



BEST PRACTICES GUIDE FOR COMMUNITY SERVICE

For cities, counties and agencies to
utilize the judicial system for litter
removal.

The top right corner of the page features a partial view of the Seal of the State of South Carolina. The seal is circular and contains the word "CAROLINA" at the top, a palmetto tree in the center, and the dates "MARCH 1776" and "JULY 4 1776" at the bottom. The seal is set against a light-colored, textured background.

DISCLAIMER

This guide is to assist local, county and state agencies in utilizing the available resources for locating community service workers. The forms are not complete and are merely a draft for your organization to tailor a document that will fit its needs.

Please have your legal office review the forms to see if any additional language or specific information is required. The Litter Commission does not give legal advice.

SUCCESS STORY

Aiken County Litter Control officers are teaming up with their local judicial system to direct community service orders toward litter removal. A model of success in South Carolina!





16-11-700 (C)

Dumping litter on private or public property prohibited; exceptions; responsibility for removal; penalties.

(C) A person who violates the provisions of this section in an amount not more than fifteen pounds, including cigarette butts and cigarette components, is guilty of a misdemeanor and, upon conviction....In addition to the fine or term of imprisonment, the court also must impose eight hours of litter-gathering labor or other form of community service.

[SC Code of Laws Section 16-11-700](#)

Finding laborers to perform litter pickup can be challenging but is achievable.

Here's how to find them.



MAGISTRATE COURT

The officer who issued the citation should appear in court to ensure the judge will order community service, and the judge is assured the hours will be completed and verified.

If the offender fails to complete the community service hours, this is a violation of a court order.





SOUTH CAROLINA DEPARTMENT OF PROBATION, PAROLE AND PARDON SERVICES (PPP)

An integral part of the PPP mission is to prepare offenders under supervision toward becoming productive members of the community.

Probationers indeed have the ability to provide valuable services to the South Carolina community. Procedurally, in order for offenders on probation to participate in the Public Service Employment (PSE) program, this decision must be handed down from the Court. PPP staff cannot order offenders to do litter pick up.

To participate in the PSE program, agencies and organizations must preregister as an [official worksite](#) with PPP and their respective county's Litter Control Officer.

It is the responsibility of the worksite vendor requesting workers to monitor and verify the work hours completed by offenders performing litter pick up.

PPP probationers are covered by the agency's workers compensation policy if they are injured while performing PSE.

Probationers assigned to PSE are required to complete at least eight PSE hours per week. Failure to comply with litter pick up may result in the offender's termination from a designated worksite. He or she can then be reinstated to the PSE program and reassigned to another site, if applicable.

If an individual does not complete his or her PSE hours, a PPP Agent will address the violation like other probation violations using graduated sanctions. Violations may be addressed through the court process or an administrative hearing—an internal agency hearing with a PPP Hearing Officer handing down a warning or punishment to the offender.

Through participation in the PSE program, PPP remains committed to saving taxpayer dollars, while promoting offender rehabilitation and social responsibility.





CIRCUIT SOLICITOR PRE-TRIAL DIVERSION PROGRAMS

Pre-trial diversion programs are offered by South Carolina Circuit Solicitors and generally divert first-time offenders from the traditional criminal prosecution process. These programs involve supervision and services which, upon successful completion, result in a dismissal of the charge(s). An offender may participate in each pre-trial diversion program only once. The South Carolina General Assembly has statutorily created formal pre-trial diversion programs, which include **Pretrial Intervention (PTI)**; **Alcohol Education Program (AEP)**; **Traffic Education Program (TEP)**; and **Worthless Check Units**. While the establishment of formal pre-trial diversion programs is within the legislative function, the creation of informal (non-statutorily required) pre-trial diversion programs is within the executive function of the solicitors. Examples of non-statutory diversion programs include: **truancy intervention**; **juvenile diversion**; and **juvenile arbitration**.



WHAT'S NEXT?

Each county is unique with different financial provisions for Code Enforcement, Litter Control officers and Law Enforcement.

The procedure for each entity will vary based on available resources and personnel.

