

Hocking County Municipal Court
Probation Department
Frederick T. Moses, Judge
Samantha Green Community Service Coordinator

Phone: (740) 380-6818

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COMMUNITY SERVICE POLICY

PLEASE READ CAREFULLY

- You are to complete at least (8) hours a week of community service if you are employed, you are to complete (40) hours a week if you are not employed. You must provide your probation officer with the name, address, phone number of your employer for you to be eligible to only work (8) hours a week.
- Any nonprofit organization is an acceptable place to do your community service. Mowing lawns, home health care, any type of landscape for a neighbor or family member is not acceptable. The place needs to be listed as non-profit. The agency you choose will be able to tell you if they are considered non-profit or not.
- All community service must be turned in weekly. No exceptions. It can be mailed, faxed, or brought in to the probation office. If the community service is not completed by the date on your agreement, a probation violation will be issued against you unless you work out special circumstances with your probation officer.
- Community service will not be accepted if the supervisor signature, each location, date, and # of hours is not signed on each day. We will not notify you if the community service is not logged. It is your responsibility to make sure the community service sheet is completely and accurately filled out.

- No information as to community service being performed will be accepted over the phone. It must be written on the agreement and turned in to the probation office by date ordered.
- Your agreement to perform community service, must be turned in within (7) days of the date you were put on probation. The information must include agency name, full address, phone number and supervisor's name. If this information is not complete, it will not be accepted.
- After receiving the information of where the community service is being performed, your minimum amount of hours must be performed the following week and each week there after. Just because you have a year or more to complete your probation, does not mean that you have that long to complete the community service.
- No hours will be accepted unless it is on the "check sheet" given to you at the time of your visit. The "check sheet" is a court document, and the hours need to be recorded on that document. If you need another check sheet, please come in and get one or call and ask to have one mailed or faxed to you. They are also available on the website.
- Each time you switch to a different community service location, your probation officer needs to be notified immediately of this change so it can be noted. You must provide name, address and phone number for the place you are performing your community service.
- If for some reason, you cannot complete your mandated hours for that week, you need to contact your probation officer immediately. If you fail to do to this, you may be charged with a probation violation.
- If for some reason, you cannot perform community service due to a disability, or medical condition, you must provide proof to our office, so other arrangements can be made.

Please remember, it was your choice to do community service in lieu of jail time. If you do not have your community service completed by the date given to you on your initial office visit, you will be completing your jail time immediately.