

Introduction to Program

The Green Lake County Correctional Facility Community Service Program is an opportunity for inmates to repay their debt to the community and learn job skills from community members through mentorship. The Community Service Program is a privilege, not a right. If the program criteria are met, the program director will ultimately determine eligibility.

Inmates who abide by all of the terms and conditions of the program will be eligible for sentence reduction. Per state statute, for every twenty-four hours of community service worked, potentially one day will be taken off the inmate's sentence, with court approval.

Applicants of the Community Service Program must read this booklet, complete the forms, and return the intact booklet to the Green Lake County Correctional Facility. Questions about the program should be sent to the program director. Once the application is received, it will be reviewed and a written response provided as to whether or not the inmate was approved for the program.

To be accepted to the Community Service Program, an inmate must be serious about serving his/her sentence in a cooperative and positive manner. Inmates in the Community Service Program must meet the same requirements for employment as is required of Huber Law inmates. **An inmate who is not able to abide by all of the rules of the Community Service Program may lose the benefits the program offers and may not receive a sentence reduction.** Community Service Program inmates will be required to sign an agreement to follow all program rules.

This handbook contains the information you will need to know while serving a sentence while participating in the Community Service Program. You are expected to read all the information in this book and will be held responsible if a rule is violated. It is important to remember that the Community Service Program is a privilege and may be revoked at any time if you violate the program rules.

List your work experience or special skills that may pertain to performing Community Service:

APPLICATION FOR COMMUNITY SERVICE PROGRAM

Personal Information

Applicant's name: _____ DOB: _____

Permanent address: _____

City: _____ Zip: _____ County: _____

How long lived at above address? _____

Telephone #: _____ Social Security #: _____

Sex: _____ Race: _____ Height: _____ Weight: _____

Eye color: _____ Hair color: _____ Scars/Marks/Tattoos, etc.: _____

Criminal History

What is the current charge(s) you are in jail for?

1. _____
2. _____
3. _____

What is the length of your sentence? _____

What is your scheduled release date? _____

Do you have any charges pending (list charges/jurisdiction)?

1. _____
2. _____
3. _____

Are you currently on probation or parole? Yes No

If yes, what charge(s) are you on probation or parole for?

1. _____
2. _____
3. _____

If yes, what is the name and phone number of your agent? _____

Have you ever been convicted of a Domestic Abuse related charge? Yes No

When? _____ Victim's Name: _____

Do you have any restraining orders or injunctions? Yes No

If yes, name and address of petitioner/respondent: _____

Have you ever been convicted of a felony in any state? If yes, please list felonies and explain circumstances of each felony committed. _____

Do you have any community service hours ordered by Green Lake County Circuit Court? If so, please list case number and the amount of court ordered hours.

Case number: _____ Hours ordered: _____

Case number: _____ Hours ordered: _____

I confirm that the information given is true and correct, to the best of my knowledge. I realize that any intentional omission or inaccuracy, on my part, will result in my immediate disqualification from consideration for the program.

Inmate Name (print): _____

Signature: _____ Date: _____

Program Rules

You have been offered the opportunity to participate in the Green Lake County Correctional Facility Community Service Program. Participation in this program is a privilege which is not allowed to everyone and is a privilege which can be lost. If you abide by the terms and conditions of the program, and if you properly perform the duties assigned to you, you will be credited for all of your work days against your sentence. If you break any law, fail to obey the rules, or if you refuse to properly perform your assigned duties, you will serve your full sentence in the Green Lake County Correctional Facility and credit may not be received for work already completed.

THE FOLLOWING RULES WILL GOVERN YOUR CONDUCT WHILE ASSIGNED TO THE WORK CREW:

1. You will perform, in a prompt and efficient manner, all lawful tasks which shall be assigned to you.
2. You will report on time for your assignment, remain until your work shift is complete and take only such breaks as are permitted by your supervisor. Transportation to and from the job site is **your** responsibility. You will make sure you have appropriate attire for all climates you may be working in. Meals will be provided by the jail. Inmates may be permitted to ride a bike, walk, or be driven by a licensed driver authorized by the program director, to and from the work site. Tardiness and absenteeism will not be tolerated.
3. All community service participants will wear appropriate clothing while working on the work crew. This will be at the discretion of corrections staff or crew supervisor. At no time shall clothing containing obscene or indecent matter be worn, nor shall clothing containing political material be permitted. No less than a short sleeve tee shirt (provided), long pants (shorts must be approved), socks, and shoes will be required. No sleeveless shirts or sandals are allowed. Boots and gym shoes are permitted.
4. Your assigned Community Service t-shirt or vest shall be worn at all times while outside the facility and may not be covered or obscured in any way. Community Service vests should never be worn inside out. The Community Service lettering must show at all times. You will not tamper with the indentifying matter on the vest and shall be responsible to return it to corrections staff after completion of program assignment.
5. Under no circumstances while on your work assignment shall you ingest any controlled substance for which you do not have a prescription or any alcoholic beverage; nor may you be in possession of any container, full or empty, of the type commonly used for the storage of intoxicating beverages or any container that has held an intoxicating beverage.
6. Contacts with the public while on work assignment shall be limited in duration, only as absolutely necessary and solely of a professional nature. Members of the Community Service Program shall **NOT** be permitted visits by friends or family

while on work assignment. Telephone use, for personal reasons, is strictly prohibited. Any emergency messages for the inmate shall be relayed through the supervisor at the work crew site.

7. Use of profanity, obscene, or other foul language while on work crew will not be tolerated.
8. Insubordination, fighting, or refusal to work as directed will not be tolerated.
9. Harassment of other persons based upon race, creed, age, national origin, sex or handicap is impermissible.
10. **You must report all injuries to your supervisor immediately and complete a work crew injury form.**
11. Inappropriate actions will not be tolerated.
12. Eye protection will be worn, as necessary.
13. You are not to leave the work crew site without permission of corrections staff or work crew supervisor.
14. At no time will any work crew member have in his/her possession, or borrow, a personal electronic device to include, but not limited to, an iPod, cell phone, pager, etc. Cell phone use is strictly forbidden; this includes text messaging.
15. At no time, and under any circumstance, shall an inmate use a computer for any purpose.
16. **At no time, or under any circumstances, shall a Community Service inmate possess any type of smoking materials or any type of tobacco product while out on community service. NO SMOKING IS PERMITTED while performing community service or commuting to/from a work site.**

You have been selected for participation in this program because it is thought that you can succeed in it and thereby avoid the necessity of serving all or a portion of your sentence. If you fail to abide by these rules or are arrested for violation of the law or a municipal ordinance, while on community service, you may lose your eligibility to participate and be committed to the jail for the duration of your sentence and all community service credit may be forfeited. If you understand the contents of this document, signify by signing below. If you do not understand, inform the program director.

I UNDERSTAND THIS DOCUMENT AND THE RULES OF THE COMMUNITY SERVICE WORK CREW.

I UNDERSTAND THAT THIS IS A **VOLUNTARY** PROGRAM AND THAT I DO NOT HAVE TO PARTICIPATE.

I WISH TO PARTICIPATE AND THEREFORE AGREE TO BE BOUND BY THESE RULES.

NAME (print): _____

SIGNATURE: _____ DATE: _____

COMMUNITY SERVICE WAIVER OF LIABILITY

I _____ agree that during my service on the community service program I will **not** be covered by any insurance under Green Lake County. I understand if I am injured while en-route, working at, or leaving a community service site, **I** will be responsible for my own medical treatment and any expenses incurred.

SIGNED: _____ DATE: _____

PRINT NAME: _____