



MINISTRY OF INTERNAL AFFAIRS

# COMMUNITY SERVICE ORDERS

## User's Handbook

### DIRECTORATE OF COMMUNITY SERVICE Head Office

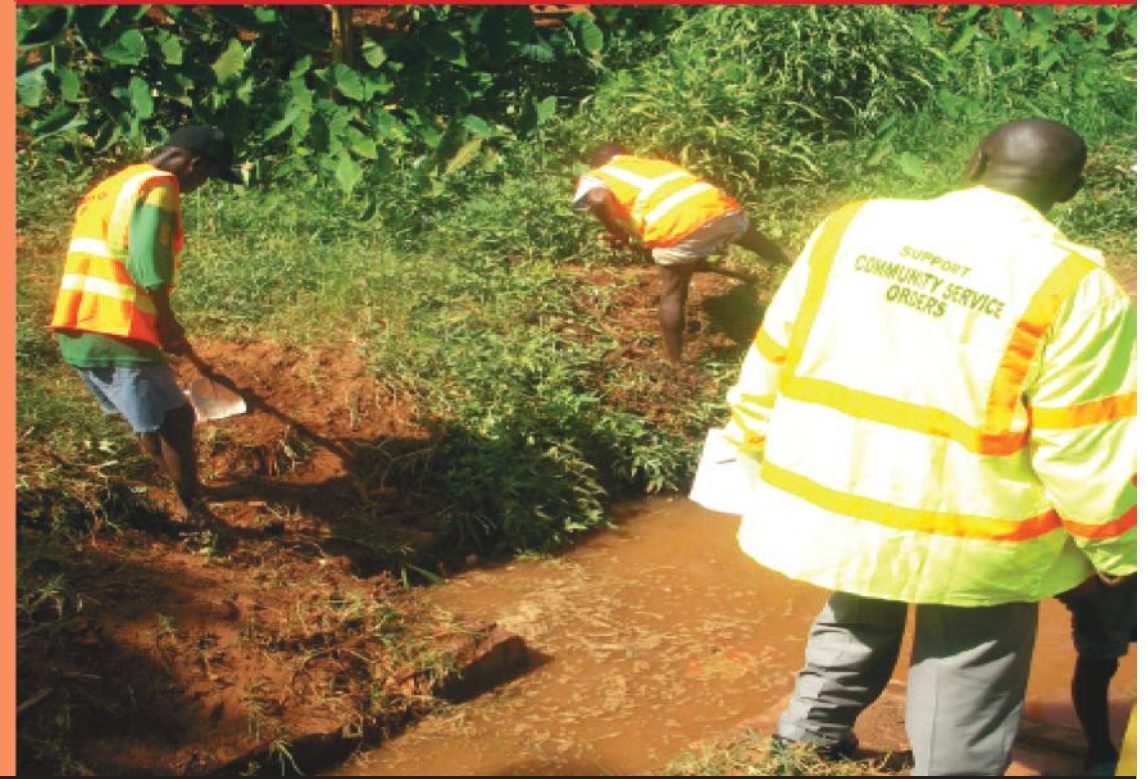
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*Giving Chances, Making Changes*



COMMUNITY SERVICE PROGRAMME

WITH SUPPORT FROM JLOS



MINISTRY OF INTERNAL AFFAIRS

# COMMUNITY SERVICE ORDERS

## User's Handbook

*Giving Chances, Making Changes*

1st Edition 2016



**COMMUNITY SERVICE PROGRAMME**

WITH SUPPORT FROM **JLOS**

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2016  
Community Service Programme, Uganda

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## VISION:

A leading institution with the best, most innovative approaches to the rehabilitation and reintegration of offenders through the management of Community Service Orders.

## MISSION:

To ensure effective and efficient promotion of Community Service Orders as a sentencing option in Uganda and to expand utilization of community service as a non-custodial sentencing option.

## CORE VALUES:

**Integrity:** We adhere to high moral standards of honesty and openness in the conduct of our affairs.

**Professionalism:** We meticulously adhere to professional codes of conduct and exhibit a high degree of proficiency in everything we do.

**Confidentiality:** We treat all information regarding our clients with utmost confidentiality. When required to disclose information, we do so in accordance with the law, per the stipulations of the Access to Information Act, 2005.

