GLENN HEIGHTS COMMUNITY SERVICE TIMESHEET

Name: **Citation #:**

<u>You, the above-named defendant are responsible for:</u>

1) Obtaining the supervisor's initials each time you check in and out from working;
2) Recording all the hours you work;
3) Submitting the timesheet to the Court.

The Supervisor is NOT required to keep a record of your time, YOU are. You may bring the timesheet in periodically to the Clerk while working your community service so that the Clerk may copy it and place in your file for safekeeping until remainder of hours are completed.

FAILURE TO RETURN THE COMPLETED TIMESHEET WILL REQUIRE YOU TO RETURN TO COURT AND MAY RESULT IN WARRANTS FOR YOU ARREST.

DATE	TIME IN	TIME OUT	TOTAL HOURS	SUBTOTAL HOURS	SUPERVISORS'S INITIAL'S	DEFENDANT'S INITIALS

<u>COMMUNITY SERVICE RULES</u>

While performing community service, I will:

- Contact the Provider I choose to arrange community service as soon as possible;
- Arrive on time;
- Obey the site supervisor;
- Not leave the worksite without permission;
- Not carry any sort of weapon;
- Not use abusive language;
- Not deliberately destroy or deface any tools or property;
- Never accept any tips or cash from anyone in association with my community service;
- Wear appropriate clothing to work;
- Contact the Municipal Court with any questions.

I, the undersigned supervisor, verify that the Defendant listed above has completed the numbers of hours worked above as ordered by the Court with a nonprofit organization.

_____ _____

Signature of Supervisor Telephone #

_____ _____

Name and Address of Nonprofit/Governmental Agency Tax Exempt ID#

This form will not be accepted if not signed by the organization you completed the community service with. Must include the organization name, address and phone number for verification.