

## For further information contact:

Criminal Justice Service,  
The A.L.L.O.A. Centre,  
8 Hillcrest Drive, Alloa,  
FK12 1SB

Tel: 01259 721069

Fax: 01259 723998

Office Hours: 9am – 5pm

## Emergency Duty Team - Tel: 01786 470500

(Out with office hours and on public holidays)

## Useful Contact Numbers:

Alloa Sheriff Court 01259 722734

Alloa Police Station 01259 723255

Alloa Health Centre 01259 215333

Benefits Office 01259 432600

Citizens Advice Bureau 01259 723880

Signpost Forth Valley 01259 726602

Clackmannanshire Council Homeless Team

Day (9am – 5pm) 01259 452397

Out of Hours 01259 452000

## Core Values of the Council

Commitment, Trust and Partnership

Openness and Accountability

Respect and Dignity

Equity, Fairness and Inclusion

یہ دستاویز کے بارے میں معلومات فراہم کرتا ہے۔ کیئر پینل جسٹس سروس  
اس دستاویز کو اپنی زبان میں سمجھنے کے واسطے اگر آپ کو مدد کی ضرورت ہے تو برائے مہربانی اسکو کونسل آفس  
لے جائیں اور ریسپشن پر پوچھیں۔ کونسل کے دفاتر کے پتے نیچے درج ہیں۔

گرین فیلڈ ہاؤس لائیم ٹری ہاؤس

ٹیلی بڈی روڈ کاسل سٹریٹ

آلوا آلوا

FK10 1EX FK10 2AD

這文件內容是有關 刑事司法公正服務。  
如你需要，我 可以用你的語言幫助你了解此文件的內  
容。請携同此文件到議局辦公室接待處查。辦公室地  
址如下：

Greenfield House 青田樓  
Tullibody Road  
Alloa  
FK10 2AD

Limetree House 檸樹樓  
Castle Street  
Alloa  
FK10 1EX

Niniejszy dokument udziela informacji na temat  
Sądownictwa Karnego.

Jeśli chcieliby Państwo skorzystać z pomocy w  
rozumieniu tego dokumentu w swoim języku, proszę go  
ze sobą zabrać do Biura Rady Miejskiej (Council Office)  
i zapytać w recepcji. Mogą Państwo znaleźć Biura Rady  
Miejskiej pod poniższymi adresami:

Greenfield House  
Tullibody Road  
Alloa  
FK10 2AD

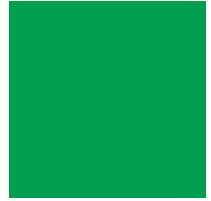
Limetree House  
Castle Street  
Alloa  
FK10 1EX

Further information can be obtained on the  
Clackmannanshire Council website: [www.clacksweb.org.uk](http://www.clacksweb.org.uk).

Contact the Research & Information Service on 01259 452519 to  
obtain further supplies of this leaflet or to request any changes.



## Community Service Order



## Information on the Legal Requirements and Supervision of a Community Service Order



CLACKMANNANSHIRE  
COUNCIL

## What is Community Service?

A Community Service Order allows you to do unpaid work for the benefit of the community instead of going to prison. The Order will be for a specified period of time ranging from between 80 and 300 hours. These hours must be completed within 12 months. The unpaid work will involve individual placements or 'task squad' placements or a mixture of both.

## What happens on Community Service?

If the Court makes a Community Service Order you must attend at the Council's Criminal Justice office immediately after appearing in Court or within 24 hours of the order being made. At this appointment you will be given a Supervising Social Worker who is responsible to the Court for supervising the Order.

**A range of conditions are attached to each Community Service Order. These include:**

- ▶ Attend all appointments on time
- ▶ Do the tasks you are asked to complete to the best of your ability
- ▶ Equipment and clothing provided for health and safety purposes must be worn / used as instructed
- ▶ You must not attend your placement under the influence of alcohol or drugs
- ▶ You must immediately inform your supervising officer if you change your job or your address

The only acceptable reasons for not following instructions are if:

- ▶ You have a doctor's certificate that explains why you were unable to carry out an instruction
- ▶ Your Supervising Officer has granted an exception from attendance following a discussion with you

- ▶ Something that you could not have prevented or happens unexpectedly affecting your home life or employment

## What Happens if I Don't Do This?

Your Supervising Officer can tell the Court if you have not kept to the rules and any failure to obey instructions will always result in action being taken. This may lead to Breach Proceedings, but in less serious contraventions your Supervising Officer may issue you with a Formal Warning. Should you receive more than two Formal Warnings an application for Breach will be made to the Court.

If a Breach Report is sent to the Court you will appear there again, where a decision will be made about what happens next. The Court may do one of the following:

- ▶ Cancel the Order
- ▶ Send you to prison
- ▶ Give you a fine
- ▶ Let the Order continue and perhaps add more hours to it
- ▶ Make a new Order

## What kind of work will I be doing?

A wide range of work is carried out in Clackmannanshire - the work you are given depends on your experience, skills, qualifications and health. Examples include:

- ▶ painting
- ▶ working outdoors
- ▶ joinery
- ▶ assisting local charities

## Reviewing your Order

During the course of an Order, you and the Community Service Officer have the right to ask the court to review the Order. This may happen should a change in your circumstances make it difficult for you to complete the Order.

If personal problems arise that affect your ability to carry out your work, your Community Service Officer will offer advice and assistance.

## Expenses, Meals and Travel

It is your responsibility to get to and from your placement / pick-up point. If you have difficulties you should speak to your Community Service Officer. You have to provide your own lunch for the day.

## Your Right to Complain

If you feel you have been treated unfairly you are entitled to make a complaint. In the first instance you should speak to your Supervising Officer or the Senior Social Worker / Team Manager who will tell you how to make a formal complaint.

## Confidentiality

When a Social Work representative interviews you, they are acting as an agent of the Court. If you give information that might suggest that a child is at risk, or an offence may be or has been committed, the Social Work representative will have to act on that information. They cannot therefore give promises of confidentiality.

Social Work Services have a general duty of confidentiality of personal information, which they hold in connection with the duties and responsibilities they carry out. Where there is a need to disclose confidential information to a third party, it will be considered carefully whether this is lawful under the Data Protection Act 1998.