

GIG HARBOR MUNICIPAL COURT

3510 GRANDVIEW STREET
GIG HARBOR, WA 98335
(253) 851-7808
FAX (253) 853-5483

COMMUNITY RESTITUTION PROCEDURES

(Step 1) CHOOSE A NON-PROFIT AGENCY

Community Restitution must be completed through a **local non-profit** group. It is your responsibility to contact a group that interests you and meet the guidelines for the group.

(Step 2) GET SPONSOR APPROVED BY COURT

Next, you must file with the Court a letter from the local group that agrees to sponsor you. The letter should indicate the following:

- A willingness to supervise you;
- The Company/Agency Name, Address, Phone, Logo, and Non-Profit Status;
- Contact Person's name and direct phone number;
- Duties you will be performing and what hours you will tentatively work in a specific time frame.

Prior to any hours worked the Court must approve your Community Restitution plan. (See attached forms). You will NOT be given credit for hours worked on Community Restitution that was not pre-approved by this court.

(Step 3) FILE PROOF WITH THE COURT

In order to be given credit for hours worked you must file with the Court written documentation/verification from the group that accepts you. (See attached forms).

FOR QUESTIONS CONTACT: PROBATION DEPARTMENT (253) 851-7808

****LOCAL**

****NON-PROFIT**

****PRE-APPROVED BY COURT**

EXAMPLES OF GROUPS: Little League, Churches, Eagles, Literacy Groups, Food Banks, Schools, Chamber of Commerce, United Way/Red Cross, Humane Society, Search & Rescue, Health Department, Fire Department, Thrift Stores, Goodwill, Library, etc.

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PROBATION SERVICES
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COMMUNITY RESTITUTION AUTHORIZATION

CASE # _____ REQUIRED HOURS # _____ NO LATER THAN _____

I, _____ of _____ agree to
(Community Service Supervisor) (Non-Profit Agency)

have _____ work _____ hours to comply with
(Defendant) #

☐ **Mandatory Community Restitution**

☐ **Optional Community Restitution in lieu of fine at rate of \$7.35 per hour.**

Dated this _____ day of _____, 20 _____.

COMMUNITY RESTITUTION SPONSOR

(Printed Name)

(Address & Phone Number)

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COURT APPROVAL

DO NOT BEGIN COMMUNITY SERVICE WORK WITHOUT PRIOR APPROVAL FROM COURT !!

APPROVED _____ DATE _____

TO BE COMPLETED BY: _____

DENIED _____ REASON: _____

JUDGE/COURT ADMINISTRATOR