

Court Appointed Worker Program

City of Allen Parks and Recreation



COURT-ORDERED COMMUNITY WORK

The Parks and Recreation Department offers community work through a wide variety of tasks. These tasks include, but are not limited to: painting, collecting trash, digging, setting up for events, sweeping and power-washing. These tasks may require strenuous activity and appropriate attire is required.

No appointment is necessary. Go to the Court-Ordered Community Service entrance at the Municipal Service Center (900 South Greenville Avenue) prior to the shifts at 6:30 a.m. or 3 p.m., seven days a week. Work is canceled during inclement weather.

AVAILABLE SHIFTS

The Parks and Recreation Department offers the following shifts for those workers ordered by a Court to perform voluntary community service:

DAY SHIFT
6:30 a.m. to 3:30 p.m.

NIGHT SHIFT
3 p.m. to 11:30 p.m.

These shifts are available 7 days a week. Scheduling availability is on a “first come – first served” basis due to limited space.

Evening shifts from November 1 through March 31 are limited to two (2) workers due to lighting and the amount of work available.

REQUIREMENTS

The following includes process and attire requirements to receive credit for time:

- Workers must be age 14 and older.
- You must present a photo ID upon check-in.
- No open-toed shoes allowed, you must wear shoes or boots.
- Shirts must have sleeves.
- Pants must be worn at the waist.
- Clothing must be free of rips, tears and holes.
- Use of phones is prohibited during shift.
- Headphones and/or earpieces cannot be worn during shift.

Additional requirements may be communicated upon arrival.

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LOSS OF TIME EARNED

The following infractions will result in Loss of Time Earned.

- Leaving the shift early
- Failure to sign out at the end of your shift
- Failure to correctly report any information to Supervisor or crew leader
- Failure to work to Supervisor's satisfaction

PROHIBITED OFFENSES

*The City of Allen **will not** take workers with the following offenses:*

- Assault with a deadly weapon;
- Aggravated Assault with a deadly weapon;
- Any sexually based offense; or
- Any offense against children.

Offenses will be checked in the County database. If outstanding warrants are discovered during offense checks, law enforcement officers will be notified.

LOCATION & CONTACT INFORMATION

Municipal Service Center
900 S. Greenville Avenue

Driving directions: From I-75, take the Bethany Road exit and turn East. Make a right (turn south) at the second signal light - Greenville Avenue (Highway 5). From the intersection, the Municipal Service Center is one block south on your right. Parking is on the east side of the building. Enter through the Court-Ordered Community Service entrance.

Contact information: Roy Cuellar, 214-509-3351