



## 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. If you failed to stay for the duration, you will only be given 50% credit on your time. NO EXCEPTIONS! You must have your ASP logsheet with you when you check in. If you do not have your logsheet you will not be allowed to remain.  
  
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/government/courts/district-courts/52nd-district-court-division-1/probation>
2. 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. You will receive a confirmation email once registered. Direct any questions directly to your assigned Probation Officer.
3. 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.
4. 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.
5. 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.
6. For all sites lasting at a minimum of 4 hours, a 15-minute break will be provided after 2 hours of consecutive work and all 8-hour sites will be afforded a 30-minute lunch break. These 30-minute lunch breaks are not credited towards your required ASP hours. During these breaks, participants are not permitted to leave the site to purchase food or drinks. Participant must provide their own beverages.
7. ASP is a ZERO TOLERANCE program. If a participant is believed to be under the influence of alcohol, a controlled substance, or any combination thereof, the participant may be required to submit to a Preliminary Breath Test (PBT) and/or drug screening. A positive test result or refusal to submit to testing will result in immediate termination from the ASP site and may result in a probation violation. **Additionally, participants are prohibited from reporting to any ASP site while smelling of THC / marijuana, regardless of Medical Marijuana Card (MMC) status.** Any participant who reports to an ASP site smelling of THC /marijuana will be refused participation for that day and may be subject to urinalysis testing. Further, the participant's probation officer will be notified, which may result in possible probation violation(s).
8. 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. Failure to follow the ASP Supervising Officers directives will result in your removal from the site and possible termination from the Alternative Services Program.
9. 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.
10. Participants 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. Bringing your own Gloves is recommended. If you are not prepared, you will be asked to leave the site. There are NO EXCEPTIONS.
11. Cell phones and electronics are strictly prohibited. Unauthorized use will result in termination from the site.
12. Only the participant assigned to ASP will be allowed onsite. This means no guests, family, children, etc. NO EXCEPTIONS!