



**Superior Court of California, County of Sacramento**  
**Order to Complete Out of County Alternative Sentencing Program**

You have been ordered to complete community service hours in another county. You must locate a non-profit agency within the County for which you are being referred. The agency you choose must be willing to allow you to participate as a volunteer and must meet the federally recognized non-profit agency guidelines, have a 501(c)(3) tax identification number or otherwise be recognized by the IRS as a non-profit organization.

As an Alternative Sentencing Program participant, you will not be allowed to engage in any of the following activities:

- Conduct or engage in any type of religious, sectarian or political activities. This does not mean that you cannot perform hours at a church, rather it means the hours worked cannot directly relate to a religious activity (i.e. teaching or assisting with a “Sunday School” class.)
- Any type of “door to door” service.
- Any type of activity that would expose you to alcoholic beverages and/or drugs.
- Any activity for the benefit of any profit agency.
- Any activity where you would work unsupervised.
- Any activity that would place you in danger or that could cause injury.
- Any activity that involves hazardous materials, operating a motor vehicle or heavy machinery.

You must bring proof back to court that you have been enrolled as a volunteer by a non-profit agency. Proof must be in the form of an original type written letter (copies will not be accepted), prepared on letterhead by the agency and signed by the person authorized to allow you to work. The letter must contain the following information:

- The non-profit agency name, their 501(c)(3) tax exempt identification number (if applicable) and the population they serve.
- The type of work you will be performing.

**Once your hours are completed**, you must bring an original type written letter (copies will not be accepted), prepared on letterhead by the agency and signed by the person authorized to monitor your work. This letter should contain the number of hours worked and the date they were completed.

**You must return to court to show proof of enrollment / proof of completed hours on:**

<b>Date</b>	<b>Time</b>	<b>Department</b>
<b>Name (Last, First, MI)</b>	<b>Case Number</b>	
<b>County referred to</b>	<b>Number of hours to be completed</b>	

**Failure to appear and/or complete the hours as ordered may result in the issuance of a warrant for your arrest.**