

## HOW DO I SIGN UP TO DO THE COMMUNITY SERVICE WORK PROGRAM?

- You must report to one of the area Probation Department offices listed on the front of this brochure with your referral from the court or probation officer and the program fee.  
**No appointment is necessary to apply.**
- Juveniles must have a parent or guardian present at the time they apply.
- Applications cannot be processed while you wait, or immediately. Due to our volume, and required procedures, you must apply and receive your work assignment letter by mail.
- To do your work hours out of Santa Barbara County, you must report to Probation with your referral from Court or Probation Officer. You must complete the application and pay the full enrollment fee. You will be mailed a timesheet and instructions on how to locate an agency in your county or state to complete your hours.
- This program no longer accepts clients ordered to complete work hours from another county or state. If you were ordered work hours from another county or state and would like to do them in Santa Barbara County, you will need to contact the court or agency that ordered your hours for instructions on completing your community service work.

## WHAT HAPPENS AFTER I SIGN UP FOR THE COMMUNITY SERVICE WORK PROGRAM?

- After your fee has been paid and your application has been submitted, a worksite assignment letter will be mailed to the address on the application and a timesheet will be mailed to the worksite to record your hours.
- It is your responsibility to contact the assigned worksite by the date indicated on the letter and coordinate your schedule with the worksite and to confirm that the worksite has your timesheet
- If you fail to make contact by the date indicated on the letter, the worksite will return your timesheet to the CSW coordinator and assessed a worksite change/reassignment fee.
- Your worksite supervisor will return proof of completed hours directly to the Probation Department.
- The Probation Department will send a Closing Report of your CSW to the Court or your probation officer.
- You may request a copy of the Closing Report for your records from your area CSW coordinator.

# SANTA BARBARA COUNTY PROBATION



## COMMUNITY SERVICE WORK PROGRAM

**Community Service Work  
Information Line  
(805) 882-3649**

### Santa Barbara County Probation Offices:

*Lompoc:*

415 East Cypress Avenue  
Lompoc, CA 93436

*Santa Barbara:*

117 East Carrillo Street  
Santa Barbara, CA 93101

*Santa Maria:*

2121 Centerpointe Parkway  
Santa Maria, CA 93455

## WHAT IS THE COMMUNITY SERVICE WORK PROGRAM?

The Community Service Work Program (CSWP) is a program that is coordinated by the Santa Barbara County Probation Department.

The purpose of the CSWP is to provide youthful and adult offenders the opportunity to perform valuable work service to the community as a consequence of their offense.

## HOW ARE PEOPLE ASSIGNED TO THE COMMUNITY SERVICE WORK PROGRAM?

The Court, in certain cases, will allow you to participate in the CSWP in lieu of paying a fine. The Court also may order that you complete mandatory CSW hours. In some cases, you may be referred to the CSW program by your Deputy Probation Officer (DPO).

## WHAT TYPE OF WORK SITES ARE THERE?

The Probation Department currently offers work sites at local city and county parks, state beaches, and with other public and non-profit agencies in the community. Physical and manual labor is required at all worksites.

**\* PROGRAM FEES MAY CHANGE WITHOUT NOTICE. A CURRENT FEE SCHEDULE CAN BE FOUND AT <http://www.countyofsb.org/probation>**

## HOW MUCH DOES IT COST TO PARTICIPATE IN THE COMMUNITY SERVICE WORK PROGRAM?

- \* The Community Service Work enrollment fee is based on a fixed application fee of **\$50 plus \$2 per hour** of community service work ordered for Adults. **Juveniles are not charged an enrollment fee.**
- The enrollment fee is waived with current proof of public assistance (Calworks, Medi-cal, SSI, GR, etc) at the time of enrollment.
- Installment Acct. Fee - **\$30 for Adults. No fee for Juveniles.** This fee applies when you wish to complete the Installment Plan application. If you are not eligible for the installment payment plan, this will be applied to your CSWP enrollment fee.
- Extension Fee - **\$50 for Adults. No fee for Juveniles.** This fee applies when you are unable to complete the hours ordered by your completion date and will need to request an extension of time from the Court or Deputy Probation Officer. You will be required to pay this fee and request a status report from the CSWP Coordinator.
- Worksite Change/Reassignment Fee – **\$50 for Adults. No fee for Juveniles.** This fee applies when your assigned worksite is changed due to failure to maintain work schedule, follow worksite rules and regulations or upon client request.

## WHAT ARE THE COMMUNITY SERVICE WORK PROGRAM RULES?

- You must report to the Probation Department within 7 days of the date you are assigned by the Court or the Deputy Probation Officer (DPO).
- Do not delay applying for CSW as it could take up to 14 days to receive your work assignment letter.
- Applications received less than 4 weeks prior to the completion date may not allow enough time for processing, mailing and scheduling work hours with the worksite. **Do not wait until the last month to apply.**
- The CSWP Coordinator will attempt to assign you to one of your worksite choices based on the criteria of the worksites. The choice of the site assigned will be ultimately at the discretion of the CSWP Coordinator and may not be one of the sites you selected.
- Your CSW hours must be completed prior to your expiration date assigned by the Court or Probation Officer or a warrant may be issued for your arrest.
- The CSW Coordinator will report the completion status of your hours to the Court or Probation Officer.
- **There are no refunds permitted.** You must have all your CSWP fees paid in full by your completion date. If you have an outstanding balance, we will inform the Court of your delinquent status.
- If you require an extension to complete your assigned CSW hours, you must report to the Probation Department and request a status report. You will be required to pay a fee for the status report. You will then take the status report to the Court and request an extension. **The CSW Coordinator is not authorized to grant extensions.** If your Probation Officer ordered you to complete CSW hours, you must discuss extension request with your DPO.