**Respect:** We respect our clients and maintain the dignity of offenders in line with international obligations prescribed by various treaties.

**Fairness and impartiality:** We treat all stakeholders with utmost fairness and objectivity and adhere to principles of equality in our conduct.

**Accountability:** We have an obligation to report, explain and answer to the consequences of actions and decisions that affect stakeholders.

## FOREWORD



Community Service Order as a sentencing option provides for punishment of offenders based on sentencing principles such as; rehabilitation and reintegration of the offender, reparation for harm done, promoting a sense of responsibility by the offender and denouncing unlawful conduct.

Community Service ensures that offenders serve their sentences and they are helped to reform so as not to re-offend. To achieve this, there is need for a clear guide on how offenders placed on Community Service should be supervised and thereafter received, treated and reintegrated back into the community.

Lack of up to date clear guidelines and information on implementation of community service has been a major challenge hence the need for a community service Users' handbook to bridge the information gap on the management and implementation of Community Service.

I wish to thank the National Community Service Committee, Development Partners, Community Service staff and all other stakeholders who have participated in the development of this User's Handbook and look forward to your continued support.

For God and my Country

A handwritten signature in black ink, appearing to read 'Odongo Jeje', written over a dotted line.

**GEN. ODONGO JEJE**

**Minister for Internal Affairs**



## **ACKNOWLEDGEMENT**

This handbook is a product of many stakeholders including Community Service Staff, National Community Service Committee members, staff from JLOS Institutions and JLOS Secretariat.

We wish to thank the National Community Service Committee for their guidance, support and participation in the development of this handbook.

Our sincere thanks go to JLOS for their technical and financial support to enable the production of this handbook.

## **1.0 INTRODUCTION**

The Directorate of Community Service derives its mandate from the Community Service Act 2000 Cap 115, Laws of Uganda and the Statutory Instrument No. 55 of 2001 (The Community Service Regulations). Implementation of Community Service in Uganda began in 2001 with a pilot phase in the four magisterial areas of Masaka, Mpigi, Masindi and Mukono and was later rolled out country wide in 2004.

The Community Service User's Handbook is intended to provide information and guidance to stakeholders to facilitate implementation of the program. The handbook has been written in a more simplified language for purposes of clarity to whoever reads it. It covers all the key principles, processes and roles of stakeholders.

### **1.1 WHAT IS COMMUNITY SERVICE?**

According to the Community Service Act of 2000, "Community Service means non-custodial punishment by which after conviction, the court with the consent of the offender makes an order for the offender to serve the community rather than undergo imprisonment."

A Community Service Order requires an offender to perform unpaid work of public benefit for a specified period of time while residing in his or her home so that he or she can be rehabilitated and constructively reintegrated into society. Community Service Orders are issued by the High Court and its subordinate courts.

## **1.2 OBJECTIVES OF COMMUNITY SERVICE**

The objectives of Community Service are to;

- i) Rehabilitate offenders within their communities.
- ii) Decongest prisons.
- iii) Reduce the rate of re-offending (recidivism).
- iv) Reduce government expenditure on offenders in prisons.
- v) Promote family and social cohesion through reconciliation of offenders, victims and the community.
- vi) Enhance the protection of offenders' human rights.
- vii) Increase involvement of the public in the administration of justice.

## **1.3 BENEFITS OF COMMUNITY SERVICE**

The benefits of Community Service include;

### **1.3.1 Benefits to community / victims**

- i) Promotes reconciliation between offenders and the victims.
- ii) The offender provides free labour to the community.
- iii) Encourages community involvement in the administration of justice.

### **1.3.2 Benefits to offenders**

- i) Helps offenders remain together with their families.
- ii) Fosters a sense of social responsibility among the offenders.
- iii) Rehabilitates offenders by instilling ethically acceptable behavior which may reduce re-offending in the future.

### 1.3.3 Benefits to the government

- i) Contributes towards decongestion of the prisons.
- ii) Saves government expenditure by reducing jail costs on prisoners.
- iii) Increases public confidence in the administration of justice.
- iv) Reduces on crime by keeping petty offenders away from hardcore offenders.
- v) Reduces case backlog.

