

The Parks and Recreation Department offers the following shifts for those workers ordered by a Court to perform voluntary community service:

Day shift 6:30 am – 3:30 pm
Night shift 3:00 pm – 11:30 pm

These shifts are available 7 days a week. Scheduling availability is on a “first come – first served” basis. Due to limited space, it is strongly suggested that volunteers arrive at least one (1) hour prior to the beginning of the desired shift.

Night shift sign-in begins no earlier than 12:30 pm.

The City of Allen **will not** take workers with the following offenses:

- 1) Assault with a deadly weapon;
- 2) Aggravated Assault with a deadly weapon;
- 3) Any sexually based offense; or
- 4) Any offense against children.

Offenses will be checked in the County database. If outstanding warrants are discovered during offense checks, law enforcement officers will be notified.

The street address for the Municipal Annex is **One Butler Circle.**

Driving directions: From IH-75, take the McDermott Road exit and turn East. Travel through 2 signal lights and take the next right on Butler Drive. Pass the police department parking lot and turn right on Butler Circle. You may park in the center area of Butler Circle. One Butler Circle is the Municipal Annex building on the right at the West end of the parking area.

Requirements

1. Must have photo identification
2. Shoes or Boots only (no sandals)
3. Pants must be worn at the waist
4. All shirts must have sleeves

Not Allowed

1. Backpacks
2. Headphones
3. Use of cell phones during shift
4. Pants with any holes above the knee
5. Any offender under 14 years of age

Loss of Time Earned

The following infractions will result in Loss of Time Earned:

1. Leaving the shift early
2. Failure to sign out at the end of your shift
3. Failure to correctly report any information to Supervisor or crew leader
4. Failure to work to Supervisor’s satisfaction

Contact information:

Roy Cuellar - rcuellar@cityoffallen.org - Crew Leader 214-509-4842