



*"Serving with Honor & Integrity"*

**ALLEGAN COUNTY SHERIFF'S OFFICE**

640 RIVER STREET • ALLEGAN, MICHIGAN 49010-9501  
www.allegancounty.org/sheriff

Main Number .....269.673.0500  
Administration .....269.673.0510 Jail Administration.....269.673.0530  
Fax .....269.673.0406 Fax .....269.673.0273

To: Alternative Sentence, Community Service Program Participant  
From: Frank Baker, Sheriff of Allegan County  
Subject: Alternative Sentence, Community Service Program

**Information and Regulations**

You have been selected by your sentencing Judge to participate in Allegan County's Alternative Sentence, Community Service Program. At the time of sentencing, you agreed to abide by the program's conditions as described in the signed reporting order.

Your ability to remain in this program depends on your attitude, cooperation, willingness to work, and that you observe and strictly abide by the following rules and regulations:

You must report to the Allegan County Sheriff's Office, at 640 River St., Allegan, MI 49010 each Saturday and Sunday, beginning the date you are told, NO LATER THAT 07:30 A.M.

Unless specifically authorized, the attendance policy of this program requires that your sentence be served on consecutive weekends and tardiness or absenteeism is not allowed.

If you are going to be absent (due to an emergency) you MUST immediately call and notify the Allegan County Sheriff's Office at 269-673-0500, ext 4483 or ext 4226, explaining why you have failed to report (if there is no answer you are to leave a voice mail message).

**FAILURE TO PARTICIPATE WILL RESULT IN A WARRANT FOR CONTEMPT OF COURT BEING ISSUED FOR YOUR ARREST AND YOU WILL BE REMOVED FROM THE PROGRAM AND SERVE THE REMAINDER OF YOUR SENTENCE IN JAIL.**

You MUST pay a one-time processing fee of \$25.00, and \$50.00 per weekend for the cost of supervision (cash only/exact amount). Fees to be paid at roll call each Saturday morning ONLY. Failure to pay the cost of supervision may result in serving your sentence in Jail as straight time.

While a sack lunch and water are provided by the jail, you may bring food and drinks from home. However, all food must be in a bag and only sealable cups, plastic bottles and re-closable drink containers will be allowed. Drink coolers and glass bottles are NOT permitted.

Once you have signed in at roll call, unless you have dismissed by the Supervising Officer, you are NOT to leave your assigned work area. This will be viewed and considered as an escape.

On each assigned day you MUST report to the jail in clean work/weather appropriate clothes. ABSOLUTELY NO Shorts, Skirts, Dresses or Clothing that has Lewd/Profane remarks on them. Shoes MUST be "Closed Toe" and work appropriate. Flip-flops or sandals are NOT permitted. All shirts must have some type of sleeves. NO Spaghetti Straps or Tank Tops will be allowed.

Frank Baker  
Sheriff

*The mission of the Allegan County Sheriff's Office is to provide a full spectrum of Corrections, Law Enforcement, Emergency Preparedness and Court Services contributing to our community's growth and progression as a safe and secure place to live, work and visit.*

Michael Larsen  
Undersheriff



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**ABSOLUTELY NO USE OF ALCOHOL, MARIJUANA, OR ILLEGAL DRUGS**

You **MUST NOT** report for alternative sentence/community service under the influence of any drugs or alcohol. This is a **ZERO TOLERANCE** program. Periodic Breath, Urine, and Drug Testing will be conducted. **FAILURE TO ADHERE TO THIS WILL RESULT IN YOUR IMMEDIATE ARREST, REMOVAL FROM PROGRAM AND ADDITIONAL CHARGES.**

The use of any tobacco products will be left up to the discretion of the Supervising Officer.

**AT ANY TIME, ALL PERSONS PARTICIPATING IN OR ENTERING THIS PROGRAM ARE SUBJECT TO BEING SEARCHED FOR WEAPONS OR ANY ILLEGAL CONTRABAND.**

Do not bring any prohibited items or weapons, such as firearms, knives, utility blades, pepper spray, stun guns, or any other item that can be interpreted as a weapon to the Sheriff's Office.

Do not bring any type of cards, word searches, crossword puzzles, games, books, radios, tablets, laptops, etc. These items will be confiscated as contraband and will **NOT** be returned. The use of, or possession of cell phones are left to the discretion of the Supervising Officer and if allowed may only be used during scheduled breaks or lunch time.

If you violate any rules or regulations of the program, or fail to comply with the above conditions, your sentencing Judge will be notified immediately, and you may be terminated from the program and incarcerated to do your time as straight time.

The work schedule for participants is as follows  
(occasional changes in this schedule may be necessary because of work assignments or job locations):

- 07:30 a.m. to 08:00 a.m. Roll call
- 08:00 a.m. to 12:00 p.m. Work Detail
- 12:00 p.m. to 12:30 p.m. Lunch
- 12:30 p.m. to 3:30 p.m. Work Detail
- 3:30 p.m. to 4:00 p.m. Clean up/sign out

I, \_\_\_\_\_, do hereby agree to release Sheriff Frank Baker, all staff of the Allegan County Sheriff's Office and the County of Allegan of any and all responsibility for any injuries, accidents, negligence, and any other circumstance that may occur or arise from, before, during, and/or after my participation in the Allegan County Sheriff's Office Alternative Sentence, Community Service Program

I have read and understand the Allegan County Sheriff's Office Rules and Regulations and agree to all conditions of the Alternative Sentence, Community Service Program.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date