



Roger R. Few
Fire Chief

Spanish Fort Fire - Rescue

P.O. Box 7025 ♦ Spanish Fort, AL 36577
Non Emergency / Business 251.626.8876 ♦ Facsimile 251.626.3473
www.spanishfortfire.org

Station 1
7580 Spanish Fort Blvd
Spanish Fort, AL 36527

Station 2
10628 U.S. Hwy 31
Spanish Fort, AL 36527

Guidelines for Individuals Performing Community Service Work

We are willing to assist individuals who need to fulfill community service sentences for the various courts in Baldwin County. In order to meet the needs of the department and individual, we ask that you follow these guidelines:

1. Pick a time block that you can fulfill.

We are able to accommodate Community Service Workers 7 day per week, during two time blocks: 0800a – 1200p = 4 hours and 1230p – 430p = 4 hours. You **MUST** schedule your attendance in advance. If you show up without being scheduled, you will be sent away. If you schedule yourself and cannot fulfill the block, call 251-626-8876 and let us know you will not be coming. If you schedule and fail to show up without calling, you will need to find another location to perform your sentence.

2. Sign In when you arrive, out when you leave.

We provide a time log that will be used to calculate your service hours and used by the court to verify your attendance. It is the sole responsibility of the Community Service Worker to sign in or out. Failing to sign in or out may result in your time being inaccurate.

3. Stay Busy.

A department representative will assign you a project, stay busy on the project. Excessive breaks, texting, phone use, playing games, or wandering around will result in your time being cut short. You will be asked to leave and not return. We will notify the court of your inability to complete your time with us; they will schedule you at another location.

4. Bring your own lunch or money to purchase lunch.

Fire Station employees often pick up lunch, they can pick up something for you or you can bring your own.

5. What you will be doing.

You can expect to

- a. wash / wax vehicles,
- b. clean windows,
- c. vacuum floors,
- d. clean bathrooms,
- e. empty garbage cans,
- f. mop floors,
- g. pick up trash / cigarette butts
- h. Other tasks assigned by department representatives

6. Dress appropriately for the weather conditions.

You should dress appropriately for outside work. If it's cold, wear a coat, if it's warm, wear comfortable but tasteful clothing. Closed toe shoes are a must, no flip flop type shoes allowed.