



Community Service Guidelines, Procedures and Requirements

The City of Cedar Hill appreciates your organization willingness to provide community service opportunities for Cedar Hill Municipal Court Juveniles. We want to ensure that all partnering agencies, parents and juveniles are aware of **ALL guidelines, procedures** and **requirements** prior to beginning community service.

1. Must maintain a professional and respectful attitude at all times
2. Must be on time
3. No profanity will be tolerated
4. No cellphones or electronic devices while performing community service
5. Hair must be properly groomed
6. No baseball caps or hats (unless approved by supervising agent or performing outdoors)
7. Young ladies must wear appropriately fitting clothing and young men must wear a belt
(No exposed undergarments allowed as participate will be asked to leave)
8. Juveniles must comply with all organizations rules or regulations
9. Juveniles must meet organizations age requirements
10. Juveniles are responsible for any food, snacks or beverage if needed

If any of the above listed guidelines or requirements are not followed, the juvenile may be asked to leave and/or set for court to appear before the Judge at which time the full fine may become due.

The City of Cedar Hill Municipal Court is not responsible for locating a community service for defendants; however a list is provided to assist you. It is the responsibility of the parent to ensure that all community service hours are completed by the due date or the juvenile and parent will be required to pay the fine in full. If neither the fine nor community service is paid or completed; you will be required to appear in court. All participating community service partner's guidelines and procedures are to be adhered to or the juvenile may be asked to leave the location.

If you have any questions, please contact Juvenile Case Manager, Heather Leonard at 972-291-5100 ext. 1040.