



COMMUNITY SERVICE ROAD WORK CREW DIRECTIVES & AGREEMENT

Please read the "Special Notice for General Wellness" for important supplemental information. The supplemental information is included as part of this Directives & Agreement form

- The Road Work Crew is generally available **Monday through Saturday**. Road Work Crew may not be scheduled because of holidays, weather events (i.e. snow, ice, wind, or flooding), or staff availability. TO CONFIRM ROAD WORK CREW SCHEDULES CALL 503-846-3450. This is an information-only line.
- The vans arrive by 7:55 a.m. and the onboarding process begins promptly at 8:00 a.m. The pick-up location is Washington County parking lot P11 (Sheriff's Office & Jail) located on the corner of SW Dennis Ave, & SW Washington St. (See map on back). The vans return by 3:00 p.m.
- **ARRIVE EARLY!** Participation on a Road Work Crew is subject to space and availability. Those who are **QUALIFIED AND ON-TIME** but can't participate because there aren't enough spots will be granted a two-hour credit. This is a courtesy and will only be allowed three times. After the third time no hours will be credited.
- **DO NOT BE LATE!** Regardless of space or availability, anyone arriving to the pick-up location after 8:00 a.m. is late and will not be allowed to work. They will NOT receive a two-hour credit if there was no room in the vans.
- Tell the Road Crew Supervisor about any work limitations (including pregnancy) during onboarding before the Road Work Crew assignments are made. Those unable to work at the level needed will be turned away by the Road Crew Supervisor. If you can't perform Road Work Crew activities, you can complete your service with a non-profit organization.
- **BRING THE FOLLOWING THREE ITEMS EVERY DAY:** 1) A sack lunch 2) Official government-issued photo ID 3) Work gloves that are suitable for landscape work. These are **MANDATORY** items, and you will not be allowed to work without these three items.
- **DRESS APPROPRIATELY FOR MANUAL LABOR AND THE WEATHER OR YOU WILL BE TURNED AWAY.** SAFETY VESTS will be provided and **MUST BE WORN AT ALL TIMES**. Pants, shirts, and sturdy shoes must always be worn. **NO SANDALS, SHORTS OR TANK TOPS**. Inappropriate clothing will not be allowed.
- **DO NOT BRING:** valuables, radios, or other music devices. **THE COUNTY IS NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ITEMS.** Mobile devices must remain OFF while working. Water and disposable cups will be provided. **PERSONAL WATER BOTTLES ARE NOT ALLOWED.** **NO SLEEPING WHILE RIDING IN THE VAN.** Tobacco use will only be allowed on lunch and breaks and at least 10 feet from the van. **E-CIGS ARE NOT ALLOWED ON ROAD WORK CREW!**
- Injuries must be reported **IMMEDIATELY** to the Road Crew Supervisor. Injuries while performing Road Crew work are **NOT** Worker's Compensation claims.
- **SAFETY FIRST!** Always pay attention to your surroundings and follow the instructions of the Road Crew Supervisor. Wear your seatbelt at all times while traveling in the van. Properly use all Personal Protective Equipment (PPE) as directed. If you have an emergency, please contact the Community Service Office at 503-846-3730
- The County expects every person to work at the level directed by the Road Crew Supervisor and be treated with fairness and dignity. Accordingly, any form of harassment related to an individual's race, color, sex, religion, national origin, age, sexual orientation, marital status, or disability is a violation of the County's Harassment Free Policy. The use of profanity while working on the Road Work Crew is strictly prohibited and will not be tolerated. **ANY WORKER ON THE ROAD WORK CREW VIOLATING THIS POLICY WILL BE SENT HOME AND WILL NO LONGER BE ALLOWED TO WORK ON ANY ROAD WORK CREW PROJECT. YOU WILL NOT BE CREDITED ANY HOURS WORKED ON THE DATE OF THE INCIDENT.**
- If the COURT has made any change in your case, you must submit a copy of the court order to the Community Service Coordinator.

ACKNOWLEDGMENT & AGREEMENT TO PAY

NOTE: By signing this form, I acknowledge that I have read and understand the procedures outlined above including the supplement titled "Special Notice for General Wellness". Further, I agree to pay Washington County Community Corrections the \$40 community service fee within 30 days of the date listed below. FAILURE TO PAY within 30 days will result in my file being sent to collections, which will add a collection fee to the amount due.

