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**To: Assignment Judges  
Trial Court Administrators**

**Supplement to Directive # 01-01**

**From: Glenn A. Grant, J.A.D.** 

**Re: Probation/Family -- Guidance on Implementation of Assigned  
Community Service Programs through Juvenile Conference Committees  
(JCCs) and Intake Service Conferences (ISCs) (Administrative Directive  
#01-01)**

**Date: June 30, 2017**

Administrative Directive #01-01 (Revised Standards for Community Service Programs) has not been consistently implemented in all vicinages. This supplement and attached forms, approved by Judicial Council, are to address these inconsistencies in practice. Pursuant to Directive #01-01, the Probation Division is responsible for the development and maintenance of community service approved sites and the placement and monitoring of adult and juvenile offenders who are ordered to perform community service as part of their disposition. With regard to juvenile offenders, the directive and this supplement are intended to ensure that Probation Community Service programs serve all juveniles, including those assigned to community service by a judge, or through a juvenile referee, Intake Services Conference (ISC) or Juvenile Conference Committee (JCC). In sum, the Probation Division is responsible for implementing all community service programs, including those assigned by ISC and JCC.

This Supplement to Directive #01-01 sets out the responsibilities for assigning and monitoring community service hours assigned through JCCs or ISC Officers. Pursuant to N.J.S.A. 2A:4A-74 and -75, JCCs and ISCs may resolve matters by referral to appropriate community agencies or any other community work programs. Directive #01-01, entitled "Revised Standards for Community Service Programs" and revised forms promulgated by memorandum dated January 26, 2007, set forth the policy and forms for community service programs. Those diverted juveniles are not tracked in the Comprehensive Automated Probation System (CAPS). Thus, a new form entitled JCC/ISC Referred Community Service – Tracking Sheet was developed to allow manual tracking of Community Service for diverted juveniles. In addition, a new brochure explaining the procedures of the Diversion Community Service Program and

two other new forms as noted below have been developed especially for use when community service is assigned through JCC or ISC.

Attached are the following forms to implement this procedure:

1. Diversion Community Service Program Brochure (CN11983)
2. Notice of Failure to Comply with Family Court Diversion Program (CN 11976)
3. Family Court Diversion Program Completion of Community Service Form (CN 11977)
4. JCC/ISC Referred Community Service Tracking Sheet (CN 11936)

JCCs and ISCs may include community service in the proposed orders submitted to a Family judge for approval. The Family Division court staff must provide the proposed JCC Agreement/Court Order (JCC order) or ISC Agreement/Court Order (ISC order) to the court for review and signature. As soon as possible after the judge signs the JCC or ISC Order, Family Division court staff will forward copies of the order to Probation Community Service Program staff, the juvenile and the juvenile's parents/guardians.

#### **Procedure for JCC and ISC Community Service Referrals**

If the JCC or ISC Order includes community service, Family Division staff will provide the parent/guardian with the attached brochure (CN 11983) that explains the Probation Community Service Program and instructs the parent/guardian to schedule an appointment with Probation Community Service Program staff for a community service site assignment. The parent/guardian must schedule this appointment within two weeks after receiving notification of the executed JCC or ISC order. Probation Community Service Program staff will contact court staff if the parent/guardian has not scheduled the Probation Community Service Program appointment within one month of the notification, or if the parent/guardian has missed two scheduled appointments. Probation Community Service Program staff will forward the attached form entitled Notice of Failure to Comply with Family Court Diversion Program (CN 11976) to the diversion coordinator.

Probation Community Service Program staff must process and assign the juvenile to a community service program. The referral can only be made through the Probation Community Service Program and not directly through any community service site contacts. The Probation Community Service Program is responsible for referring a juvenile to a worksite that has executed a worksite agreement with the Probation Community Service Program pursuant to Community Service Standard 2.9 of Directive #01-01.

The appointment with Probation Community Service Program staff should be scheduled in the Probation offices for a time when probationers are not reporting. At the appointment, the juvenile and parent/guardian must complete all required forms. See Directive #01-01 and policy memorandum dated January 26, 2007.