### 1.4 WHO IS ELIGIBLE FOR COMMUNITY SERVICE?

To be considered for Community Service, a person should;

- i) Have committed an offence for which the court would have otherwise passed a sentence of not more than two years imprisonment.
- ii) Have a fixed place of abode.
- iii) Not be a habitual offender.
- iv) Have been found guilty by own plea or through full trial.

### 1.5 CONDITIONS FOR A COMMUNITY SERVICE ORDER

In sentencing a person to a Community Service Order, the court considers the following;

1. The basic grid that is provided in the Community Service Regulations and sentencing guidelines. In instances where the court deviates from the basic grid, court shall give reasons taking into consideration the following;
  - i) The nature of punishment.
  - ii) The age of the offender.

- iii) History of the offender's previous compliance or non compliance.
  - iv) The purpose of the punishment.
  - v) The nature of the work to be performed by the offender.
  - vi) The value of the work to be performed or the physical and health condition of the offender.
2. The court shall also consider the following;
- i) If the community service work available is suitable for the offence.
  - ii) The offender has considered to undertake community service.
  - iii) The work will benefit the community.
  - iv) The offender has the skills and experiences to do such work.
  - v) The views of the victim or the victims.
  - vi) The history of the offender's previous compliance or non compliance to court procedures.
  - vii) Whether the offender is suffering from any adverse health conditions.
  - viii) The likely benefit of the community service to the community.
  - ix) The age of the offender (Community Service is given to offenders who are above 18 years or any other factor as the court may consider relevant). Throughout the above process offenders shall be offered counseling, mentored and provided with psychological support. Visits to their placement institutions and homes may be conducted by a designated staff.

## 1.6 PRE-SENTENCE REPORT

For the purpose of determining whether community service is the appropriate sentence, the court may require Police Probation, A Community Service Officer or any other authorized person to make a pre-sentence report about the offender to guide court before sentencing. A pre-sentence report may include the following;

- i) Offender's suitability for community service including skills and liabilities.
- ii) Likely benefits of the sentence to the offender and the community.
- iii) Safety of the victim, offender and community during the time the offender is serving his / her sentence.
- iv) Any precautionary measures that could be required for an effective Community Service Order.

## 2.0 HOW COMMUNITY SERVICE WORKS

Community service sentencing involves a number of stages some of which involve other agencies related to criminal justice such as the Police, Prosecution, Judiciary, Public e.t.c.

*Table Showing Stages Of Community Service*

Stage One	A complaint is registered with the police and an arrest is made.
Stage Two	A police officer (CID) or a designated person fills a PF 103, which details the bio data and past record of the offender.
Stage Three	The offender is presented to the courts of law. If the person pleads guilty or if the magistrate passes judgement after full trial, a Community Service Order is issued.
Stage Four	The offender performs community service at a placement area stated by court without pay while residing with his/her family within the community. The work performed should be beneficial to the community. The head of the placement institution performs the day to day supervision of the offender without pay.
Stage Five	The District Community Service Committee members, heads of placement institutions and the general public monitor the implementation of the Community Service Order.

Throughout the above process, offenders shall be offered counselling, mentored and provided with psychological support. Visits to their placement institutions and homes may be conducted by a designated staff.

### **3.0 WHERE DO OFFENDERS WORK?**

Community Service Offenders work from places commonly referred to as placement institutions. Placement institutions are public places from where an offender serves the sentence.

Placement institutions can be identified by Probation Officers, Community Service Staff, Community Leaders and District Community Service Committee members.

#### **3.1 Guidelines for selection of placement institutions**

Placement institutions are selected based on the following criteria;

- i) The institution should provide a specific service to the community e.g public schools, hospitals and health clinics, foster homes and orphanages, construction or maintenance of public roads, environmental conservation and enhancement works, projects for water conservation, council maintenance departments, aid agencies e.t.c.
- ii) The institution should not be run for commercial profit.
- iii) The institution should be within a reasonable travelling distance of the offender.
- iv) The institution should have work available that would be within range of the offender's ability.
- v) The institution should have responsible staff available to instruct and supervise offenders on community service.
- vi) Whenever possible, the tasks required of the offender should lead to tangible results at the institution rather than just slashing or cleaning.
- vii) The institution's management body (Chief Executive Board of Management) should be in agreement with the aims and principles of Community Service and willing to accept and supervise offenders on community service.





