

John Stahl  
Deputy Chief

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[www.lyco.org](http://www.lyco.org)



Erick Fortin  
Supervisor

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Telephone: 570-327-2385  
Fax: 570-327-2287

**ADULT PROBATION OFFICE**  
Lycoming County Courthouse  
48 West Third Street

TO: Community Service Work Sites

RE: Community Service Rules

1. **MUST BE ON TIME.** Example 7:00 a.m. start, show at 7:01 a.m. **LATE.** First time add 8 hours, second time call APO – Jail or more hours.
2. Only excuse for missing – client or children sick, need doctor's excuse made out for the date missed. For no excuse add 8 hours and call APO.
3. If client is mandated to work, must have letter from employer on letterhead and signed by supervisor – no letter, add 8 hours and call APO.
4. **NO RADIOS, PAGERS, I-PODS, CELL PHONES, TAPE PLAYERS, GUNS, KNIVES, SHORTS, SANDALS, BACK PACKS, TANK TOPS, MUSCLE SHIRTS.**
5. **NO ALCOHOL OR DRUGS – CALL APO.**
6. If client leaves for any reason, call APO.
7. Assigned for 8 hour days unless noted otherwise by worksite.
8. If any injuries occur while performing Community Service, notify this office immediately for further instructions.

**ALL CLIENTS ARE AWARE OF THESE RULES.**

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Client's Signature

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Date