



Policy for Community Service at Public Works

1. **NO TOBACCO PRODUCTS AND NO CELL PHONES!** If you use tobacco products, cell phone or any unauthorized electronic device during working hours, you will be asked to leave and will receive time worked.
2. Once you are issued a pink time recording sheet, you **must bring** it with you **every time** you work. If you do not have your pink sheet, you will not work. If you lose your pink sheet, your probation officer must contact Public Works before you can work again.
3. The work you will be doing is manual labor such as picking up trash, trimming trees, sweeping, carrying rocks, cleaning restrooms, and /or whatever needs to be done at the time.
4. Shift Information:
 - a. The weekday shift is Monday through Thursday, “first come, first serve” basis. Shift time is: 7:00 a.m. to 3:30 p.m.
 - b. The first time to work, you need to be here 10 minutes before the start of the shift and bring a **PHOTO ID** to complete sign in.
 - c. You must be on time or you will be asked to leave.
 - d. The Saturday shift times are 7:00 a.m. to 3:30 p.m. You must be signed up and the paperwork complete by 4:00 p.m. Friday. If you are scheduled to work on the weekend but you do not show up, we will contact your Probation Officer and you will not be allowed to come back. If you are not able to report on the weekend as scheduled, you must call the office and leave a message before your scheduled time to work.
5. Dress Code:

T-shirts, jeans, tennis shoes or work boots and the supplied safety vest are the minimum requirements. **Provided Safety vest will be worn at all times.** You may want to bring appropriate dress for the weather, a hat to protect from the sun, sunglasses or eyewear, bottled water, lunch and work gloves. **We will not stop to get you lunch.** No tank tops, shorts, capri pants, torn or loose clothing, inappropriate tops or open toe shoes, i.e. sandals or flip-flops.
6. If you do not agree with the policies or procedures during working hours and you refuse to work, you will be returned to Public Works and asked to leave. We have a strict “No Arguing” policy.

Signature _____ Date _____