

Tippecanoe County Community Corrections Community Service Rules and Regulations

1. I understand that **ALL** community service hours must be completed at an IRS approved nonprofit organization. Hours performed for any organization that does not have a verifiable 501c status will be considered invalid, and will not count toward my community service hours.
2. I understand that Tippecanoe County Community Corrections has the right to remove organizations from any approved lists AND refuse approval of hours completed at their discretion.
3. Each community service participant will receive a timesheet for each separate organization. The contact person at your organization(s) will sign the timesheet each time you provide a service for that organization. Back dating of timesheet(s) will not be permitted. Upon completion of all court required hours, you must submit your timesheet(s) to Tippecanoe County Community Corrections. Incomplete timesheet(s) will not be accepted. You must have all completed timesheet(s) submitted for approval prior to your completion date. Once your timesheet(s) have been verified, a completion report will be sent to the Court.
4. To complete community service outside of Tippecanoe County, you must have prior authorization. If you have been given authorization to complete community service hours outside of Tippecanoe County, the agency must write a letter stating the number of hours performed, the dates and times those hours were performed, and a verifiable agency official must sign this letter. This letter must also include their 501c charity ID or Tax Exempt ID.
5. Any of the following behaviors will not be tolerated:
 - a. Acting in a dangerous or offensive manner toward agency staff or community citizens.
 - b. Failing to attend schedule service times.
 - c. Failing to follow agency guidelines or directions.
 - d. Refusing assigned tasks or failing to perform tasks adequately.
 - e. Falsification of timesheet(s). We may conduct a verification of your Community Service hours.
6. You are responsible for maintain your schedule and completing your community service hours in a timely manner.
7. **You are responsible for turning in your completed hours no less than seven (7) business days prior to your compliance hearing. A completion letter cannot be sent to the court on your behalf without receiving proper documentation in a timely manner.**
8. It is your responsibility to keep your contact information current with Tippecanoe County Community Corrections. I understand that if I move or change telephone numbers, I must update Tippecanoe County Community Corrections immediately.
9. The fee to manage community service is \$100 for up to 40 hours and \$125 for over 40 hours. I must make payment at Tippecanoe County Community Corrections. Payment must be made within two weeks of your sign on. Payments can be made online or in person via cash, money order, or credit card. Credit cards required a valid ID at the time of the transaction.
10. I understand that if I fail to comply with the rules set forth in this agreement I may be subject to a change in supervision level such as; Community Work Crew, at a cost of \$150, or rejection from participation. I understand this and agree to may any and all fees associated with the program.
11. You must turn in your complete timesheets/documentation at Tippecanoe County Community Corrections. Once completed timesheets have been received hours will be verified and notice will be sent to the Court. If your account is unpaid, completion documentation will not be provided. Do not email photographs of timesheets. All email submissions must be scanned documents in PDF format.