

Churchill County Court Services

Brenda Ingram, Director 485 West B Street, Suite 107 Fallon, NV 89406 (775) 423-4222/(775) 423-4223 fax

Community Service Program

Guidelines for Participating Agencies

- Your agency will be contacted prior to a community service worker being assigned. You will be
 given the opportunity to accept or decline the worker, and if accepted, assist in designing an
 appropriate work schedule.
- All community service workers must appear for work **drug and alcohol free**. If you suspect the usage of drugs and alcohol, please notify the Court Services Department immediately.
- Community service workers will be matched with your agency based on their skills and abilities. They are expected to complete all tasks in a timely manner and to the satisfaction of your agency. They are expected to abide by the rules of your agency, and are expected to keep busy at all times. They will only be permitted to take breaks when they are allowed by your agency.
- All community service workers are expected to abide by their work schedules. Any worker that does
 not appear for an assigned shift should be reported to the Court Services Department immediately.
 Any community service worker, who cannot appear for their assigned shift, must contact Court
 Services at least TWO hours before the start of their shift. Only workers with a valid reason to miss
 their assigned work hours will be excused from work. Your agency will be notified if a worker is
 excused from work that day.
- All community service workers must appear for their assigned shifts on time and ready to work. Your agency must have a staff member present to sign the worker **in and out** at the beginning and end of their shift, thereby certifying the hours worked.
- Any community service worker who does not act or dress appropriately, or does not perform up to
 the standards of the agency may be asked to leave. If you have asked a worker to leave, please
 notify the Court Services Department IMMEDIATELY.
- When a worker has completed their assigned hours, your agency must provide the Court Services Department with a completed Community Service Log within 5 business days. A copy of this log should also be given to the worker upon completion as well, if possible.
- Your agency may be contacted by Court Services staff to ensure a worker has appeared for their shift and performing to your standards. Court Services staff will also randomly visit work sites to ensure that workers are staying busy and complying with rules.
- If a community service worker is injured on the job, please notify the Court Services Department immediately.

If at any time you have questions, comments or concerns, please don't hesitate to contact the Court Service Department at 423-4222.