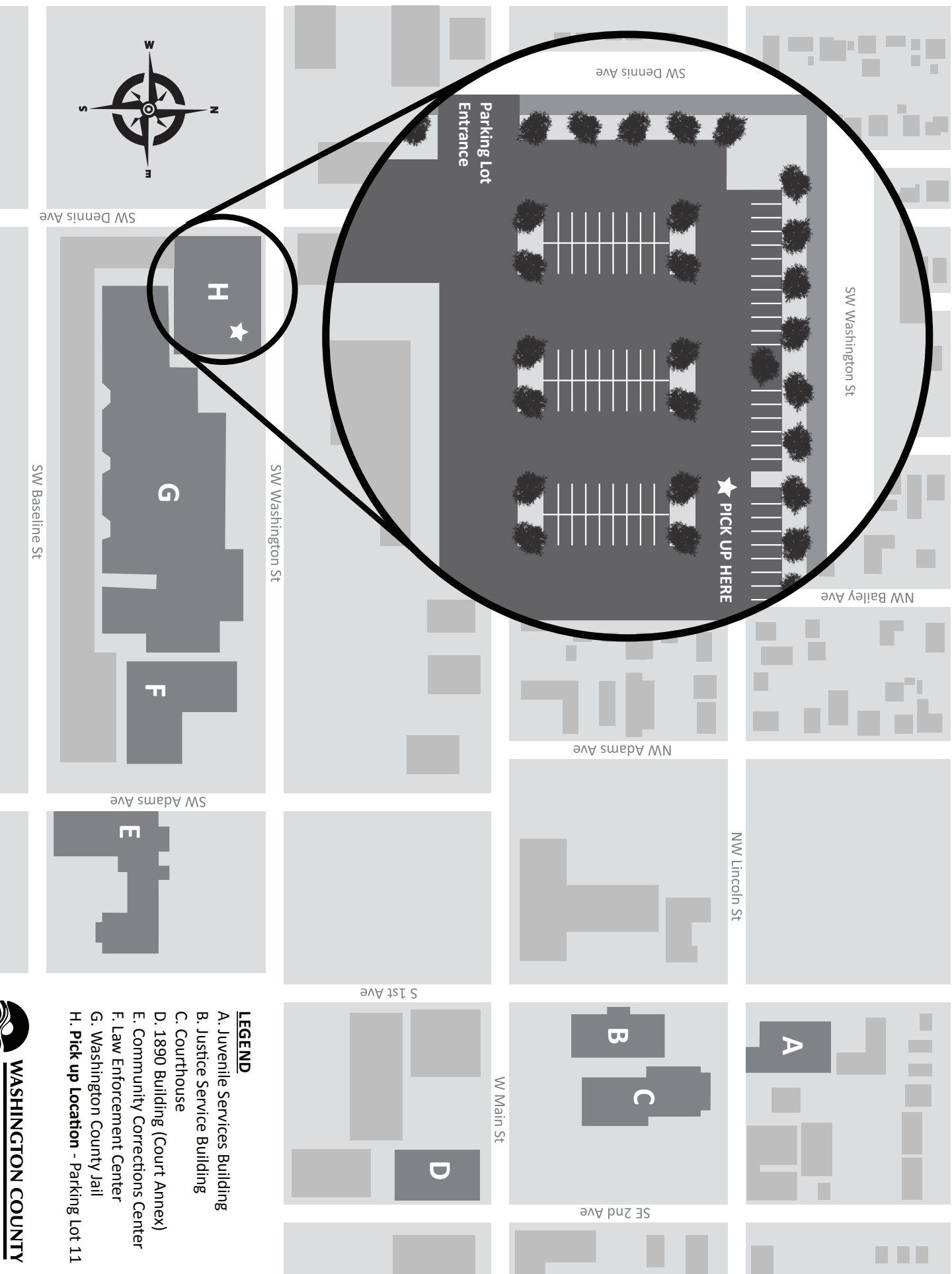
Name (Print): _____ D.O.B.: ____/____/____

Email: _____ Phone () - _____

Signature: _____ Date: _____

COMMUNITY SERVICE PROGRAM PICK UP AREA

Hillsboro, Oregon



Map is not to scale

LEGEND

- A. Juvenile Services Building
- B. Justice Service Building
- C. Courthouse
- D. 1890 Building (Court Annex)
- E. Community Corrections Center
- F. Law Enforcement Center
- G. Washington County Jail
- H. Pick up Location - Parking Lot 11



WASHINGTON COUNTY
OREGON