

KIRKSVILLE MUNICIPAL COURT – COMMUNITY SERVICE GUIDELINES

Updated 7-18-2017 LS

- 1. Must be performed for an agency designated as a **NON-PROFIT AGENCY**. If in doubt whether an agency is considered non-profit or approved, call the court before beginning community service.

IMPORTANT: If the agency for which you intend to do community service is not on this list, you must obtain approval through the court office **prior** to performing the community service. We will need a copy of the agency’s tax ID letter to verify they are non-profit and you will need to call 660-627-1237 or come by the court office to explain the agency’s function and what you will be doing as community service, to receive confirmation of approval to use that agency.

- 2. Documentation of **completed** community service must show dates, times and number of hours on the timesheet provided by the court. No credit will be given for breaks for meals, etc.. The authorized agency supervisor will list the type of work performed. Both you and the agency supervisor will sign the time sheet. (Supervisor should not be a relative.)

- 3. **IMPORTANT - Providing proof to the court is the defendant’s responsibility**, not the agency’s. **Proof must be received by court and approved PRIOR to the due date assigned** or you must appear in court to explain why you failed to have it completed.

- 4. Some community service is ordered by the court as part of the sentencing, specially for as community service. Other community service is allowed as an option toward payment of a fine at a RATE of 1 HOUR OF COMMUNITY SERVICE = \$6 TOWARD FINE. Community service is **not** allowed toward payment of court costs.

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**FAILURE TO SHOW PROPER VERIFICATION  
OF COMMUNITY SERVICE WILL RESULT IN NO CREDIT GIVEN.**  
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APPROVED AGENCIES

ADAIR CO. HUMANE SOCIETY (ANIMAL SHELTER) **660-665-8038**
Highway 6 West
Hours: Mon-Fri 9-4 Sat 9-12
Speak to: Co-Managers Missy Decker & Dakota Davis & Shelby Snelling

ADAIR CO. PUBLIC LIBRARY **660-665-6038**
(will not consider anyone requiring over 25 hr c/s)
1 Library Lane, KV, MO
Directions: Going north on Hwy 63, just after HyVee,
Turn west (left) on Cottonwood St.,
Immediately turn right onto Library Lane
Speak to: Sonja Hannah

CHARITON VALLEY ASSOCIATION **660-665-1111**
Office: 905 E. George, KV, MO
Speak to: Terry Combs
Or Bill Clifton

CITY OF KIRKSVILLE, AIRPORT **660-665-5020**
Hwy 63 South, KV, MO
Speak to: Glenn Balliew
Or Eddy Turner

CITY OF KIRKSVILLE, PARKS & RECREATION 201 S. Franklin, KV, MO Speak to: Ashley Young	660-627-1224
CITY OF KIRKSVILLE, WATER TREATMENT PLANT 1900 W. Potter, KV, MO Speak to: Supervisor	660-665-3720
HELPING HANDS MISSION 402 N Elson, KV, MO Speak to: Karanda Robbins	660-730-5041
KIRKSVILLE MOOSE LODGE NO. 1751 2405 E. ILLINOIS (Hwy 11 East), KV, MO Speak to: Victoria Sanders	660-988-3905
NEMO FAIRGROUNDS 2700 E. Illinois (Hwy 11 East), KV, MO Speak to: Facility Manager: Ricki Higgins	660-665-8800
NEW BEGINNINGS MISSION 613 N. Franklin, KV, MO Speak to: Alice Matlick or Ed Burlhan	660-342-7125
NORTHEAST COMMUNITY ACTION AGENCY 215 N. Elson, KV, MO Speak to: Vicki Grinde	660-665-9855
OUTREACH MISSION 301 N. Elson, KV, MO Speak to: Rhonda Casey	660-627-1155
SALVATION ARMY (400 S. Baltimore Store: 660-665-4326) Mon-Fri., 8 am – 4 pm, 1004 W. Gardner, Kirksville - May also have Saturday hours Proof can be signed by the secretary	660-665-7885
THOMPSON CAMPUS CENTER 210 S. Osteopathy, KV, MO Speak to: Dan Martin	660-626-2213

OTHER SUGGESTIONS:

- BIG BROTHER/BIG SISTER PROGRAM
- 4-H - Call Adair Co. Extension Center 660-665-9866
- COUNTY NURSING HOMES and HOSPITALS - Although the nursing home or hospital may not be non-profit, Judge Herrin has no objection if the community service is performed at a nursing home or hospital as long as the defendant receives no pay or other compensation for the service performed.
- SHELTERED WORKSHOP
- CHURCHES (with non-profit tax ID status)

