



CITY OF LONE TREE  
TEEN COURT

# Community Service Handbook

This handbook is an overview of how to complete community service through Lone Tree Teen Court. Please read through this packet carefully and contact the Teen Court Coordinator with any questions.

**Teen Court Community Service Packet  
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## **Lone Tree Teen Court Community Service Code of Conduct**

The respondent is expected to:

- Treat everyone at the Recipient Service Agency with dignity and respect. Be professional. Remember, you are also representing Lone Tree Teen Court.
- 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.
- If a supervisor reports inappropriate behavior, including missed scheduled shifts, to the Teen Court Coordinator, it may result in the respondent being assigned additional sentencing requirements.

The respondent 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 TEEN COURT COMMUNITY SERVICE OVERVIEW

❖ **What is Community Service?**

Community Service, also known as Useful Public Service (UPS) 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 Community Service?**

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 Lone Tree Teen Court before you do your service.

❖ **When should I start doing my Community 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.

❖ **What am I supposed to turn in to Teen Court?**

You must turn in a **timesheet and agreement** signed by the organization's supervisor for every organization you complete service for. 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 community service. For example, if you perform community service at location A, B, and C, we need a separate timesheet for location A, location B, and location C.

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

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

❖ **Are there any other options for acceptable Community Service?**

Yes, there are other options:

- You may 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. You must file the class certificate and explanation of hours with the court. Online classes are **NOT** accepted.
- You may also create your own Community Service Project, supervised by your parent(s). In order to create your own service project, you must fill out the enclosed proposal and send it the Teen Court Coordinator before starting on the project.

❖ **Anything else I should know?**

It is **YOUR** responsibility to make sure your timesheet(s) is/are completed and **filed with Teen Court Coordinator by the outtake appointment with the Teen Court Coordinator listed on your Sentencing Order.**



**TURN IN AGREEMENT AT  
THE OUTTAKE**

1. The Participant will be under the supervision of \_\_\_\_\_ who may be contacted at \_\_\_\_\_ (daytime number).
2. 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.
3. 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.
4. 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.
5. 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)).
6. The Participant must obey all laws. Smoking, alcohol, and drugs are prohibited.
7. 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.
8. 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.
9. The Participant must perform his/her community service at a non-profit organization, governmental entity, or religious group.
10. **The Participant is responsible for having his/her timesheet completed by the Recipient Service Agency Supervisor and filed with the Lone Tree Teen Court at 9220 Kimmer Drive, Suite 100, Lone Tree, CO 80124.**
11. Both the Participant and the Recipient Service Agency are free to contact Teen Court at 720-509-1265 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.
12. 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



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**LONE TREE TEEN COURT**  
**9220 KIMMER DRIVE, SUITE 100**  
**LONE TREE, CO 80124**  
**TELEPHONE 720-509-1265**  
**FAX 303-225-4949**

**TURN IN  
TIMESHEET AT THE  
OUTTAKE**

**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 Teen Court appreciates your participation and efforts. Thank you.

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

Please notify the Teen Court Coordinator 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. Notifications can be made by telephone at (720) 509-1265, via email at [teencourt@cityoflonetree.com](mailto:teencourt@cityoflonetree.com) or in writing at the above referenced address.

## LONE TREE TEEN COURT COMMUNITY SERVICE OPTIONS

**Please note that it is your responsibility to find a location for community service and to obtain proof of your service by turning in your required forms to the Teen Court Coordinator by or at your outtake appointment.**

You can volunteer at any non-profit, government, or religious organization. This includes schools, churches, temples, rec centers, etc. Youth with theft charges and/or younger youth may have a more difficult time finding an organization willing to accept them for service. Please be sure to start your service early.

The below options are suggestions and you may find other organizations willing to accept you for community service that are not on this list.

