

# POLK COUNTY COMMUNITY SERVICE WORK INFORMATION/REQUIREMENTS

**Reporting:** Report to Polk County Community Service at 689 Main St., Dallas, OR, not later than 7:45 AM Monday through Friday and no later than 7:30 AM Saturday and Sunday. We are open every day of the year except Holidays. Late arrivals will not be allowed to work that day. **Be prepared to work eight (8) hours.**

**Dress Code:** You most likely will be working outdoors so long trousers/jeans, work shirts and proper work shoes are required. If you are wearing sandals, thongs, shorts, sweat pants, tank tops, or inappropriate clothing you will be sent home. **RAIN GEAR WILL NOT BE PROVIDED.** Rain gear, work gloves and warm jackets are recommended during inclement weather. Gloves will only be provided for safety purposes. For safety reasons, no one will listen to music while working.

**Lunch/Medications:** Bring a lunch and any needed medications; for example, sunscreen, allergy medication, aspirin, cold medication, etc. All medications will need to be in the original container. There will be no medication sharing, even over-the-counter medications. Once work crews leave at 8:00 AM, they do not return until the end of the work day (usually after 4:00 PM).

## RESPONSIBILITIES

1. **Attendance and Reporting:** It is the community service worker's responsibility to arrive at the appropriate work site at the correct time and on the dates agreed upon. **Leaving the job site early without permission or previous approval will be treated as a violation of the community service rules.**

**UNLESS SPECIFIED BY THE COURTS OR COMMUNITY CORRECTIONS A MINIMUM OF 16 HOURS MUST BE PERFORMED EACH MONTH IF EMPLOYED FULL TIME. IF NOT EMPLOYED, A MINIMUM OF 48 HOURS MUST BE PERFORMED EACH MONTH.**

2. **Work Ethics:** Community service workers are expected to conduct themselves as though they are employees. They are to do their work in a timely and efficient manner, taking breaks and lunch at the proper time.

3. **Signing in:** It is the community service worker's responsibility to make sure that they legibly sign/print their name and that time worked is documented at the beginning and end of each work day. **Only use full name as recorded on court records.** Illegible information is the same as not working that day.

4. **Drugs and Alcohol:** Under no circumstances is any community service worker to consume alcohol or be under the influence of any illegal substance while working for Polk County Community Service.

5. **Community Service Work:** This position is physically demanding. You may be expected to lift up to 50 lbs. and stoop and bend all day long. **If you have physical limitations, a doctor's written note specifying your exact restrictions or limitations. This letter will also have an expiration date, renewal date, or next scheduled appointment date.** Provide the doctor's written note to the Community Corrections office prior to your scheduled work date.

6. **Tobacco:** Tobacco is **NOT** allowed. Leave all tobacco related products at home. You will be subject to sanctioning and/or criminal prosecution if you are found to supply contraband to inmates. This also includes lighters and matches.

7. **Electronics:** Cell phones will be shut off completely, no vibrate, and will only be used when authorized by the Crew Leader. Do not bring any pagers, walkmans, MP3 players or video games.

8. **Injury:** If injured on the job you will report the accident immediately to the Community Service work site crew leader.

**NOTE: Any violation of rules/responsibilities involving your community service obligation will be reported to your Probation Officer or the Court and appropriate sanctioning will occur.**

I have read and understand the above information: \_\_\_\_\_  
Sign and date

**\*\*THESE RULES CAN CHANGE AT ANY MOMENT\*\***