*Brick Making in Mubende*



*Offenders working at a rehabilitative tree nursery in Koboko*

## **4.0 GUIDELINES FOR COMMUNITY SERVICE PLACEMENT SUPERVISORS**

The role of a supervisor is crucial to the success of community service implementation and administration. In supervising community service, offenders and supervisors should abide by the following guidelines;

- i) Check the identity of the offender.
- ii) Treat the offender in the same way as a normal employee would be treated.
- iii) Ensure offender understands terms of order and is instructed in required tasks.
- iv) Provide clothes, tools e.t.c as necessary for tasks to be completed in safety.
- v) Support the offender with advise and understanding to complete his or her order successfully.
- vi) Supervise offender daily.
- vii) Record all hours worked, work performance and any absences.
- viii) Inform the Magistrate or Probation Officer or any other person of authority as soon as possible if the offender fails to turn up or causes problems. (The Probation Officer will assist in ensuring that the correct procedures are followed e.g a summon for the offender to go back to court).

## **5.0 HOW ARE COMMUNITY SERVICE ORDERS MANAGED?**

Management of community service offenders involves the Directorate of Community Service and other stakeholders such as the Court, Police and Placement Institutions. Once the offender has been sentenced to community service, he / she signs a Committal Order Form, a copy of which he / she takes to the placement institution.

The Order Form states the details of the orders such as hours of community service, placement institution, type of work, commencement date and default sentence should he / she fail to work.

- i) The offender reports to the placement institution with a committal order form (CS1) and is assigned work and provided with tools by the supervisor.
- ii) The offender signs a work record sheet which is then countersigned by the Supervisor. The work record sheet shows daily attendance and work performed. It serves as proof of work and as a monitoring tool. The supervisor carries out the day to day supervision of offenders at the placement institution and is not paid for that role.
- iii) Offenders are followed up at placement institutions during the sentence by the Directorate of Community Service staff, local leaders and District Community Service Committee. Although complainants and victims are free to check on how the offender is working, they should not interfere with the offender's work or abuse or ridicule him / her under any circumstances.
- iv) In the event of abscondment, the supervisor notifies the court in writing. The court may issue summons to the offender or a warrant of arrest. Police execute the warrant of arrest and the offender is produced again in court to justify his / her action. Should he / she fail to satisfy the court for his / her abscondment, the court cancels the community service order and sentences the offender to a custodial sentence.
- v) On completion, feedback is provided to the court by the supervisor so as to update the register.
- vi) The directorate maintains a database of community service orders issued throughout the country.

- vii) Home visits to offenders are made by the community service staff so as to interact with family and community members to enhance reintegration.
- viii) Reconciliatory meetings where applicable are also held by the staff to provide for harmonious living between the offender, victim and complainants.

## 5.1 SOCIAL RE-INTEGRATION

This is the process through which the directorate follows up offenders to ensure effective rehabilitation and re-integration back into their communities. The process involves offender screening, counselling, home visits, reconciliatory meetings and offender skilling.

Social re-integration aims at preparing the offender for successful reentry ensuring public safety, reducing chances of relapse and repeat offending, promoting social responsibility, promoting stable and social family relationships and enhancing public involvement in offender management and support.

### 5.1.1 Why Social Re-integration Approach?

Social re-integration is undertaken to;

- i) Promote community involvement in implementation of community service.
- ii) Enhance awareness about community service and its benefits.
- iii) Involve local structures in helping offenders to acquire the attitudes and behaviours that result in functioning productively in society.
- iv) Increase compliance to Community Service Orders.
- v) Contribute to crime prevention.
- vi) Reduce the rate of recidivism.

- vii) Promote credibility of the program and confidence of the judiciary.
- viii) Intensify integrated support system.
- ix) Promote social cohesion and reconciliation between offenders and the community members through conflict and crime prevention and peace building initiatives.
- x) Generate disaggregated data to initiate subsequent evidence based rehabilitation programs.

### **5.1.2 The key activities undertaken under Social Reintegration include;**

- i) Establishment and maintenance of rehabilitative projects to equip offenders with skills.
- ii) Conducting home visits.
- iii) Counseling of offenders and family members.
- iv) Offering victim psychosocial support.
- v) Identification and training peer support persons.
- vi) Facilitating reconciliatory / community meetings.
- vii) Making referrals where necessary.



