



## CRIMINAL JUSTICE SERVICES DIVISION

### Alternative Sentencing Department

2307 Midpoint Drive  
Fort Collins, Colorado 80525

Community Service (970) 980-2600 FAX (970) 980-2610  
Workender (970) 980-2652 / Midweek (970) 980-2651 FAX (970) 980-2610  
Work Release (970) 980-2640 FAX (970) 980-2610  
Electronic Home Detention (970) 980-2680 FAX (970) 980-2610  
Pretrial (970) 980-2600 FAX (970) 980-2610

### Community Service Basic Information Sheet

The Community Service office does not schedule appointments. All interviews are completed on a walk in basis. You must report in person to 2307 Midpoint Drive, Door #1, Administration, to meet with a case manager who will outline the process for you to successfully complete Court Ordered Community Service. Please plan on approximately one hour to complete the interview process.

#### Interview Hours

Monday: 12:00 pm – 4:00 pm  
Tuesday – Friday: 8:00 am – 4:00 pm

**You MUST bring the following in order to proceed with the interview process:**

**#1: \$100 fee.**

- *The Community Service fee is payable by cash, money order or credit/debit card*

**#2: A copy of your court paperwork**

**#3: Photo I.D.**

If you report without any of the above items, you will not be able to meet with a case manager.

- If you have concerns due to financial hardship, a reduced fee may be possible with qualifying documentation. Please call the Community Service office to receive additional information.
- If your case has been closed and is being reopened, a \$20.00 administrative fee will be charged.
- If you do not speak English, please bring an interpreter with you to your Community Service interview.

*(Si no habla ingles, por favor de traer un interprete cuando venga a su cita de servicio de comunidad.)*

Community Service hours must be performed after you meet with a case manager and must be completed at a Non-Profit, Tax supported, charitable based agency with a valid 501(c)(3) designation. You may be required to provide proof of an agency's valid 501(c)(3) status, if requested. Hours completed prior to meeting with a case manager **will not be accepted** or credited to your case.