

Do not call to schedule a time to complete community service. There is nothing to arrange.

MUNICIPAL COURT OF ATLANTA COMMUNITY SERVICE SHEET

Client's Name:	# of Hours to Complete:		
Next Court Date:	Courtroom:	Court Time:	A.M./P.M. Start Dtd: _____
C/S Only _____	Teens Learning _____	Restorative BD _____	Sentinel Probation _____

READING THIS DOCUMENT IN ITS ENTIRITY BEFORE SIGNING MY NAME IS MY RESPONSIBILITY. I AM RESPONSIBLE FOR COMPLIANCE WITH THE GUIDELINES AS SET FORTH BELOW:

I understand that I must perform my community service thru The Municipal Court of Atlanta Community Service Division in the City of Atlanta. Any exception must be approved by the Community Service Coordinator, Garrett Allen @ 404 588-5903 Office or 404 319-4539 Cell before I start performing community service hours.

I understand that it is my responsibility to keep up with this sign-in sheet. I must return this sign sheet to the Community Court Staff (2nd floor, Office of Court Programs) of Courthouse before my court reset date; in return, I will receive a "Certificate of Completion" verifying my service hours.

In order to assure a safe and appropriate work environment, the following dress code will be followed by clients:

- When client reports to work, he/she must wear clothing appropriate to work assignment (Long or short sleeve shirt/blouse).
- Clients must wear shoes that cover the entire foot (steel-toed boots are not required). No high heels, slippers, or open toe sandals.
- No clothing with obscene or derogatory pictures or phrases.
- No gang – related items/colors allowed.
- Caps are to be worn properly and may not have obscene or derogatory pictures or phrases.
- Caps are not to be worn inside by males.
- Pants are to be worn on the waist or hip (no lower). NO SAGGING; NO EXCEPTIONS
- A belt will be worn with pant
- No short pants; no pants with holes
- No MP3 players, musical devices, headphones, etc are to worn while performing community service.
- No Skirts

Community service is available weekdays Monday thru Thursday at the Municipal Court (exception – inclement weather – rain/32 degrees and below. The majority of community service is done outside. Dress appropriately). I will meet in the jury room located on the second floor (street level in the glass walled room nearest the elevators in the main lobby area) in the Municipal Court Bldg at 8:00 a.m. sharp. The court is closed on Friday except to pay fines. Anyone not in the jury room by 8 o'clock will not be allowed to complete community service on that day.

I will leave my sign-in sheet with the Community Court Staff and return at the end of each work day to be sign out. Failure to pick up my sign-in on each day of work will result in no hours being credited for that particular day.

Community service is also available on Saturdays. I can listen to a pre-recorded voice message detailing the time and location to meet for Saturday projects by calling 404 588-2252, on Thursday of each week, after 6 p. m. (you cannot leave a message on this line). Listen to the entire message. Information pertaining to cancellation due to inclement weather, holiday schedules, etc. will be recorded.

Community service hours are completed in a minimum of 4 hour blocks. I can work from: 8 a.m. -12 p.m. or 8 a.m.- 4 p.m.

Failure to perform work as instructed, insubordination, intoxication, illegal drug use, or any act disruptive to the work crew will result in me being immediately dismissed from the work detail and the reason for dismissal reported to the sentencing Judge.

I am responsible for transportation to and from the specified work site.

READ REVERSE SIDE OF DOCUMENT; SIGN AND DATE

Sexual Harassment Policy

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal/physical conduct of a sexual nature. Any person employed and/or any non city employee can report cases of sexual harassment, regardless of who the offender may be. Sexual harassment, whether verbal, physical, or environmental is unacceptable and will not be tolerated. In the event incidents of sexual harassment do occur, it is the policy of the city to take prompt remedial action, calculated to end the harassment. Retaliation for making a complaint of sexual harassment will not be tolerated. If a person feels that she/he has been sexually harassed she/he should report it immediately to Management or someone in Human Resources. If an investigation results in a finding that the complainant willfully made a false complaint of sexual harassment, that complainant shall be subject to disciplinary action.

Date	Time In	Time Out	Hours Earned	Location	Supervisor's Signature

Signature _____ on (Date) _____
is acknowledging that I have read and understood the contents of this form.