

Martin County Community Corrections
211 SE 1st Street
Loogootee IN 47553
Fax: (812) 295-4913

To: Community Service Recipient (CSR)

From: Director, Danielle Murphy

Re: WEEKLY CSR HOURS VERIFICATION

The Community Corrections program requests that employers who have Community Corrections offenders in their employment complete the information and schedule below. This will aid us in maintaining accountability of participants and to ensure that there are no schedule issues and/or problems.

Client Name: _____

| Day | Date | Time In | Time Out | Total Hrs. |
|-----------|------|---------|----------|------------|
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Saturday | | | | |
| Sunday | | | | |

If the employer is at an establishment that serves, stores, or sells alcoholic beverages, it is the employer's responsibility to keep these items out of the client's possession, and prohibit the use of any alcoholic beverage while at the place of employment.

Name of Organization: _____

Address: _____

Supervisor Name (Print): _____

Supervisor Signature: _____

Telephone Number: _____

If you have any questions or concerns, please feel free to contact me immediately at 812-295-4911, or Fax 812-805-0295. PLEASE, CONTACT US **IMMEDIATELY** IF THE ABOVE-NAMED CLIENT IS **TERMINATED OR ABSENT** FROM THIS LOCATION FOR ANY REASON.