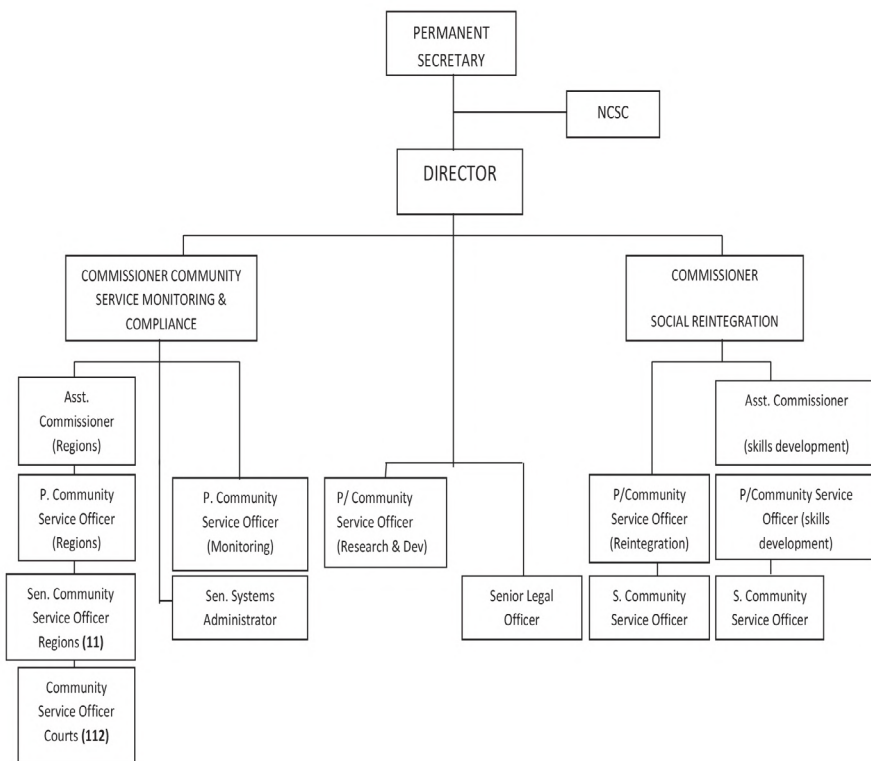


*A reconciliatory meeting between Omolator Odak and Ngura puc clans in Burlwala village Lira*



*A Peer Support person addressing offenders in Kaliro district*

## 6.0 ADMINISTRATIVE STRUCTURE OF THE DIRECTORATE OF COMMUNITY SERVICE



### 6.1 Ministry of Internal Affairs

The Ministry of Internal Affairs provides the overall policy guidance and is also the budgetary coordinating entity.

### 6.2 National Community Service Committee (NCSC)

The National Community Service Committee is chaired by a High Court Judge and its membership consists of the following; Representative of the Directorate of Public Prosecutions, Uganda Police Force,

Uganda Prisons Service, Probation Service (MoGLSD), Ministry of Local Government, Uganda Law Reform Commission, Permanent Secretary-Ministry of Internal Affairs, Civil Society Organisations and the Public. Representatives of the Civil Society Organisations and the Public are appointed by the Minister of Internal Affairs on the advice of the National Community Service Committee.

The roles of the committee are;

- i) Handles planning, budgeting and work plan implementation.
- ii) Liases with courts of law on matters pertaining to Community Service Orders.
- iii) It is the top most policy-making organ of the programme and it monitors and evaluates the implementation of Community Service Orders.
- iv) It is also involved in resource mobilization.

### **6.3 District Community Service Committee (DCSC)**

The DCSC is composed of Resident Magistrate who chairs the Committee, State Attorney, District Police Commander, District Prisons Commander, Probation Officer, Resident District Commissioner, Chief Administrative Officer, LCV Chairperson, Town Clerk, a representative of the Civil Society and two representatives of the public. The Probation Officer is the secretary to the Committee.

The DCSC is responsible for implementation of community service at the district level. The Committee also performs coordination, planning, supervision, monitoring and evaluation roles that inform policy decisions of the NCSC. The representatives of the public are appointed by the Minister on recommendation of the DCSC.



