

DeKalb County Court Services

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RECRUITED WORKSITE PROCEDURE

Name: _____ Hours to Complete: _____

You will be recruiting your own worksite rather than being assigned to a worksite regularly used by DeKalb County Court Services, please read the following carefully:

1. **Before** completing any hours, you must provide an acceptance letter from your worksite on their agency letterhead, verifying your chosen worksite is a not-for-profit (with federal 501(c)3 documentation), or government agency. **ANY HOURS COMPLETED AT A WORKSITE BEFORE BEING APPROVED BY COURT SERVICES MAY NOT BE ACCEPTED – ACCEPTANCE WILL BE LEFT AT THE DISCRETION OF THE CRS COORDINATOR.**
 - a. This letter must include the following:
 - i. Agency address
 - ii. Phone/fax number/Email Address
 - iii. Supervisor’s name
 - iv. Agency’s federal not-for-profit status/501(c)3 number (EIN)
 2. All completed hours must be verified on agency letterhead.
 3. Verification of completed hours must be provided to the CRS Officer at least two weeks prior your court date for approval and to be submitted to court on time. This is **your responsibility** to make sure the worksite supervisor submits verification paperwork to Court Services.
- I have read and understand the rules listed above.
 - I understand failure to comply will result in further court action.
 - I understand that DeKalb County Court Services can release information about my court order and previous criminal history to the worksite I have recruited, and I give my permission for them to do so.

Client Signature

Date

Please return (1) this form, (2) your agency approval on letterhead, and the (3) Rules for Community Service form to DeKalb County Court Services.