

For more information, contact your local probation staff.

ATLANTIC	609-402-0100 ext. 47160
BERGEN	201-221-0700 ext. 25454
BURLINGTON	609-288-9500 ext. 38011
CAMDEN	856-650-9100 ext. 43280
CAPE MAY	609-402-0100 ext. 47190
CUMBERLAND	856-878-5050 ext. 15020
ESSEX	973-776-9300 ext. 53201
GLOUCESTER	856-878-5050 ext 15750
HUDSON	201-748-4400 ext. 60399
HUNTERDON	908-824-9750 ext 13860
MERCER	609-571-4200 ext. 74270
MIDDLESEX	732-645-4300 ext. 88585
MONMOUTH	732-358-8700 ext 87904
MORRIS	862-397-5700 ext. 75567
OCEAN	732-504-0700 ext. 64510
PASSAIC	973-653-2910 ext. 24102
SALEM	856-878-5050 ext. 15920
SOMERSET	908-332-7700 ext. 13760
SUSSEX	862-397-5700 ext. 75567
UNION	908-787-1650 ext. 21617
WARREN	908-332-7700 ext. 13960
ISP	609-815-3810 ext. 16292



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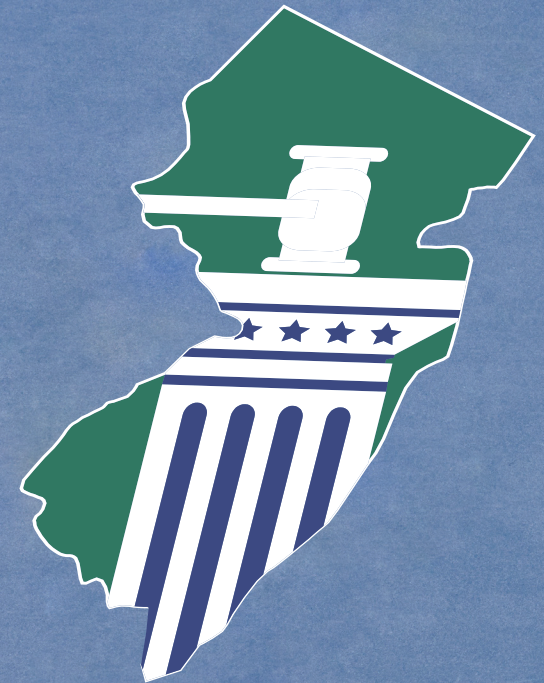
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Community Service Worksite Safety Program

Guidelines for Worksites



For more information about probation services,
go to www.njcourts.gov and search
for probation services.

ABOUT THE COMMUNITY SERVICE WORKSITE SAFETY PROGRAM

The Probation Community Service Program can provide you with workers referred from probation to do a variety of jobs for your agency. In return, there are a number of responsibilities you take on as a community service work site. The purpose of this brochure is to provide you with basic information and guidelines to assist you and your staff.

SCREENING

The probation staff will refer workers to your agency based on its needs. Workers' skills, schedule, offense, and background are considered in making referrals. When a worker is sent to your agency, you have the right to decide whether that person is suitable. In addition to probation's prior screening, we recommend you interview the worker to determine if he or she meets your agency's requirements. If you decide not to accept a referral, the probation staff will reassign that person and try to refer a more suitable worker to you.

RECORDKEEPING

Since community service workers perform their duties as the result of a court order, it is essential that probation receives accurate records of the hours they work. We recommend that you have workers sign in and out whenever they are at your worksite. That way, the probation staff person assigned to supervise can report who worked and how many hours they completed. The records of hours performed by individual workers must be sent to probation staff at the end of each month.

SUPERVISION

The community service worker has a responsibility to treat their assignments seriously and cooperate with you and your staff. If a worker is uncooperative or disruptive, promptly advise probation program staff.

You have the right to dismiss a worker from your site at any time.

If a community service worker appears to be under the influence of alcohol or drugs, he or she should be dismissed from the worksite and probation staff should be notified.

JUVENILES

Child labor laws apply to those under the age of 18. These laws prohibit working with power equipment and toxic or flammable substances. The laws also can restrict the specific hours when a juvenile can work.

A copy of the child labor law is available from:
Probation Community Service or
Office of Wage and Hour Compliance
NJ Department of Labor
P.O. Box 389, Trenton, NJ 08625.

SAFETY

The concern for the safety of community service workers at your work site is important. We expect that you will exercise care and caution in assigning and supervising jobs given to community service workers, just as you would with paid employees. If you have questions about the suitability or safety of work assignments, please discuss them with the probation staff before proceeding. The guidelines below offer examples of jobs that are not suitable. Exceptions must have prior approval by probation staff.

Community service workers cannot:

- Work on roofs or on ladders taller than six feet.
- Operate motorized vehicles.
- Operate power tools. **NOTE:** If a worker is experienced and capable with the equipment and you want to proceed, you should contact the probation staff and discuss the assignment before allowing the worker to use the equipment.
- Use hazardous or toxic substances.

The information above are examples including, but not limiting, other potentially hazardous duties. Use your judgment when deciding about work assignments. For example, a worker could decline a request to climb a ladder or use power equipment, but might agree to pick up litter on a trash patrol. If you have questions, contact the probation staff. You must provide safety equipment, such as goggles, hard hats, breathing

masks, ear protectors, and reflective vests for jobs in which such equipment reduces risk or injury. Anything provided to paid staff also must be provided to community service workers. Tools or equipment provided to community service workers should be inspected and maintained regularly or repaired if needed. Equipment should be inspected before it is used.

INJURIES

In the case of minor injuries such as poison ivy, insect bites, cuts and scrapes, workers should be told to seek treatment through their medical provider and be allowed to leave the worksite as needed. Emergencies such as respiratory distress, blunt trauma or broken bones should be responded to in the same manner as for a paid employee, including calling 911. All injuries must be reported immediately to the probation staff. You must file an accident/injury report.

INSURANCE

There are two principle issues with which you should be familiar.

- Accident Insurance: The state of New Jersey provides secondary accident insurance for the workers assigned to your agency. This insurance covers any injury which a community service worker might suffer while working with you. The specifics of the coverage and procedures to follow in case of an injury are available from the probation staff.
- Liability Insurance: New Jersey law provides specific protection against liability for governmental agencies involved with community service and more limited protection for private, non-profit organizations. Ask your attorney to review the provisions of the appropriate laws with you.

Community service workers have the right to a worksite that is free of sexual abuse, harassment or discrimination. Any complaints or concerns of alleged conduct must be reported immediately by contacting 609-815-3810, ext. 16333. Any other inquiries or concerns must be directed to the local probation staff.