## 6.4 The Directorate of Community Service

The Directorate of Community Service oversees the day to day operations of Community Service Orders implementation across the country. It specifically;

- i) Monitors and supervises the implementation of Community Service Program.
- ii) Offers technical support to stakeholders.
- iii) Networks with stakeholders.
- iv) Keeps assets, records and other properties of the programme.
- v) Coordinates and supervises re-integration and rehabilitation of the offenders.
- vi) Informs the public and train stakeholders on community service.
- vii) Carry out any other duties assigned to it by the Ministry / National Committee.

## 6.5 The Regional Office

The regional office is managed by technical staff of the directorate within their areas of operation so as to facilitate improved service by bringing services near to stakeholders. The regional offices are responsible for;

- i) Coordinating the programme activities in the region and acting as a conduit between the districts and National Community Service Committee.
- ii) Ensuring that all District Committees' work plans / accountabilities are submitted to the National Secretariat.
- iii) Liasing with District Probation and Welfare Officers and Chairpersons of District Community Service Committees.

- iv) Providing relevant support and advice to the District Committees in respect of implementation of the community service programme in the districts.
- v) Receiving monthly monitoring reports from District Probation Officers and report to the Commissioner Community Service promptly.
- vi) Assisting District Committees with training and sensitization of stakeholders.
- vii) Monitoring and evaluating the performance of the programme in the region.

## **7.0 ROLES OF KEY STAKEHOLDERS**

The community service program is implemented by many stakeholders across the various stages. These include Judicial Officers, District Probation Officers / Community Development Officers, Police, State Attorneys / Prosecutors and Supervisors.

### **7.1 Judicial Officers**

The judicial officers play the following roles;

- i) Sentence eligible offenders to community service orders.
- ii) Sensitise other stakeholders to community service.
- iii) Chair District Community Service Committees (DCSCs).
- iv) Supervise and monitor the implementation of the programme.
- v) Provide progress reports on community service to the secretariat.
- vi) Maintain proper documentation of CS records through their clerical officers.



*A Community Service Order may be issued once an offender pleads guilty or is found guilty by the court of law.*

## **7.2 The Probation Officer / Community Development Officer**

The Probation officer / Community Development officer play the following roles;

- i) Coordinate the implementation of community service in the district.
- ii) Organise District Community Service Committee meetings.
- iii) Make progress reports to the Secretariat.
- iv) Update the District Local Government and Regional Secretariat about the progress of the programme.
- v) Identify placement institutions and submit the list of such institutions to courts.
- vi) Participate in public sensitizations in his / her area of operation.

### 7.3 Police

The police plays the following roles;

- i) Arrests suspects who commit crimes and re-arrests offenders who abscond.
- ii) Carries out investigations on reported crimes.
- iii) Prepares pre - sentence reports by filling Police Form 103.
- iv) Execute warrants of arrest for defaulters.
- v) Furnishes court with information on repeat offenders.



*If a person commits an offence, he / she is reported to Police where a Police Officer fills a pre - sentence form.*

### 7.4 Directorate of Public Prosecutions

The Directorate of Public Prosecutions plays the following roles;

- i) Ensure PF 103/pre- sentence form is attached on police files for prosecution and onward submission to Court.
- ii) Advise Court at sentencing time.

## 7.5 Supervisors

These are heads of placement institutions or persons assigned to ensure that offenders comply with Community Service Orders. Their principle duties include;

- i) Manage offenders undertaking community service by ensuring that they comply with the sentence requirements.
- ii) Assign the offender the work and countersign after the work is finished, noting the number of hours worked.
- iii) Provide feedback to the court regarding the performance of the Community Service Order during and after completion.

## 7.6 Prisons

The prisons play the following roles;

- i) Inform inmates on remand about possibility of community service as a sentence.
- ii) Help identify eligible offenders who are on remand.

## 7.7 Offenders

The offenders play the following roles;

- i) Carry out community service sentence as per court instructions.
- ii) Act as peer support persons to those offenders of Community Service.
- iii) Participate in reconciliation process during the social reintegration process.

## 7.8 Victims

The victims play the following roles;

- i) Report cases to police.
- ii) Participate in reconciliation process during the social reintegration process.

