

**HOLLYWOOD BEAUTIFICATION TEAM  
RULES FOR COURT REFERRED WORKERS**

You were sent by the Court to do community service work. You and HBT must follow the rules set by the Court. The Court has ordered you to serve a determined number of hours to be completed at a certain time. We were instructed to document these hours and to supervise your work. Thank you for being part of our program. Your work here is of great help for the community and your effort and cooperation is appreciated. To ensure the integrity of our program we ask that all of the following rules be observed at all times. People coming into contact with HBT should only see professionalism.

**COURT PAPERWORK**

- New papers can be registered between 7:00 a.m. and 8:00 a.m. and between 3:30 p.m. and 4:30 p.m. only.
- You must present a valid picture I.D. (Driver's license, Calif. I.D. passport or student I.D.) when you register and when you pick up your paperwork.
- Paper work is given out from 7:00 a.m. to 8:00 a.m. and 3:30 p.m. to 4:30 p.m. seven days a week. Information will not be given out over the phone or via fax.
- Paperwork can only be given out to Court Referred clients.
- If you want your paperwork on a day that you are working you must sign the Request for Papers Sheet at the sign-in desk in the morning when you sign in. If you do not sign the sheet you will not receive your papers that day. **THERE WILL BE NO EXCEPTIONS.**
- If you work a 4-hour day and you have signed the Request for Papers you must come back between 3:30 p.m. and 4:30 p.m. to receive your papers or pick them up the following day from, 7:00 a.m. to 8:00 a.m. or 3:30 p.m. to 4:30 p.m.
- You must sign your name as it appears on your Court Paperwork. You will not receive credit if you sign under a different name or if we cannot read your name.
- Your completion date is \_\_\_\_\_. **YOU MAY NOT WORK AFTER THIS DATE.** You will not receive credit for any hours worked after this date. \_\_\_\_\_  
Initials
- HBT does not offer light duty. If you are not able to perform regular duty you must return to the Volunteer Center to be reassigned. HBT does not accept Doctor's notes; you must bring them to the Volunteer Center.

**ATTENDANCE AND SIGN IN**

- You must be here at 7:00 a.m. and no later than 7:15 a.m. If you arrive after 7:15 a.m. you will not be allowed to work that day.
- Your day's credit begins at 7:00 a.m. and ends only when you have signed out at 3:30 p.m.
- Once you have signed in, you may not leave to move your car, buy coffee, use the phone, etc. If you break these rules you will receive no credit for the day.
- It is YOUR responsibility to sign in and sign out. If you don't you will not receive credit for that day.
- You must accept the assignment and supervisor you are assigned to. If you refuse either of these, you will be sent home with no credit.
- **CONSUMPTION OF FOOD AND BEVERAGES IS NOT ALLOWED ON HBT PREMISES.** You may bring a packed lunch.

**DURING WORKING HOURS**

- Arrived to work dressed appropriately. Wear clothing that is appropriate for the weather. Prepare to get dirty.
- Wear closed toe shoes. Anyone wearing open toe shoes, sandals, high heels, etc, will not be allowed to work. This is for your own safety.
- Cellular phones, pagers, walkmans, and Discmans are NOT PERMITTED while working at HBT. Do not bring them.
- We have no areas to secure personal belongings such as jackets, backpacks, purses, etc, DO NOT BRING THEM. HBT is not responsible for loss of any personal items.
- Alcohol and narcotics are strictly prohibited. Any violation of these rules will be reported directly to the Court; You will be sent home with no credit and your paperwork will be sent back to the Volunteer Center.
- You are allowed two ten-minute breaks and a 30-minute lunch break for an 8-hour shift. For a 4-hour shift you are allowed one 10-minute break. Your Supervisor will give you your breaks.
- While working at HBT you may not use offensive language or behavior; this includes: foul language and sexually oriented remarks or gestures directed at anyone; you will be sent home with no credit.
- You may smoke only during your break and lunch. If you smoke while working, on HBT premises, or in HBT vehicles, you will be sent home with no credit. If you are assigned to work at a school, be aware that smoking in a school is against the law.
- You will be assigned a T-Shirt to wear at the beginning of your shift. You must wear this shirt at all times including your breaks and lunch. If you do not return this shirt at the end of your shift, you will receive no credit for the day.
- You are responsible for any equipment that you handle or use. If you lose or damage any property or equipment due to carelessness, you will receive no credit for the day.
- If you intentionally damage, destroy, or deface any equipment or property, you will receive no credit for the day. Any act of vandalism will be reported to the Court.
- YOUR SHIFT DOES NOT END UNTIL YOU SIGN OUT.

**THERE ARE NO EXCEPTIONS TO ANY OF THESE RULES.**

If you have any questions ask a Supervisor, or you may want to contact HBT management at (323) 463-5180. For all other inquires, you may want to speak directly to HBT management at the office or by calling the number above. All inquires will be kept in confidence at your request.

**I HAVE READ AND UNDERSTOOD ALL HBT RULES.**

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Signature of Court Referral

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Date