

COMMUNITY SERVICE WORK PROGRAM
REQUIREMENTS AND REGULATIONS

Client's Name _____ Docket No. _____

Court Date: _____ No. of Hours: _____ to be completed by: _____

NOTICE: A person participating in community service may not be able to recover damages for injury or loss sustained as a result of community service. G.S. 15A-1342(j).

Client ☐ has no personal health insurance.
☐ has personal health insurance with _____
☐ chooses not to provide information regarding his/her personal health insurance.

I. REQUIREMENTS FOR SUCCESSFUL COMPLETION OF COMMUNITY SERVICE WORK PROGRAM.

All clients will be required to:

1. Satisfactorily complete the required number of hours ordered by the court.
2. Be interviewed by the CS Staff in order to be placed with a recipient agency.

It is the client's responsibility to schedule this interview within _____ days.

Location of Community Service Work Program: _____

Telephone Number: _____

3. Complete all written forms required by the Court and the CS Staff.
4. Pay the administrative fee of \$100, and present a copy of the receipt to the CS Staff. This fee will be paid to the Clerk of Court. No other community service fee is required.
5. Maintain monthly contact with the CS Staff.

II. COMMUNITY SERVICE WORK REGULATIONS:

1. Every reasonable effort will be made by the CS Staff to accommodate each client's personal schedule for both interview appointments and work hours.
2. THE COMMUNITY SERVICE WORK PROGRAM WILL NOT PERMIT A CLIENT TO BE TARDY OR ABSENT FOR AN INTERVIEW OR SCHEDULED COMMUNITY SERVICE WORK ASSIGNMENT. THE ONLY EXCEPTIONS TO THIS RULE ARE:
A. Illness (Doctor's excuse may be required). B. Death of an immediate relative.
3. No client will be permitted to report for work placement or interview who has the odor of alcohol on his/her breath, alcohol in the body which has been previously consumed, or any drugs in the body except for those lawfully obtained and taken in appropriate amounts.
4. All clients will be required to:
A. Report to and check out with the on-site supervisor as schedule.
B. Follow all instructions given by the supervisor.
C. Wear clothing appropriate to the setting or agency in which they are placed. Shoes must be worn at all times, no open shoes for outdoor work, no sandals at any time. For outdoor work, clothing for protection from the sun, sunscreen, sunglasses, and gloves are also recommended. Supervisors have the right to determine whether or not clothing or attire is appropriate to the setting.
D. Depending on the work schedule, meals and non-alcoholic beverages may be brought.
E. Have no visitors or phone calls at the work site.
F. Demonstrate a good attitude and willingness to perform assigned duties in a professional manner.
G. Abide by all rules and regulations of the agency.
5. If a client is returned to court/Parole Commission for non-compliance of these requirements or violation of the Court/Agreement, he/she may not be eligible for re-enrollment in the Community Service Work Program. NO REFUND OF COMMUNITY SERVICE WORK FEES WILL BE MADE.

By my signature, I acknowledge that I have received, read or have had read to me, and fully understand the contents of this document. I agree to comply with the requirements and regulations stated herein. I further understand that a violation of any of the above requirements and regulations may result in an active prison term and, if I have been convicted of DWI, a loss of my limited driving privilege.

Client's Signature _____ Date _____ CS Staff's Signature _____ Date _____

Parent-Guardian-Witness _____ Date _____
Signature