<b>Goodwill</b> <ul style="list-style-type: none"> <li>No theft</li> </ul>	<b>Lone Tree Rec Center</b> <ul style="list-style-type: none"> <li>303-708-3531</li> <li>No theft</li> <li>Must be 16+ years old</li> </ul>
<b>Douglas County Libraries</b> <ul style="list-style-type: none"> <li><a href="http://www.douglascountylibraries.org">www.douglascountylibraries.org</a></li> <li>No theft</li> <li>Must be 16+ years old</li> </ul>	<b>Lone Tree Arts Center</b> <ul style="list-style-type: none"> <li>Must be 16+ years old</li> <li>Sign-Up on Volunteer Connect (<a href="http://volunteerconnectdc.org">volunteerconnectdc.org</a>)</li> </ul>
<b>Parker Parks &amp; Rec</b> <ul style="list-style-type: none"> <li>Contact Bob Bullock at 303-805-6311 or <a href="mailto:bbullock@parkeronline.org">bbullock@parkeronline.org</a></li> </ul>	<b>Parker Senior Center</b> <ul style="list-style-type: none"> <li>303-841-5370</li> <li>Must be 16+ years old</li> <li>No theft</li> </ul>
<b>Highlands Ranch Community Association</b> <ul style="list-style-type: none"> <li>Contact Sara at 303-471-8828 or <a href="mailto:sara.walla@hrcaonline.org">sara.walla@hrcaonline.org</a></li> <li>No theft</li> <li>Must be 15+ years old</li> </ul>	<b>Praying Hands Ranch (Parker)</b> <ul style="list-style-type: none"> <li>Mary Hanson or Shirley Hanson at 303-841-4043</li> <li>16+ years old</li> <li>No theft</li> </ul>
<b>Colorado Muslim Society (Denver)</b> <ul style="list-style-type: none"> <li>303-696-9800</li> </ul>	<b>Covenant Cupboard Food Pantry (Greenwood Village)</b> <ul style="list-style-type: none"> <li><a href="mailto:Volunteer@covcupboard.org">Volunteer@covcupboard.org</a></li> <li>Only open on Fridays</li> </ul>
<b>Project Recycle (Lone Tree)</b> <ul style="list-style-type: none"> <li><a href="http://Projectrecycle.org">Projectrecycle.org</a></li> <li>844-PRO-RECYCLE</li> </ul>	<b>Food Bank of the Rockies (North Denver)</b> <ul style="list-style-type: none"> <li><a href="http://www.foodbankrockies.org/volunteer/">www.foodbankrockies.org/volunteer/</a></li> <li>Many shifts available</li> </ul>
<b>Volunteer Connect</b> You can also search for volunteer opportunities in Douglas County on Volunteer Connect. You can filter your search by age and court ordered service. <b><a href="http://Volunteerconnectdc.org">Volunteerconnectdc.org</a></b>	

## LONE TREE TEEN COURT

### COMMUNITY SERVICE LEARNING PROJECT - EXPLANATION & IDEAS

Fulfilling your community service hours by completing a community service learning project for Teen Court is an opportunity to give back in a unique and individualized way. If you choose to do this type of service, it must be connected to the incident by focusing on the **offense** that was committed and/or on the **impacts** of what happened.

Community service learning is a way to link skills and knowledge to issues, needs, or problems you identify in your community. The ultimate goal of any project should be to repair the harm caused by what happened.

Your community service learning project will need to include both of these elements: **active service** and **education**. Below are some examples of projects that can help you think of your own project connected to your case and/or the impacts of what happened to yourself and others.

- **Case:** Any type; **Impact considered:** to your family, including your grandparents
  - **Example:** You spend time giving back at a nursing home and also complete research about the needs of the elder community. You then create a PSA or a presentation encouraging other youth to spend time with their elders.
  
- **Case:** Trespassing, Curfew; **Impact considered:** how you impacted neighbors or the environment
  - **Example:** You spend time cleaning up parks near your home and complete research about how clean public spaces impacts crime rates. You create a presentation on your research to be shared with others.  
(Resource: <https://www.citylab.com/solutions/2016/04/vacant-lots-green-space-crime-research-statistics/476040/>)
  
- **Case:** Theft; **Impact considered:** how theft impacts the community
  - **Example:** Research the costs of shoplifting to individuals who shoplift, on teens in general, on store owners and employees, and on the community. Research may include the Victim Offender Interview about theft if approved by the Teen Court Coordinator. You then write an article for other teens about what you learned and get it published in the Teen Court newsletter.
  
- **Case:** Minor in Possession of alcohol or marijuana; **Impact considered:** how substances affect individuals mentally, physically, and in their relationships
  - **Example:** Create blankets or care packages for people in recovery and research the effects of substance use. Then create a brochure on the impacts you learned about that could be shared with other teens.



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## COMMUNITY SERVICE LEARNING PROJECT PROPOSAL

In order to complete a community service learning project, you must fill out the below proposal first and submit it to the Teen Court Coordinator for approval. Please send proposals to [teencourt@cityoflonetree.com](mailto:teencourt@cityoflonetree.com) or via fax at 303-225-4949.

### **Community Service Learning Project Guidelines:**

- ★ Community service projects for Teen Court should be connected to the crime that occurred and the incident's impacts on you (the respondent), your family, other victims, and/or the community.
- ★ It should be an effort to repair a relationship that was damaged by the crime. Community service projects can be a way to rebuild trust, to learn new skills, and/or to get a greater understanding of your community.
- ★ When filling out the proposal, please be specific. Include plans, dates, and any people or materials that you will use to complete the project.
- ★ You can do a community service project and complete service hours elsewhere to fulfill your Teen Court community service requirements.
- ★ Please look at the project ideas on page 8 of the community service handbook for more information.

### **Community Service Learning Project Proposal**

**Description of the project:**

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Complete the proposal on the back →

