

# COMMUNITY SERVICE

*Hildie McIntyre, Community Service Coordinator*  
Phone: (608) 781-9558 ext 230 Fax: (608) 779-7903  
e-mail: hmcintyre@onalaskawi.gov

## COMMUNITY SERVICE RULES

1. Community service hours done prior to court date will not be applicable to this citation.
2. You are required to perform the community service through a **non-profit organization and receive no monetary compensation. IE nursing homes, churches, soup kitchens, food pantry, hospitals, Habitat for Humanity, humane societies, schools or any of the pre-approved sites listed on the attached sheet.**
3. Certain behaviors are not tolerated in the Community Service Program. They are as follows: shouting, swearing, sexual comments, inappropriate gestures, missing or leaving work without authorization from the site supervisor, fighting, unsafe actions, smoking, or disrespect for property or staff.
4. Community service is considered complete only when all of the hours have been served **and** a timesheet is submitted within the scheduled timeframe or deadline.
5. Failure to comply with these rules will result in a dismissal from the program.

## COMMUNITY SERVICE RESPONSIBILITIES

- It is *your* responsibility to set up dates and times with a site (or sites). Community service hours done prior to court date will not be accepted.
- Inform your site supervisor that Hildie McIntyre is your Community Service Coordinator.
- It is *your* responsibility to keep track of your hours. When you have everything complete, ask your site supervisor to sign a timesheet (a record of the times and dates of your service on their business letterhead).
- You may fax, mail, e-mail or personally deliver your timesheet to:

Onalaska Municipal Court  
Attn: Hildie McIntyre  
415 Main St.  
Onalaska, WI 54601

- Failure to obey a court order is punishable by suspension of one's driver's license for 30 days or more and/or Certification of Debt with the Wisconsin Department of Revenue.
- Please feel free to contact me with any questions or concerns.



**COULEE REGION JOINT MUNICIPAL COURT**

415 MAIN STREET  
 ONALASKA, WISCONSIN 54650  
 FAX: (608) 779-7903

MUNICIPAL JUDGE  
 (608) 781-9558

Community Service Time Sheet

Name \_\_\_\_\_

Site Name \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Date Completed \_\_\_\_\_

Site Contact # \_\_\_\_\_

Total Hours Completed \_\_\_\_\_

Date	Time In	Time Out	Total Hours	Supervisor Initial	

Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Community Service Worker/Juvenile Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*If you complete your community service at more than one site please have all supervisors sign and fill out contact information. This can be done on the back of your time sheet or on an additional sheet of paper.\***