

CONDITIONS OF COMMUNITY SERVICE WORK
KENDALL COUNTY JUVENILE AND ADULT PROBATION AND COURT SERVICES

- Clients will be assigned to a worksite by the Kendall County Probation Department. If Clients work before being assigned or somewhere other than where assigned, credit will not be given for hours toward their Court case.
- Clients will be supervised and evaluated on my performance. Clients will be cooperative with all worksite staff, complete tasks as assigned to me, be on time and work within the scheduled hours set by the worksite supervisor. Clients will be allowed to take smoking breaks, if of legal age to smoke, only with site supervisor's approval.
- Failure to show **at least once per week and/or as scheduled** by the worksite supervisor can result in termination from the worksite and an early return to Court for further prosecution. If Clients are no longer able to meet the scheduling requirements of the worksite they are to call Jeremiah Romero to arrange for an alternate worksite.
- The Kendall County Probation timesheet will be kept by the site supervisor, and the site supervisor will return it directly to Probation when the assignment has ended. If clients remove the timesheet from the worksite, they will not be given credit for any hours noted on the timesheet.
- It is **the client's responsibility to sign in and out on the timesheet on the same day the hours are worked**. Failure to do so will result in no credit for hours toward their Court case. Upon completion of hours clients are to call Probation to verify they received the timesheet
- Clients will refrain from using disrespectful language and/or discussing activities outside of PSW with other workers; including, but not limited to, drug use, underage drinking, parties, and/or swearing. Such activity will be reported to Court Services and result in termination from the worksite.
- Clients will dress appropriately for the nature of the work assigned to do (worksite supervisor has final word on what is and is not appropriate dress). Clients understand they will not wear clothing with offensive logos; including, but not limited to, those depicting any drug paraphernalia or gang representation. Worksites have the right to send home anyone not dressed appropriately. Repeated violations will result in termination from worksite.
- Clients understand Public Service Work is to be done by themselves, unless the client is a Minor and required by the worksite to be accompanied by a parent/guardian or other authorized adult. No other individuals are allowed to accompany clients while completing Public Service Work. This includes but is not limited to children, belonging to clients or others. Clients are responsible for securing child care outside of the work site, if needed.
- Any problems or concerns at the worksite must be reported to Jeremiah Romero, PSW officer (630-553-4180) by clients and the site supervisor immediately upon becoming aware.
- Kendall County, the worksite, employees of Kendall County and any individual and/or parties involved in carrying out this sentence cannot be held liable for any injuries obtained while performing Community Service work (per ILCS 5/5-5-7).