Probation Community Service Program staff will review community service sites with the juvenile and parent/guardian, and confirm an active Probation-approved site that will be appropriate for the juvenile. Probation Community Service Program staff will advise parents of the Probation and insurance requirements and timeframes regarding claims for injuries or any obligations related to insurance coverage. The insurance coverage provides secondary coverage for those parents with existing insurance coverage for their child and primary coverage for those without existing coverage while the child is performing community service at an approved location.

Probation Community Service Program staff will complete and provide a JCC Community Service Site Assignment Notice to the juvenile and parent/guardian. Probation Community Service Program staff will contact the assigned site regarding the referral.

After a juvenile completes community service, Probation Community Service Program staff will send to the JCC Coordinator or the ISC Officer, the attached Family Court Diversion Program Completion of Community Service Form (CN 11977) and a hard copy of all documents relating to the community service to be placed in the court's file. Probation Community Service Program staff also must provide the name and phone number of the community service site contact to the JCC Coordinator or the ISC Officer.

If a juvenile does not comply with a community service referral from JCC or ISC, the matter will be returned to the JCC Coordinator or the ISC Officer for further review. The matter will not be enforced through Probation's Comprehensive Enforcement Program (CEP).

### **Tracking JCC and ISC Community Service**

Probation Community Service Program staff will track those referrals using the attached JCC/ISC Referred Community Service Tracking Sheet (CN 11936). The Family docket number (FJ docket) will be used to identify the juvenile on the tracking sheet and all required community service forms. Probation Community Service Program staff will not enter a JCC or ISC referral into the CAPS system.

Probation Community Service Program staff will track the juvenile's community service by retaining the following information on the attached tracking sheet: the name of the juvenile, the FJ docket number, the charge(s), the hours of community service ordered, the month performed, the number of hours completed, the balance of hours to be completed, and the site where community service is assigned.

### **Conclusion**

This memorandum clarifies that the Probation Community Service Program serves all juveniles, including those assigned by a judge, or through a juvenile referee, ISC or JCC.

The attached brochure and forms have been developed to facilitate the procedures outlined in this directive. Links to the new forms can be found on the Forms site under "Probation - Community Service" or "Juvenile Family Forms."

Questions regarding this memorandum may be directed to the Probation Services Division at 609-815-3810, ext. 16311 or the Family Practice Division at 609-815-2900, ext. 55350.

Attachments:

Diversion Community Service Program Brochure (CN11983)  
Notice of Failure to Comply with Family Court Diversion Program (CN 11976)  
Family Court Diversion Program Completion of Community Service Form (CN 11977)  
JCC/ISC Referred Community Service Tracking Sheet (CN 11936)

cc: Family Presiding Judges  
Steven D. Bonville, Chief of Staff  
Jennifer M. Perez, Director  
Rashad Shabaka-Burns, Director, Probation Services  
Joanne M. Dietrich, Assistant Director, Family Practice Division  
Ann Marie Fleury, Special Assistant to the Administrative Director  
Melaney S. Payne, Special Assistant to the Administrative Director  
David Tang, Chief, Family Practice Division  
Family Division Managers  
Probation Division Managers/VCPO  
Matthew Grochowiak, Assistant Chief, Probation Services  
Assistant Family Division Managers  
Assistant Probation Division Managers/VACPO

## Community Service Information

## Juvenile Conference Committee

## Intake Services Conference

### What Parents/Guardians Should Know

- The community service site will be assigned by the Probation Division Community Service Program. You must contact the probation division at [\(phone number\)](#) to schedule an appointment within two weeks of the notification that the judge has signed the agreement/court order.
- Changes of address or phone number must be reported to the JCC/ISC coordinator and the probation division.
- The juvenile should not begin work at a community service site until directed by the probation division.

