

# Community Restitution Service

Project Payback Phone (352) 337-6178, Fax (352) 337-6127

I \_\_\_\_\_ am a Project Payback participant, and in order to receive credit for my community restitution service hours, I must obey the following rules:

- Community *restitution* service hours are separate from, and in addition to, the Court-ordered community service I am required to complete and submit to my probation officer.
- I will complete hours at an **approved site**. I understand any non-profit community organization, church, hospital, school, retirement/nursing home, & city/county/state government site is acceptable. **If I have a question about a site, I will call Project Payback to get approval before starting my hours.**
- I will NOT perform my community restitution service hours for a relative or at a relative's place of employment.
- I will make my own contact with the service agency and set up a work schedule to have the assigned hours completed within the time allowed.
- I will be on time for my community restitution service work and I will stay at the service agency until I have completed the scheduled hours.
- **My Logs will be filled out correctly:**
  - ✓ I will use the provided Project Payback log, **not** the Department of Juvenile Justice log.
  - ✓ I will be sure to list the community service site and the telephone number.
  - ✓ I will make sure the a) date of service, b) time began and ended, c) total number of hours completed, and d) activity completed is filled out and signed *by the person who supervised that day's activity*, not my parent/guardian.
- I will make sure the service agency records my hours so that Project Payback can verify my work.
- I understand my log will be verified before being paid out. Project Payback will not accept the hours if the hours are unable to be verified.
- I will **turn in my log during the same month that the work is completed**; otherwise it may not be accepted.
- **If I have an upcoming court date, I must submit my log to PPB by no later than 4pm on the day before my scheduled court date.**
- For every hour of community restitution service I successfully complete at an approved site, Project Payback will pay \$8.00/hour toward my court ordered restitution.
- I must turn in my community restitution service log to Project Payback, **not** to my Juvenile Probation Officer.
- If I falsely report my community restitution service hours, Project Payback will set me for a hearing and bring my case to the attention of the Judge.

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date