DOC WORK CREW

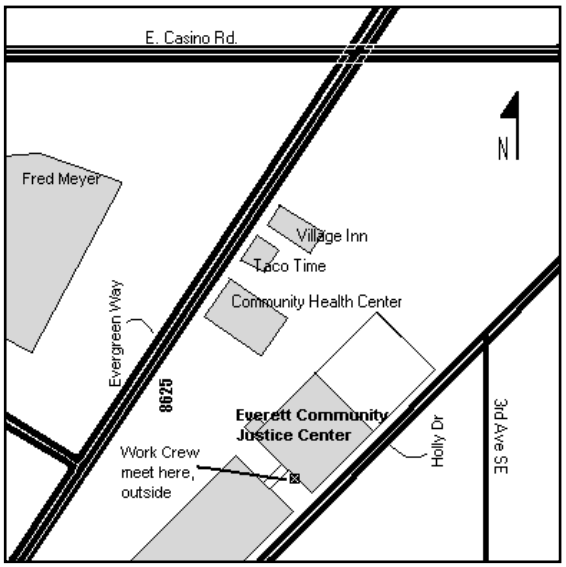
Information for DOC Work Crew

An approved work site of the Washington State Department of Corrections, in collaboration with Snohomish County CHART Court.

Located at the **Everett Community Justice Center**
8625 Evergreen Way, Suite 108, Everett

Open **5 days a week** (Mon-Fri) from 8:00am to 4:00pm (**EXCEPT** holidays).

Work Crew is supervised by Office of Correctional Operations Correctional Officers



When participating in DOC Work Crew...

- **BE ON TIME!** *It is recommended that you plan to arrive early in case you are delayed in traffic.*
- Be dressed to work *outside* and in **any** weather. Wear **appropriate** shoes or boots and other clothing.
- Bring your own lunch and water.
- Do not call the Work Crew officers to report. *Contact the Drug Court Coordinator or your treatment provider about failure to report.*
- Parking during the week is limited. ***Do not*** *park in the parking lot around the Community Justice Center.*
- Weekend parking is allowed in the parking lot.
- If the Work Crew Supervisor has not arrived by 8:30am, report to Suite 108 and sign the client register (*make sure you list "Family Drug Court"*); you may then leave for that day if no Work Crew.

IMPORTANT INFORMATION

- Offenders with medical conditions (such as allergies to pollens or bee stings) are urged to bring appropriate medications. Please inform the Work Crew Supervisor.
- Offenders with serious medical conditions (such as heart conditions) are directed to inform the Drug Court Coordinator and Work Crew Supervisor immediately.

WORK CREW ORDERED

_____ has been ordered to complete ___ days Work Crew

by 4:00 PM on Thursday, _____, 201__.

You must have the Work Crew Supervisor fill in the date you attended and sign.

Date	Work Crew Supervisor

PLEASE DELIVER THE COMPLETED FORM TO THE FAMILY DRUG COURT COORDINATOR'S OFFICE AT DENNEY JUVENILE JUSTICE CENTER, 2nd FLOOR, ROOM #207 OR FAX TO (425) 388-7882 BY 4PM ON THE THURSDAY PRIOR TO YOUR FRIDAY FDTC APPEARANCE.