### NEW JERSEY JUDICIARY

Stuart Rabner  
Chief Justice

Glenn A. Grant, J.A.D.  
Acting Administrative Director  
of the Courts

[njcourts.gov](http://njcourts.gov)  
June 2017  
CN 11983

### SUPERIOR COURT OF NEW JERSEY FAMILY DIVISION – JUVENILE (COUNTY NAME) COUNTY

Address  
Address  
City , New Jersey Zip Code  
Name  
JCC or ISC Coordinator  
(Area Code) Number  
Email address

## DIVERSION COMMUNITY SERVICE PROGRAM



A Guide to Community Service  
Assigned Through the  
Probation Division  
Community Service Program  
for Family Court  
Diversion Programs

Juveniles assigned to complete community service through the (county name) family court diversion programs will be directed by the Probation Division Community Service Program to complete community service at an approved probation worksite only.

The Probation Division Community Service Program will monitor compliance with the assigned community service and will advise the court diversion program when the assigned hours are completed.

The Probation Division Community Service Program will contact the court if the parent/guardian fails to contact probation to schedule an appointment within two weeks of notification.

It is imperative that the parent/guardian communicate with the Juvenile Conference Committee (JCC) or Intake Services Conference (ISC) coordinator to understand the responsibilities of the parent/juvenile while completing community service.

## How Does the Community Service Program Work for JCC and ISC?

- Community service in (county name) County is assigned ONLY through the Probation Division Community Service Program for JCC and ISC diversion programs.
- Once assigned to a community service worksite, the juvenile must report regularly and consecutively until the hours are completed.
- The juvenile must complete a minimum of three hours of community service per week.
- Non-compliance could result in the matter being referred to court.

### Questions?

Contact the (county) JCC/ISC Coordinator.  
Name  
Telephone Number  
Email Address

## What Happens if My Child is Injured While Performing Community Service?

- If a juvenile is injured while performing community service, the probation division community service staff (phone number) and the JCC coordinator (phone number) must be notified within 24 hours. Once an injury has been reported, instructions on how to file a claim will be provided. Probation will complete Part I of the claim form, *Policyholder's Report*. The parent/guardian must complete, certify, sign and return Part II of the claim form, *Other Insurance Statement*, to probation, with all itemized medical bills. The completed claim form and itemized medical bills will then be submitted by probation to the state's insurance company for payment consideration.
- The state's insurance policy will be available as secondary coverage. The parent's/guardian's insurance will provide primary coverage. Under New Jersey law, a person who files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.



**Probation Division**

**Notice of Failure to Comply with Family Court Diversion Program**

To:  JCC Coordinator     ISC Coordinator    Juvenile: \_\_\_\_\_  
Date: \_\_\_\_\_    Docket Number: \_\_\_\_\_  
Agreement/Court Date: \_\_\_\_\_

Please be advised that the juvenile’s performance of the community service obligation has not been completed. The matter is being returned to the Family Court Diversion Program for further action.

- Parent/Guardian failed to contact Probation to schedule initial appointment.
- Juvenile failed to complete assigned community service:  
     Total Hours Assigned: \_\_\_\_\_    Total Hours Performed: \_\_\_\_\_    Balance: \_\_\_\_\_  
     Site: \_\_\_\_\_    Date Placed: \_\_\_\_\_  
     Last Date CS Performed: \_\_\_\_\_

- Medical Reasons: \_\_\_\_\_.
- Other: \_\_\_\_\_.

Therefore, as of this date, we are closing our interest in this case.

\_\_\_\_\_  
Probation Officer    Date

\_\_\_\_\_  
Supervisor    Date

c: File, Juvenile, Parent/Guardian



**Please Notify Probation of Disability Accommodation or Interpretive Needs.**





**Probation Division**

**Family Court Diversion Program**

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

Docket Number: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Agreement/ \_\_\_\_\_

Court Order Date: \_\_\_\_\_

Address: \_\_\_\_\_

Hours Ordered: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Completion of Community Service**

The above named juvenile has satisfactorily completed the community service obligation of \_\_\_\_\_ hours. Therefore, as of this date, we are closing the case.

\_\_\_\_\_  
Probation Officer  
( ) -

\_\_\_\_\_  
Date

c: JCC/ISC Coordinator,  
File,  
Juvenile,  
Parent/Guardian



**Please Notify Probation of Disability Accommodation or Interpretive Needs.**







