

COMMUNITY SERVICE

Date: _____ Number of hours required: _____

Diversion Candidate:

Agency: _____

Address: _____

Phone #: () _____ **Fax #:** () _____

Agency Representative: _____

1. Is your agency a Non-profit agency? () yes () no

2. What will the tentative assignment be? _____

3. Number of hours per week or month expected? _____

4. When do you expect the community service to begin? _____

5. Who should we contact to check on progress and attendance? _____

6. Questions or comments? _____

Agency Representative

Date

COMMUNITY SERVICE

As a community service participant, I understand that the following conditions must be remembered and adhered to:

1. I will follow the rules and regulations my assigned agency.
2. I will keep to an agreed upon schedule and appear on time as expected.
3. I will notify the agency if I am ill or otherwise unable to keep my schedule.
4. I will perform a minimum of 2.5 hours each week at my assigned agency.
5. I will keep track of my hours on a weekly basis and will provide the Diversion Unit with a letter from my assigned agency upon completion of required hours.
6. I will complete all of my hours within the six months allowed by my Agreement with the Adult Diversion Program.
7. I will be friendly and cooperative.

I understand that the agency to which I am assigned may terminate me if I fail to comply with any of the above or if my work habits or behavior are undesirable. I further understand that I may not begin my community service hours until I am approved as a participant in the Adult Diversion Program.

RELEASE OF INFORMATION

I, _____ hereby request the release of information contained in the Adult Diversion files regarding myself to my assigned agency for community service purposes. I also give permission to this agency to release to the Adult Diversion Unit attendance records from my community service.

I acknowledge that I have read and understood all of the above and agree to comply with each of the above conditions.

Diversion Candidate

Date

Witness

Date