

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 Peer Court. If you work at a site not cleared through Peer 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 assigned date/time, call the Community Service site AND the Peer 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 Peer 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 Peer Court rules will be reported to the Peer 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 job site.
8. Have a positive attitude.

Signature of Minor

Signature of Parent

Community Service Verification Form

Name:

Case #:

Phone:

Document All Hours Served

DATE	ACTIVITY	HOURS	SIGN-OFF

**MAKE A COPY FOR YOUR RECORDS, THEN
SUBMIT THIS COMMUNITY SERVICE HOURS FORM BY MAIL OR FAX:**

671 NEWCASTLE ROAD, SUITE 7
NEWCASTLE, CA 95658

FAX (916) 663-2965

Questions? Call your case manager, Sam Stodolski at (916) 663-9227 extension 4#

**PLACER COUNTY
PEER COURT**

671 NEWCASTLE ROAD, SUITE 7
NEWCASTLE, CA 95658
PHONE (916) 663-9227 FAX (916) 663-2965

To:

Re: Case

Your case manager is Sam Stodolski.

You can reach him/her by telephone at (916) 663-9227 extension 4# (be sure to press pound). When you call, always leave your full name, your case number, and a telephone number in your message.

Note, if Sam Stodolski 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 sams@peercourt.com
You must include your name, case number, and a telephone number in your email.

You will be working with Sam Stodolski for the duration of your active case at Peer Court. It is your responsibility to communicate with your case manager so you can complete your sentence by May 2006.

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.