

USEFUL PUBLIC SERVICE PROGRAM

22nd Judicial District Probation Department

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**USEFUL PUBLIC SERVICE GUIDELINES AND AGREEMENT**

**\_\_\_\_\_\_\_ HOURS TO BE COMPLETED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Following the guidelines below will assure successful completion of your community service order.**

1. Contact the agency you have been assigned within 10 working days from the date of your referral.
2. Keep the schedule you arrange. If you cannot be there at the scheduled time, you must contact the agency and make other arrangements. Failure to show up will result in your timesheet being returned to this office unless you have made other arrangements. Work efficiently and effectively and maintain a pleasant attitude.
3. The agencies where you will be working have been advised not to assign work that they feel is dangerous. If this situation arises, politely tell your supervisor your concern and ask for another task. If any problems arise, please refer the matter back to the UPS coordinator.
4. Make sure your work time is being recorded correctly by someone at the agency. Keep your own record and compare it with the agency to make sure you both agree.
5. You will be given credit only for hours worked at the assigned agency and within the assigned time period. **ANY CHANGE IN AGENCY ASSIGNMENT OR COMPLETION DATE MUST BE MADE BY THE UPS COORDINATOR.** No credit will be given for hours worked before the referral, after the completion date or at an unauthorized agency.
6. **THERE IS TO BE NO DRINKING OR USE OF ILLEGAL DRUGS PRIOR TO OR WHILE PERFORMING COMMUNITY SERVICE.** The agencies of assignment are not required to accept you for a placement if you do not meet the requirements they have set or if you fail to abide by any rules they have set. You are responsible to show up at the agency once you have scheduled an appointment. Failure to keep the appointment could result in the agency refusing to accept you for placement. An agency also has the right to refuse or terminate you if you have a belligerent attitude, display an odor or other obvious symptoms of alcohol or drug use, refuse to perform reasonably requested duties and/or leave the work site without clearance from the supervisor.
7. **It is entirely your responsibility to make sure your timesheet is returned to this office on or before the due date at the top of this agreement. Agencies may fax, mail, or email it to our office; however, it is your responsibility to make sure it was received by the UPS Coordinator. To avoid confusion, it is recommended that you turn your timesheet in to the UPS Coordinator in person at the Probation Office or via email** [**UsefulPublicService@judicial.state.co.us**](mailto:UsefulPublicService@judicial.state.co.us)**. Failure to provide a completed timesheet will result in your case being returned to the Court, and possibly a warrant being issued for your arrest.**
8. A reinstatement fee will be assessed if hours are not completed by the due date and the case must be re-opened.

**I have read the above guidelines and understand the terms and conditions of placement and agree to follow these guidelines and acknowledge the receipt of a copy of this agreement for my personal records.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_