

Alternative Service Guidelines (ASP)

1. You must report on time and stay for the duration of the site or until completion of your mandated hours. Any exceptions must be approved by your Probation Officer and/or the ASP Supervising Officer.
2. ASP monthly calendar (location and times) will be available on the court's website and/or from your probation officer. Any changes or cancellations will be posted to the website, be sure to verify site location/time prior to attending. Any special events available will be posted on the monthly calendar.
<https://www.oakgov.com/courts/district-courts/52-1/probation/Pages/default.aspx>
3. **DO NOT CALL OR CONTACT THE SITES DIRECTLY. ON THE ABOVE WEBSITE THERE IS A LINK TO A SIGN UP GENIUS PAGE. YOU CAN REGISTER YOURSELF VIA THE SIGN UP GENIUS.** The sign up genius will send you a confirmation email of your registration. Do not reply to this email as it is unmonitored your questions/concerns will go unnoticed. Please contact your probation officer for any issues after registration.
4. **PLEASE NOTE: IF YOU SIGN UP FOR A SLOT, YOU ARE EXPECTED TO SHOW. FAILURE TO DO SO COULD RESULT IN ADDITIONAL PENALTIES SUCH AS A VIOLATION OF PROBATION OR POSSIBLE JAIL. CANCELLATION OF YOUR SLOT MUST BE DONE A MINIMUM OF 48 HOURS IN ADVANCE OF THAT SITES START TIME.**
5. This sheet counts as your proof of attendance and must be returned to your probation officer to receive credit. If you lose your sheet, you will not be given credit for those hours. Copies/ duplicates will not be accepted.
6. This sheet is an official court document. Falsifying, forging, or misrepresenting any actual hours worked will result in a probation violation hearing and potentially more sanctions against you including possible jail time. **Only** the ASP Supervising Officer or Probation Officer may endorse your sheet.
7. For all sites lasting at a minimum of 4 hours, a 15-minute break will be provided after 2 hours of consecutive work as directed by the ASP Supervising Officer. Participants are not permitted to leave the site to purchase food or drinks. Participant must provide their own beverages.
8. ASP is a ZERO tolerance program. If a participant is believed to be under the influence of alcohol, controlled substance, or combination thereof, the participant may be required to submit a PBT and/or drug screen. A positive test or refusal to submit to a test will result in immediate termination from the site and possible violation of probation.
9. Any inappropriate, destructive, or assaultive behavior will result in termination from the site. (i.e. dishonesty; profanity; failure to work, inappropriate physical contact, etc.) Alcohol, illegal drugs, or weapons of any sort are strictly prohibited.
10. Proper attire shall be worn at all times. Do not wear tank tops, tube tops, anything that exposes your midriff, short shorts (6 inches above the knee), bathing suits, T-shirts that reference alcohol, sex, drugs, etc. No backpacks or large purses permitted at any site.
11. Participant must be prepared to work outdoors and be dressed appropriately for any weather condition. You must wear boots or closed toe shoes at all times. If you are not prepared, you will be asked to leave the site. There are **NO EXCEPTIONS**.
12. Cell phones and electronics are strictly prohibited. Unauthorized use will result in termination from the site.
13. Only the participant assigned to ASP will be allowed on the sight. This means no guests, family, children, etc. **NO EXCEPTIONS!**