## 7.9 Community Leaders

The community leaders play the following roles;

- i) Assist in supervision of offenders in their communities.
- ii) Assist in informing the public about community service .
- iii) Facilitate reconciliation between offenders, victims, complainants and the community.
- iv) Assist in making re-arrests of offenders who fail to comply with the order.

## 7.10 Public

The public plays the following roles;

- i) The public is responsible for identifying community service projects or where the offenders are supposed to serve their sentence.
- ii) Provide feedback on the progress of the order being performed.
- iii) Support the offender while doing community service and accept their presence in the community as they fulfil their sentence.

## 7.11 Civil Society Organisations

The civil society organisations play the following roles;

- i) Sensitise the public on Community Service Orders.
- ii) Advocate for issuance of Community Service Orders.

## 8.0 FREQUENTLY ASKED QUESTIONS

### 1. **What should I do if the offender fails to turn up on day one?**

First see if you can find the offender. You may know where he is staying or be in contact with a member of his family or household. If you cannot find him you must let the Community Service Officer, Police or Magistrate know as soon as possible.

### 2. **The offender did start work but has now stopped attending.**

You must let the Community Service Officer know and also see if you can find out why the offender has stopped coming. If you find him/her or he/she turns up at work, find out the reason why they have not worked. If the excuse is reasonable, the offender may be given one final chance and the order may continue but the lost time must be made up. If the excuse is not reasonable or the offender has not made contact within three days, you must inform the CS Officer or the court immediately.

### 3. **The offender frequently turns up late.**

You must not allow such lateness to continue. Speak to the offender and warn him that this misconduct could lead to notification of the court and further judicial action.

### 4. **The offender turns up for work but states that he is too sick to work.**

You have to exercise your own judgement as to how sick he really is but if you allow time off, then he must compensate for this at a later date. If the offender is away for three days or more, he must

produce a medical document supporting his reasons for not working. Sometimes it is someone else who reports the sickness on behalf of the offender. When this happens, let the Community Service Officer know.

**5. The offender turns up for work but is unable to work because of drinking or drugs.**

In this situation it will normally not be safe for the offender to work. He should be sent home and told that he will have to make up the time at a later stage. When he next turns up for work, he must be warned that if he repeats this behaviour, the matter will be reported to the court.

**6. The offender is rude or disruptive or his work is unsatisfactory**

If the offender's behaviour or standard of work is poor, this must be pointed out to him and you must warn him that he must improve. The supervisor may wish to consult with the CS Officer in such circumstances. If the offender fails to show the necessary improvement, the matter should be reported to the court by the CS Officer.

**7. The offender asks for time off work**

If you believe that the reason is genuine (for example due to an upcoming funeral, a medical examination or a job interview) then reasonable time off may be allowed up to a maximum of three days. This work must however be made up at a later time.



**8. The offender asks for the conditions of his or her order to be changed on a permanent basis.**

Any changes to the order either at the request of the offender or the placement institution can only be made by the court. The CS Officer should therefore be notified and asked to request that the court amend the order. If the Officer refuses, the offender may apply directly to the court.

# ANNEXES



THE REPUBLIC OF UGANDA

CSI

## Community Service Programme

### Community Service Committal Order

**In the.....Court  
at.....**

**Court Case No.....of.....**

**Community Service Committal Order  
No.....**

**Whereas you.....**  
.....  
(First Name/Second Name/Surname) have been convicted of the  
offence of.....  
contrary to section.....of.....  
.....

**And whereas** the court has explained to you the terms of an intended  
order for community service which you have agreed to undertake in  
place of a sentence of imprisonment of.....  
(prison sentence).

You are hereby ordered during a maximum period of six months  
to undertake ..... hours of  
community work under the supervision of .....

..... (name of supervisor) of .....  
..... (name of placement institution).....

**The following are the conditions which you are ordered to obey:**

1. The nature of the work you will be required to undertake is as follows: .....  
.....  
.....
2. You will present yourself for work assignment as instructed by the supervising officer, starting on..... (day of week) the ..... (date). You shall work for ..... days per week and ..... hours per day. The hours ordered should be completed by ..... (date) six months after the start of the order. You shall not work for more than 8 hours a day and 40 hours a week.
3. In the event of any difficulty resulting from a change in your circumstances, the supervisor or probation officer will inform the court for appropriate action. In the event that the officers refuse to pass on your concerns, you may report them personally to the sentencing court.

