



City of Opelika, Alabama
501 South 10th Street
Opelika, Alabama 36801

COURT ORDERED COMMUNITY SERVICE PROGRAM GUIDELINES

You are to report to the Opelika Police Department in the front lobby no later than **7:45 a.m.** unless prior approval has been granted by Judge Wilkes, Judge Hand, or Chuck Wallis. **DO NOT** show up under the influence of alcohol or illicit drugs! You will not be allowed to leave at any time unless given prior approval. In some instances, you may be assigned to work with other crews within the City of Opelika during your participation in the program. If for any reason you cannot report on your scheduled time, call 334-705-5290. If no answer, leave a message as to why you cannot report on the assigned day. **No phone calls will be returned.** A minimum of 8 hours per week community service is required.

- ✓ In order to keep an accurate count of community service hours worked, you must keep track of your hours along with Chuck Wallis or Cody Flournoy.
- ✓ Make sure to sign in and out every time you do community service in order to receive credit for hours worked.
- ✓ When given approval, you may leave for a one (1) hour lunch break. However, it is desired that you bring a sack lunch. The City of Opelika will not be responsible for providing lunch.
- ✓ **WEAPONS OF ANY KIND ARE PROHIBITED i.e. guns, pocket knives ect...**
- ✓ NO cell phones
- ✓ NO tobacco of any kind
- ✓ NO lighters
- ✓ NO alcohol or drugs
- ✓ Long pants required
- ✓ NO baggy pants
- ✓ NO tank tops
- ✓ NO shorts
- ✓ NO open toe shoes
- ✓ NO visitors! i.e. friends or relatives
- ✓ Name badges must be worn at all times. No Exceptions!!!

If you do not comply with any of the above rules, your Probation Officer will be notified immediately and you will be ordered back to court for a violation hearing.

By signing my name below, I certify that I have read the above information. Any questions concerning these guidelines have been discussed. My signature certifies my understanding of and agreement with the above guidelines. I may receive a copy of this document upon request.

I further understand and acknowledge that this agreement is intended to be as broad and inclusive as permitted by the City of Opelika.

Defendant

Date

Witness

Date