

JACKSONVILLE POLICE DEPARTMENT

Policy: 12-4
Effective: 09-01-11
Revised: 01-18-21

TRUSTEE COMMUNITY SERVICE PROGRAM

PURPOSE: To facilitate the community service time given to people sentenced by the Jacksonville District Court.

POLICY: It is the policy of this Department to allow a person sentenced with no more than twenty (20) days of community service to complete those days at the Jacksonville Police Department.

PROCEDURES:

- I. The program is designed to allow a person sentenced to community service to serve a maximum of twenty (20) days.
- II. The Trustee Coordinator *may* approve a person to serve beyond twenty (20) days if exigent circumstances exist, and only after gaining the authorization of the Jacksonville District Court Judge and the Support Service Division Commander.
- III. The Support Services Division is responsible for the administration of the Trustee Community Services Program.
 - A. The Trustee Coordinator shall oversee the day to day operations and is responsible for reporting violations of Trustee Rules by participants via the chain of command for the Support Service Division.
 1. Violations of rules and/or regulations will be documented in writing and attached to the court paperwork.
 2. A copy of this report will be maintained on file in the Support Services Division.
 3. Upon receiving information or complaints of a trustee violating trustee rules or of an injury sustained by the trustee, however slight; the Trustee Coordinator shall make an immediate inquiry and report the initial findings via the Support Service Division chain of command.
 4. If a trustee becomes sick or is exposed to a contagious disease or a harmful substance while performing the duties of a trustee, the Trustee Coordinator shall immediately notify the Support Service Division chain of command.
 5. Injuries, illnesses, and accidents will be documented by an official police report and maintained on file in the support services division.
 - B. The Trustee Coordinator will monitor weather conditions for outdoor activities and insure proper safety precautions are utilized.
 - C. The trustee coordinator shall insure all trustees signed out to other City Departments are accounted for at the end of the work day.
 - D. The Trustee Coordinator shall ensure a warrant check is being performed on all persons who sign up to participate in the program. This will be conducted each day prior to the dismissal of the trustees by employees authorized to use NCIC/ACIC.
 - E. It is the responsibility of the Trustee Coordinator to regularly check the status of the trustees. He will closely monitor all assignments and activities throughout the work day and report any problems and/or issues to the Support Services Division chain of command as soon as it is practical to do so.

IV. SPECIAL INSTRUCTIONS

- A. The Trustee Coordinator is authorized to give extra days credit, four (4) for one (1) maximum, for trustees who perform at an exceptional level or were tasked with assignments that required more than the normal day to day tasks requirements.
- B. No person serving in the trustee program for a sentence of Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) will be authorized for extra credit. Each day served must be one (1) for one (1).

V. TRUSTEE RULES

- A. Each person serving in the trustee program shall be advised of the program rules and regulations governing their behavior while they are serving on the program. The trustee coordinator will ensure these rules are covered with the trustees each morning during the sign-in briefing.
 - 1. The Trustee Community Service Program regular days of operation are Monday through Friday and begin at 7:15 a.m. and end at approximately 4:00 p.m. Trustees are to arrive and sign in prior to the start time and are not to leave early unless authorized by the Trustee Coordinator.
 - a. Trustees that arrive late may be unable to sign in and work in the program that day.
 - b. Trustees that leave without permission may be dismissed from the program.
 - c. The program will not operate on holidays or weekends, except under special circumstances.
 - 2. Trustees will be allowed to take fifteen (15) minute breaks at 9:15 a.m. and 2:15 p.m.
 - a. Additional breaks may be authorized by the Trustee Coordinator as needed.
 - 3. Trustees will be provided a lunch break between 11:30 a.m. and 12:30 p.m.
 - 4. Trustees shall work at a steady pace, except during their breaks and lunch.
 - a. If necessary, the Trustee Coordinator may direct the trustees to perform duties during their breaks or lunch.
 - b. If this is done, the trustee will be allowed to take a break later in the day or to leave early at another time during the same week.
 - 5. Any trustee that becomes ineligible to participate in the program due to violations of trustee rules and regulations shall not be credited for service that day.
 - 6. Any injury or sickness sustained by a trustee while performing their service does not apply to lost time, unless the injury was the result of gross negligence.
 - 7. Trustees must supply their own lunch and bring it with them.
 - a. A trustee shall not accept any money, food, property, or medication without the specific permission of the Trustee Coordinator from any person once the trustee is signed in to the program and not until after they are released from the program.
 - b. Trustees will be provided a location to store their lunch until their lunch break.
 - c. Trustees may only use the vending machines in the police building during their breaks or lunch period.
 - d. No microwave or any other method of heating food will be made available.
 - 8. Trustees are not allowed to have more than ten (\$10.00) dollars in coins or one (\$1.00) dollar bills.
 - a. The Holding Facility staff will not be responsible for any funds or monies belonging to a trustee.
 - b. Any trustee found in possession of funds or monies exceeding this limit will be instructed to leave the program that day.
 - 9. Trustees are prohibited from entering any unoccupied office or room in the police building without authorization and the personal observation of a Police Department employee.