

**Harney County
Community Service
Agreement Policy**

Name: _____
Address: _____

Court Case #: _____
Phone Number: _____

1. I must have prior approval from the Probation Officer or Work Crew Supervisor for any and all Community Service work in order for credit to be given.
2. If I am unable to perform community service for any reason, a 24-hour notice of cancellation must be given to the Probation Office.
3. If I am employed full time (40 hours/week) **I will be required to perform 8 hours of community service per month.** Verification of employment is required.
4. If I am employed part-time (20 hours/week) **I will be required to perform a minimum of 16 hours of community service per month.**
5. If I am **unemployed, I will be required to perform a minimum of 40 hours of community service per month.**
6. There will be **no smoking** or **cell phone** use while on work crew. (Allowed during breaks only)
7. Respect will be shown to all co-workers, supervisors and any member of the public or I may be sent home and no credit will be given for hours worked.
8. Appropriate work clothing must be worn. Logo's, pictures or wording that refers to alcohol, tobacco, drugs or profanity is prohibited. **No shorts, flip flops/sandals, or tank tops allowed.**
9. I will be held responsible for damage to equipment or property due to negligence or not following directions.

ALL INJURIES MUST BE REPORTED IMMEDIATELY TO THE SUPERVISOR. FAILURE TO DO SO MAY VOID ANY INSURANCE CLAIMS FILED.

I have read or have had read to me and agree to the above conditions. I understand that non-compliance may result in a sanction from the probation officer or a referral back to the Court. This policy takes effect immediately.

Client Signature

Date

Probation Officer

Date