



## King County

Department of Adult and Juvenile Detention, Community Corrections Division

### HELPING HANDS PROGRAM REPORTING INSTRUCTIONS

Phone (206) 477-0647/477-0653

Fax (206) 296-3750

**Location:**

King County Courthouse  
516 - 3<sup>rd</sup> Ave in Seattle; 10<sup>th</sup> Floor, Suite 1028

**Business Hours:**

Monday - Friday, 8 am – noon and 1 – 4 pm  
(please do not bring children to the HHP office)

When a judge has ordered you to the **Helping Hands (HHP) program**, you **MUST** make contact with the office **in person** or by **telephone WITHIN 24 HOURS OF SENTENCING** to set an orientation appointment. The Helping Hands office is co-located with Work Education Release in Suite 1028 of the King County Courthouse in downtown Seattle. In order to be on HHP, you must have an order from King County Superior Court.

**Scheduling Information:**

- Call (206) 477-0647 or (206) 477-0653 or come in to the HHP office to schedule an appointment for your intake orientation interview.
- Attend your scheduled intake orientation interview appointment to be considered enrolled.

**Intake Interview Information:**

- On the day your intake orientation interview is scheduled, report to the HHP office at the specified time. If you are late, you may miss your appointment and will need to re-schedule.
- Please bring all paperwork given to you by the court, including a copy of the Helping Hands order and your Judgment & Sentence.
- Helping Hands staff will go over with you the program guidelines. You will receive written information on agencies near where you live or work that Helping Hands accepts for you to perform your court-ordered community service hours.
- At your intake orientation interview, you will be given the forms you will need to submit to Helping Hands in order to monitor your progress towards completing your court-ordered community service hours.
- Failing to report as instructed above will result in a violation of your court order, and notification will be sent to the court.