TO: Community Service Work Sites

RE: Community Service Rules

1. MUST BE ON TIME. Example 7:00 a.m. start, show at 7:01 a.m. LATE. First time add 8 hours, second time call APO – Jail or more hours.

2. Only excuse for missing – client or children sick, need doctor’s excuse made out for the date missed. For no excuse add 8 hours and call APO.

3. If client is mandated to work, must have letter from employer on letterhead and signed by supervisor – no letter, add 8 hours and call APO.

4. NO RADIOS, PAGERS, I-PODS, CELL PHONES, TAPE PLAYERS, GUNS, KNIVES, SHORTS, SANDALS, BACK PACKS, TANK TOPS, MUSCLE SHIRTS.

5. NO ALCOHOL OR DRUGS – CALL APO.

6. If client leaves for any reason, call APO.

7. Assigned for 8 hour days unless noted otherwise by worksite.

8. If any injuries occur while performing Community Service, notify this office immediately for further instructions.

ALL CLIENTS ARE AWARE OF THESE RULES.

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Client’s Signature                  Date