



# Village of Hanover Park Police Department

Police Administration  
2011 West Lake Street, Hanover Park, IL 60133  
630-823-5500 tel 630-823-5499 fax

[hpil.org](http://hpil.org)

## YOUTH PARTICIPANT GUIDELINES

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As a participant of the Tobacco Enforcement Program, you will adhere to the following guidelines. Your failure to comply with these guidelines can and will result in your termination from the program.

- Youth participant will conduct himself/herself in a professional manner at all times.
- Youth participant will indicate to the program supervisor when he/she feels uncomfortable at any location.
- Youth participant will not use profanity
- Youth participant will arrive promptly at the scheduled work time to ensure timely departure. Failure to arrive on time will be considered “tardy”.
- Youth participant will contact the program supervisor no less than 24 hours before the scheduled work time in the event of an expected absence.
- Youth participant will contact the program supervisor no less than two (2) hours before the scheduled work time in the event of an unexpected absence.
- Youth participant will be allowed only one (1) excused absence and one (1) excused tardy. Any more can result in termination from the program.
- Participation in this project will not have a negative affect on the youth participant’s academic or household responsibilities.