenter.org/</a> 303-841-5370 *Must be 16+ years old. *Preferred 24 hours of Community Service or less. *Violence or Theft charges not accepted.
<b>Parker Parks &amp; Trails</b> <a href="http://www.parkerrec.com/301/Parks-Trails">http://www.parkerrec.com/301/Parks-Trails</a> Jared Musil (303) 805-3211 or Samantha Gee (303) 805-3244 *Defendants must be 18+ years old. *Violence charges are not accepted.	<b>Food Bank of the Rockies</b> <a href="https://www.foodbankrockies.org/volunteer/">https://www.foodbankrockies.org/volunteer/</a> 303-371-9250
<b>Highlands Ranch Community Association</b> <a href="https://hrcaonline.org/hrcainfo/hrcavolunteers">https://hrcaonline.org/hrcainfo/hrcavolunteers</a> Sara Walla - 303-471-8828 <a href="mailto:sara.walla@hrcaonline.org">sara.walla@hrcaonline.org</a> *Defendants must be 15+ years and cannot have Theft charges	<b>Sky Cliff Adult Services</b> <a href="http://skycliff.org/sc/">http://skycliff.org/sc/</a> 303-814-2863 Castle Rock *Violence charges are not accepted.
<b>Colorado Muslim Society, Denver, CO</b> <a href="https://coloradomuslimsociety.org/">https://coloradomuslimsociety.org/</a> 303-696-9800 *Defendants with Violence charges are not accepted.	<b>Creekside Recreation Center</b> <a href="http://www.parkercolorado.net/stroh-ranch/">http://www.parkercolorado.net/stroh-ranch/</a> 303-840-1240 *No Theft, Assault, or Criminal Mischief charges accepted
<b>Denver Urban Gardens</b> <a href="https://dug.org/volunteer/">https://dug.org/volunteer/</a> 303-292-9900	<b>Project C.U.R.E.</b> <a href="https://projectcure.org/volunteer">https://projectcure.org/volunteer</a> 303-792-0729

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**\*\*No agency is required to allow you to perform Useful Public Service.**



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THE ORIGINAL SIGNED DOCUMENTS MUST BE FILED WITH THE COURT BY MAIL OR IN PERSON  
 (emails or faxes will not be accepted)

Name: \_\_\_\_\_

**Supervising Agency:** \_\_\_\_\_

Case/Ticket Number: \_\_\_\_\_

**Agency Telephone #:** \_\_\_\_\_

Date	Time In	Time Out	Hours Worked	Job Description

I, \_\_\_\_\_ **(Supervisor's Name)** certify that as of \_\_\_\_\_ (Date), the above named individual 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. 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 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.

I, \_\_\_\_\_ (Defendant), **certify that the information contained in this form is true and accurate.**

\_\_\_\_\_  
**Defendant's Signature**

\_\_\_\_\_  
**Date**

**Sec. 10-8-20 (b)** It is unlawful to: (5) Knowingly make, submit, or file with the Municipal Court any false or misleading material statement in any proceeding, record or report. "Material statement" means a written or oral statement reasonably likely to be relied upon by the judge, staff member, or officer of the Municipal Court in the discharge of his or her official powers or duties.

**Sec. 10-16-10 (b) (2). - Penalty provisions** Any person eighteen (18) years of age or older charged with violating any provision of this Chapter so designated may be subject to incarceration, in addition to fines and costs, upon conviction



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