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**COMMUNITY SERVICE POLICIES**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Court Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attending your assigned community service site is mandatory. This is a court order. You must abide by the following rules:**

1. If you wish to designate your own community service site, it must be cleared through Teen Court. If you work at a site not cleared through Teen Court, you will not receive credit. Remember, the site must be a non-profit organization.
2. Show up on time for dates that have been pre-arranged. If unable to report at the assigned date/time, call the Community Service site AND the Teen Court office. NOT SHOWING OR CALLING FOR A MISSED ASSIGNMENT WILL RESULT IN THOSE SHIFT HOURS BEING ADDED ON. Community service missed may only be cleared in advance for emergency situations. Lack of transportation is not an acceptable excuse.
3. All community service hours must be documented and signed by the site supervisor after each workday. NO DOCUMENTATION, NO CREDIT. You must submit hours through the mail or by fax to the Teen Court office within one weeks time of working at the community service site. Contact information is listed below at the bottom of this page. Be sure to keep a copy of the hours for your records.
4. Failure to do the assigned work or failure to abide by the community service site policies in addition to these Teen Court rules will be reported to the Teen Court office and the hours will be added on to your sentence. If changes must be made to your community service work schedule, discuss with the appropriate supervisor at your community service site.
5. No smoking or chewing- SITES ARE TOBACCO & DRUG FREE.
6. Dress appropriately. Follow any instructions on the site/event flyer information given to you at court or by mail.
7. No swearing, no friends, no cell phones at the job site.
8. Have a positive attitude.



**Signature of Minor Signature of Parent**

**COMMUNITY SERVICE VERIFICATION FORM**

Copy this form as needed.

# Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Case #: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Phone: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Document All Hours Served

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| DATE | ACTIVITY | HOURS | SIGN-OFF |
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## **Make a copy for your records, Then**

## **Submit this community service hours form by mail or fax:**

## 215 SOUTH WALKER STREET **FAX (**304) 913-4964

**PRINCETON, WV 24740**

###### **Questions? Call** Teen Court at (304) 913-4956

To: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Re: Case **# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your case manager is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You can reach him/her by telephone at extension \_\_\_. When you call, always leave your full name, your case number, and a telephone number in your message.

Note, if your case manager is not available to speak with you when you call the office, you may speak with another staff member who will assist you.

You can also email your case manager at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You must include your name, case number, and a telephone number in your email.

You will be working with your case manager for the duration of your active case at Teen Court. It is your responsibility to communicate with your case manager so you can complete your sentence by your exit date.

Before your case is closed, you will have an exit interview with your case manager, which will be scheduled after you have completed all of your sentence requirements. Your exit appointment may be with an alternate staff member depending on exit appointment availability.