**COMMUNITY SERVICE REQUIREMENTS AND REGULATIONS**

**REQUIREMENTS FOR SUCCESSFUL COMPLETION OF COMMUNITY SERVICE:**

All participants in community service work will be required to:

+ Satisfactorily complete and provide proof of the required number of community

 service hours ordered by STOP Coordinator.

+ Provide any verification requested by the CRC staff for any incidences of tardiness

 or absenteeism.

**COMMUNITY SERVICE WORK REGULATIONS**

+ Participants in STOP must agree to the worksite placement rules and regulations.

+ The worksite is not responsible for keeping up with your hours or timesheet. It is the responsibility of the participant to keep up with their timesheet. If a timesheet is lost, please contact the Conflict Resolution Center office for replacement.

+ Participants will not be permitted to report for community service work or remain at a worksite with an odor of alcohol on his/her breath or who appears to be either impaired or intoxicated from either alcohol or some other substance which is not prescribed by a physician. If a participant appears to be impaired or is caught with either alcohol or other non-prescribed substance in his/her possession, the procedure for the community service worksite personnel and the CRC staff as follows:

* The worksite supervisor will terminate the assignment
* The worksite supervisor will contact the CRC by phone or email with the

 participant's first and last name

* The worksite supervisor will contact the appropriate law enforcement agency

 should the participant be unwilling or unable to leave the worksite

+ Participants may not possess or use any tobacco product while performing community service work.

+ Participants will not have electronic devices with them at a worksite. The Conflict Resolution Center, or the worksite is not responsible for damaged, lost or stolen devices. Violators will ·be terminated from the worksite and will not receive credit for hours already worked. Lost time must be made up before completing community service requirements.

+ Participants will not have friends/visitors or other relatives at the worksite unless this person is a parent/custodian/guardian or authorized worker assisting the participant and has notified the Conflict Resolution Center and has permission by the worksite to be present.

+ Participants will not show any form of disrespect/rudeness or other type of disorderly conduct while at a worksite. Should this take place the procedure for the community service worksite personnel and the CRC staff are as follows:

* The worksite supervisor will terminate the assignment
* The worksite supervisor will contact the CRC by phone or email with the

 participant's first and last name

* The worksite supervisor will contact the appropriate law enforcement agency

 should the participant be unwilling or unable to leave the worksite

+ If a participant is injured at the worksite:

* Take appropriate first aid measures
* The worksite supervisor will contact the CRC by phone or email with the

 participant's first and last name

* Notify the emergency contact the participant named on the community worksite placement form.

**ALL PARTICIPANTS WILL BE REQUIRED TO:**

+ Report to and check out with the worksite supervisor as scheduled

+ Abide by all the rules and regulations of the recipient agency/worksite

+ Follow all instructions of the work site supervisor.

+ Wear clothing appropriate to the setting of worksite in which placed. No open-toed shoes or sandals may be worn. For outdoor work clothing that provides protection from the weather/elements should be worn. Worksite supervisors have the right to determine if the participant's attire is appropriate for the weather conditions or appropriate in and of itself for the recipient agency's sake. No shirts or other clothing with profanity, nudity, or sexually explicit language will be allowed.

+ Demonstrate a good attitude and willingness to perform assigned duties in a professional manner

Date: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Participant's signature ·

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STOP Coordinator or CRC Staff