

WASHINGTON COUNTY COMMUNITY SERVICE – NON-PROFIT PROCEDURE

➤ **CHOOSE AN ORGANIZATION / VERIFY NON-PROFIT STATUS** ~

The organization you choose to perform your COMMUNITY SERVICE hours must be a **Registered NON-PROFIT ORGANIZATION with the State of Oregon**. **Online community service is NOT acceptable**. To confirm whether or not an organization is registered as a non-profit check the State Non-Profit website listed below: http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login

➤ **MAKE CONTACT WITH THE ORGANIZATION** ~ Introduce yourself as having Court mandated Community Service to complete. The agency must know the nature of your conviction, the convicted charges and the number of hours ordered.

➤ **NOTIFY THE COMMUNITY SERVICE DEPT.** ~ If the agency accepts your volunteer help, then you must contact the Community Service Department & **provide the following prior to completing any hours:**

- ✓ **Non-Profit Organization Name**
- ✓ **Organization Contact – Name**
- ✓ **Organization Address, Phone & FAX number & Email address**

Contact may be by phone 503-846-3730 –or- email: communityservice@co.washington.or.us

➤ **COMMUNITY SERVICE OFFICE SENDS A REFERRAL**~ If the organization is an approved non-profit, the Community Service office will send a referral to the organization using the information that you provided. **DO NOT EXPECT A RETURN CALL/EMAIL FROM OUR OFFICE**. At this point you should call the agency to schedule your community service work.

➤ **FULFILLING YOUR COMMUNITY SERVICE WORK COMMITMENT**~ Once you complete your court ordered community service hours, the NON-PROFIT ORGANIZATION’S CONTACT must submit the referral to the Community Service office. **WE WILL NOT ACCEPT A LETTER ON LETTERHEAD, SPREADSHEET OR NOTE** from you. Verification of hours completed must be on our **WCCC agency referral form**. **You are responsible for making sure the referral is returned**.

➤ **PAY THE \$40.00 C.S. FEE** ~ (1) In Person: Bank Card, Cash, Check, or Money Order at P&P Office. (2) By Mail: Cash, Check, or Money Order. (3) Online:

<https://www.co.washington.or.us/CommunityCorrections/ProbationParole/CommunityService/>

NOTE: Your hours may not get credited until the \$40 Community Service Fee, ordered by the court, is paid.

➤ **NOTIFICATION TO THE COURT** ~The Community Service Department will then notify the Court or your Probation/Parole Officer that you have completed the Community Service hours.

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**ACKNOWLEDGMENT & PAYMENT AGREEMENT**

NOTE: By signing this form I acknowledge that I have read and understand the procedures outlined above. Further, I agree to pay Washington Co. Community Corrections the \$40 community service fee within 30 days of the date listed below. **FAILURE TO PAY** within 30 days will result in my file being sent to collections which will add a collection fee to the amount due.

NAME (Print): \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE # \_\_\_\_\_

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR ADDITIONAL INFORMATION VISIT OUR WEBSITE**

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

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