



## **S.A.F.E – Community Service Program Guidelines**

Clayton County • DeKalb County • Fulton County (Georgia)

These guidelines apply to all individuals (“Participants”) completing court-ordered, probation-ordered, or voluntary community service through our program. Specific requirements such as days, times, reporting instructions, and work duties vary by location and job detail.

### **1) Program Purpose**

- Provide structured community service opportunities through approved service sites.
- Support compliance with court/probation requirements while serving the public.

### **2) Assignment & Scheduling**

- Participants are assigned to a service location based on availability, site needs, and required hours.
- Once a Participant is scheduled, attendance is expected and required.
- Participants must comply with all site instructions, rules, and expectations during service.

### **3) Service Site Job Detail Controls the Specifics**

- Each service site has its own operating schedule, workflow, and duties.
- Site-specific details may include: days/hours, duties by day, check-in/out rules, dress code, and safety requirements.

### **4) Attendance Requirements (Mandatory Participation)**

- On-time arrival and full participation are required.
- Hours are earned only for actual service performed and tasks completed.
- Arriving late, leaving early, refusing work, or failing to follow instructions may result in reduced or denied hours.

### **5) Failure to Report (No-Show Policy)**

- If a Participant fails to show for a scheduled shift, the program reserves the right to notify the probation officer or supervising authority.
- Repeated no-shows may result in removal from scheduling eligibility.



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### **6) Completion Verification & Certification**

- Upon successful completion, we will complete any required completion forms provided by the Participant (if applicable).
- If requested, we will provide and/or send a certification of service to the probation officer or supervising authority.

### **7) No Payments for Hours (Zero-Tolerance Policy)**

- We do not accept any form of monetary payment in exchange for community service hours.
- Attempts to offer payment to obtain hours, falsify hours, or alter records may result in removal from the program and notification to the supervising authority.

### **8) Emergency / Expedited Service Requests**

- Emergency placement may be considered for Participants with imminent deadlines, based on capacity and site availability.
- When available, extended service hours may be offered (if applicable).

### **9) Participant Conduct Standards**

- Participants must maintain professional conduct and comply with all site rules.
- Misconduct, disruption, intoxication, or illegal activity may result in removal and notification to the supervising authority.

### **10) Acknowledgment of Rules**

- By participating in this community service program; Participants acknowledge that schedules are mandatory once assigned, hours are earned only through actual service performed, and non-compliance may be reported.