

FAQs for Community Service

How do I get started with my Community Service?

Individuals completing Community Service need to go through an Orientation and fill out the paperwork prior to starting their hours.

How do I sign up for an Orientation?

Currently, due to COVID-19, no group Orientations are being scheduled. Either pick up the Orientation Packet in the lobby of the Probation Office at 150 N. First Ave., Hillsboro, OR 97124, or request an Orientation Packet via email:

communityservice@co.washington.or.us

The Community Service Webpage also has the paperwork posted. Please contact the CS Office via email for an updated Non-Profit list.

<https://www.co.washington.or.us/CommunityCorrections/ProbationParole/community-service.cfm>

Where can I complete my Community Service?

Court Ordered Community Service can be completed either via Work Crew or through a qualified Non-Profit Organization. The procedures are all explained in the Orientation paperwork.

Do I need to sign up daily to do Work Crew?

After signing and turning in the "Community Service Road Work Crew Directives and Agreement," to the Community Service Office, all you need to do is show up prior to 8:00 am. Due to current COVID-19 conditions, Work Crew is only available Monday-Friday. Please remember to bring a valid legal photo ID, a regular size lunch, and sturdy work gloves. Feel free to bring your own mask; one will be provided if you forget yours. Dress appropriately for the weather. Also, no shorts or sandals are allowed.

Can I work at a Non-Profit that is not on the list?

A Non-Profit List is provided for your convenience; however, any qualified Non-Profit is acceptable. The most important thing to remember is that Community Service needs ALL of the contact information (see the "Washington County Community Service - Non-Profit Procedure") for the organization prior to starting your hours so that the reporting document, called the Courtesy Referral, can be sent to the agency. Also, if the organization is not on the Non-Profit list, Community Service staff will need to confirm they are qualified, otherwise your hours won't count.

Where do I pay the Community Service Fee?

1. You may make this payment in person at Washington County Probation and Parole located on the 2nd floor of the Justice Services Building (see address below).
2. You may also mail a check or money order to:

Washington County Community Corrections
Attn: Community Service
150 N First Ave Ste. 200 MS 46
Hillsboro, OR 97124

3. Online Payment is now an option! Please see the Community Service Webpage for details:

<https://www.co.washington.or.us/CommunityCorrections/ProbationParole/community-service.cfm>

What happens if I don't pay my Community Service fee?

This fee is in addition to other court ordered fines and obligation. Community Service Fees are sent to collections after a month from your Orientation, or from the Due Date on your judgment should you not attend an Orientation. A collection fee will be added to the amount due. So, for the standard \$40 Community Service Fee, once sent to collections, you will need to pay the collection agency \$51.75. After the fee is in collections, it cannot be paid in person or by mail to the Community Service Office.

How do I ask for an Extension of my Due Date?

For cases with Bench Probation, the only way to receive an extension is to write a letter of request to the sentencing judge. If the reason for non-compliance is due to medical issues, it is helpful to include a letter from a doctor, or some other documentation. Please note your request may be denied. Letters can be mailed to:

Honorable [Judge's Full Name]
Washington County Circuit Court
Washington County Courthouse
150 N 1st Avenue MS37
Hillsboro, OR 97124

For cases with Supervised Probation, please have a discussion with your Probation or Parole Officer. They will be able to assist in submitting the extension request to the Court on your behalf.

How can I convert my Community Service hours to a fine or jail time?

The answer is the same as for Extensions. For cases with Bench Probation, the only way to change your community service to a fine or jail time is to write a letter of request to

the sentencing judge. Please note your request may be denied. Letters can be mailed to:

Honorable [Judge's Full Name]
Washington County Circuit Court
Washington County Courthouse
150 N 1st Avenue MS37
Hillsboro, OR 97124

For cases with Supervised Probation, please have a discussion with your Probation or Parole Officer. They will be able to assist in submitting the request to the Court on your behalf.

For any other questions or concerns, feel free to contact the Community Service Office via email at communityservice@co.washington.or.us or by calling 503-846-3730. If no one answers, please leave a message with your name and return phone number clearly stated. Someone will get back to you!