

Date: _____

File# _____

TO: Community Service/Court Monitor
500 E. DePue Ave. Lower Level
Olivia, MN 56277

The Renville County Court has ordered the following individual to complete Community Service Work. Please fill out the following portion of this work verification form. (Attach additional sheets if necessary.) Contact the Renville County - Department of Corrections (Probation Office) with any comments, concerns, or difficulties incurred with this individual. Thank you.

COMMUNITY SERVICE WORK VERIFICATION

NAME: _____

HOURS ORDERED: _____

ADDRESS: _____

HOURS DUE BY: _____

PHONE: _____

SPECIAL INST: _____

DATE	HOURS	LOCATION/TYPE OF WORK	SUPERVISOR'S SIGNATURE	PHONE NO.

TOTAL HOURS COMPLETED: _____

DATE OF COMPLETION: _____

SUPERVISOR'S COMMENTS: _____

REGULATIONS FOR COMPLETION OF COMMUNITY SERVICE WORK: Community Service Work is to be completed for a non-profit organization, such as: church, school, nursing home, city or township, law enforcement agency, fire department, senior citizen group, etc. Work cannot be done for friends or family members without prior approval from the Probation Office.

Community Service Work is scheduled by the worker by contacting a site supervisor as suggested by the Probation Office. All worksites will be cleared through the Probation Office. The Probation Office reserves the right to refuse hours which do not comply with these standards.

Community Service Work is an obligation which **MUST BE COMPLETED PROMPTLY**. Standards for attendance and work performance set by the worksite supervisor must be met. Failure to complete these hours as measured by worksite standards may result in a new Court appearance with added consequences.

NOTE: Surcharges ordered by the Court must be paid in cash and cannot be satisfied by completion of Community Service Work.