Create a system to include a check-in process, identify the established hot spots and verify the work has been completed.



CREATE FORMS



ASSIGN HOT SPOTS



VERIFY ASSIGNMENT

PROCESS FLOWCHART





WHO TO CONTACT

SUPPLIES

ORDER
SAFETY VESTS
TRASH BAGS
GLOVES & PICKERS
[HERE](#)

PalmettoPride

Contact : Sarah Lyles
803-758-6034
slyles@palmettopride.org
www.palmettopride.org

PPP

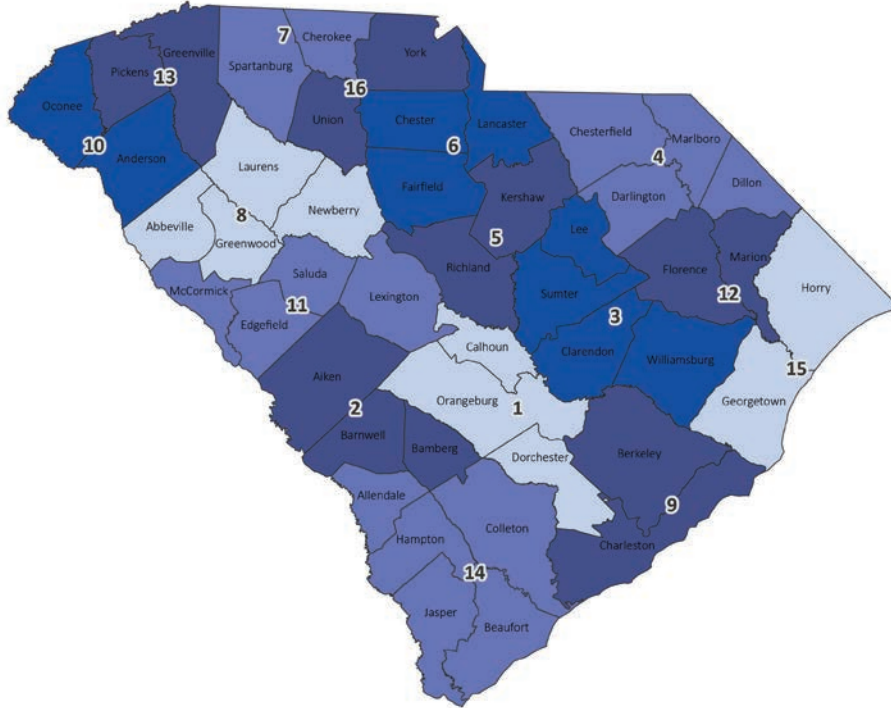
REGISTER AS A
PUBLIC SERVICE
EMPLOYMENT
WORKSITE [HERE](#)

Pubic Service Employment

Contact : Sharon Holland
Sharon.Holland@ppp.sc.gov

SOLICITOR'S OFFICE

FIND YOUR SOLICITOR'S OFFICE



If you have a question about one of South Carolina's pre-trial diversion programs, please contact the Circuit Director of Diversion Programs for the relevant circuit.

1 st Circuit: Jenny Russ	843-871-2640
2 nd Circuit: Felicia Lewis	803-642-1557, ext. 1
3 rd Circuit: Carol Gailliard	803-436-2193
4 th Circuit: Jessica Hammonds	843-623-3265
5 th Circuit: William Bilton	803-576-1800
6 th Circuit: Terrie Frost	803-377-1141
7 th Circuit: Cindy Cassidy	864-596-2630
8 th Circuit: Jami Steifle	864-942-8800
9 th Circuit: Thomas Falconer	843-958-1933
10 th Circuit: Kristen Sullivan	803-716-3689
11 th Circuit: Brooke Velazquez	803-785-8197
12 th Circuit: Jack Greenan	843-665-3091
13 th Circuit: Judy Steadman	864-467-8717
14 th Circuit: Shannon Horton	843-779-8477
15 th Circuit: Tiffany Lee	843-915-5460
16 th Circuit: Ann Melton	803-628-3028