I hereby declare that I have understood the conditions of the order of the court and its effects and that I fully accept them.

Signed (**Offender**).....

Given under my hand and seal of the Court this.....  
day of ..... at .....  
.....



Signed (**Judge/Magistrate**).....

**N.B. Copies of pre-sentence report and the Community Service Order have to be sent to the District Probation Officer. The offender and the supervisor shall receive copies of the Community Service Order.**







THE REPUBLIC OF UGANDA

CS3

### Community Service Programme

#### Application for Variation of Order

**Form to be filled in by supervisor or another person of authority and to be sent to the sentencing court. Offender and supervisor have to sign the form.**

Surname of offender .....

First Name .....

Second Name ..... Age .....

Sex.....

Address (LC1, Sub-County) .....

Name of institution .....

Address of institution (Sub-County) .....

Please indicate in which way you want the conditions of the community service order to be varied. Only the following four changes are possible;

- Change of residence
- New Address (LC1, Sub-County, District) .....
- .....
- .....

- Change of Placement Institution
- Name and address of suggested Placement Institution  
.....  
.....
- Change of Supervisor
- Name of suggested supervisor  
.....
- Change of type of work
- Suggested type of work  
.....
- Any other reasons (e.g. change of working days/hours, extension of community service period, sickness e.t.c) .....  
.....  
.....

I request that this matter be brought before the court as soon as possible.

I hereby confirm that the particulars herein above as far as I am concerned are correct and true.

Signed.....Date.....  
**(Offender)**

Signature and Title .....  
Date .....  
**(Supervisor or other person of authority)**





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CS4

Surname of offender .....  
First Name .....  
Second Name ..... Age .....  
Sex .....  
Address (LC1, Sub-County) .....  
Name of institution .....  
Address of institution (Sub-County) .....

Please indicate in which way the offender breached the community service order;

- Offender absconded
- Other breach of order (e.g. offender fails to report to work, is persistently late for work, fails to perform work properly, is drunk, is aggressive e.t.c)

Circumstances of the breach .....  
.....  
.....

Incase of “other breach of order” the supervisor shall consult the guidelines for supervisors.

Action I have taken .....  
.....  
.....  
.....

I request that this matter be brought before the court as soon as possible

Signed (**Supervisor**) .....

Date .....

**Application for Summons / Warrant of Arrest**

I ..... (supervisor)

apply that summons/warrant of arrest be issued to let the offender show cause why the community service order should not be canceled and alternative sentence be passed or any other order be made in substitution for the original order as the court may deem just.

Signed (**Supervisor**) .....

Date .....



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CS5

## Community Service Programme

### Review of Community Service Order

In the ..... Court at .....

Court Case No..... of .....

Community Service Order No .....

Whereas you ..... (offender)

at ..... (Court) .....

court case no ..... were placed

on a community service order on .....

.....(date)

### And whereas

- You were not able to comply with the requirements of the order and an application for variation of order was made.
  - You breached the order according to Sec. 6 of the Community Service Act in the following way;
  - Absconded
  - Committed a further offence
  - Other breach of order
- Circumstances of the breach .....
- .....
- .....
- .....

I do hereby order that

1. The Community Service Order be varied in the following way;

- The new place of residence shall be (LC1, Sub-County, District)

.....  
.....  
.....  
.....  
.....

- The new Placement Institution shall be (Name, LC1, Sub-County, District)

.....  
.....  
.....  
.....  
.....

- The new supervisor shall be .....
- The new type of work shall be .....

.....

- Any other reason

.....  
.....

2. A fine shall be imposed on you of.....  
currency points (this alternative is only applicable in the event of a  
breach of the order)

3. The Community Service Order shall be cancelled and you shall be  
sentenced to imprisonment of .....  
(this alternative is only applicable in the event of a breach of the  
order)

Given under my hand and seal of the court this day of .....  
..... at .....



Signed (Judge/Magistrate) .....

**N.B** Copies of the reviewed order shall be sent to the District Probation Officer and to the offender.

If, in the case of change of residence, the jurisdiction changes the sentencing and court has to pass on a copy of the case file to the new court of jurisdiction.