COMMUNITY SERVICE INFORMATION FORM

RICHLAND COUNTY/CITY

Community Service Assignment
Richland County Clean Sweep
123 Main Street Columbia, SC
803-123-1212

INFORMATION

John Doe

Name

123 Some Street Somewhere, South Carolina

Address

803-555-5555

Primary Phone Number

John.Doe@email.com

Secondary Phone Number

Email Address

IT IS YOUR RESPONSIBILITY TO COMPLETE THE REQUIRED NUMBER OF HOURS ORDERED

LITTER PICKUP

Designated litter pickup sites will be assigned by Richland County Clean Sweep

You are responsible for litter pickup at your designated location(s) until the required hours are completed.

Filled trash bags are to be placed off the road way for pickup by: Saturday

For additional trash bags call: 803-555-6666

DO NOT PLACE TRASH BAGS ON THE CURBS OF THE ROAD, DRIVEWAYS OR IN FRONT OF MAIL BOXES.

You are required to call (888-852-1423) between the hours of: 8:30 am - 5:00 pm for notification of trash bag pickup.

The office is closed on weekends and all state/county holidays.

Provide the following when you call:

- Your name
- Road name and location
- Number of bags to be picked up

Failure to meet this requirement will result in noncompliance and will be reported to the appropriate assigning authority.

If you have questions, you may contact Jane Smith at 803-555-7777.

John Doe

Signature

9-27-2019

Date

WAIVER

Please check with your legal office on any insurance, liability issues, waivers and/or any other legal issues.

John Doe

Signature

9-27-2019

Date

COMMUNITY SERVICE SAFETY PROCEDURES FORM

RICHLAND COUNTY/CITY

Community Service Assignment
Richland County Clean Sweep
123 Main Street Columbia, SC
803-123-1212

SAFETY PROCEDURES

Safety is the number one concern for everyone; therefore, it is important to make yourself visible, and protect yourself from possible injury. The following tips are to help keep you safe when reporting to a site for work.

PROPER ATTIRE

- You will be provided with and required to wear at all times: a safety vest and gloves.
- You should wear appropriate/suitable clothing for the weather conditions. (Long pants, long sleeves and sturdy shoes are recommended.)
- Closed-toes shoes are required.
- No pickup after dark.

ROAD SAFETY

- While walking/working, face ONCOMING traffic, and stay at least five feet from the edge of the road.
- Do not use headsets during assigned clean-up. Stay alert and ready to react to traffic.
- When parking at the assigned location, follow all motor vehicle laws.

PERSONAL HEALTH SAFETY

- Avoid needles, syringes, animal carcasses, leaking chemical containers, car batteries and other hazardous materials. These items should be reported to the supervising authority for proper disposal.
- Wear sunscreen, insect repellent and stay hydrated.* **ALCOHOLIC BEVERAGES AND ILLEGAL DRUG USE ARE STRICTLY PROHIBITED WHILE PERFORMING COMMUNITY SERVICE WORK.**
- Consider carrying a first aid kit.
- Do not overfill trash bags.
- Use common sense. Safety first!

I have read and understand the safety guidelines above.

JD
Initials

John Doe
Signature

9-27-2019
Date

ANNUAL COMMUNITY SERVICE HOURS FORM

RICHLAND COUNTY/CITY

Community Service Assignment
Richland County Clean Sweep
123 Main Street Columbia, SC
803-123-1212

<u>MONTH</u>	<u># OF PEOPLE</u>	<u>TOTAL HOURS</u>
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

Please use this form to record and report the total number of community service hours your agency supervised. The data collected will be highlighted the Litter Commissions' bi-annual Legislative Report. The data could help with legislative initiatives.

We made it easy to do - record the data once a month and send the form once a year to: up2u@dnr.sc.gov. We greatly appreciate your help.

DOWNLOAD FORMS

**COMMUNITY SERVICE
INFORMATION FORM**



**COMMUNITY SERVICE
SAFETY PROCEDURES FORM**



**ANNUAL COMMUNITY
SERVICE HOURS FORM**

