**COMMUNITY SERVICE IN LIEU OF FINE**

Email completed form to: [EEOinfo@oaklandca.gov](mailto:EEOinfo@oaklandca.gov)

Or send via regular mail to:

City of Oakland – Public Works

250 Frank H. Ogawa Plaza, #1324

Oakland, CA 94612





**REGISTRATION FORM**

\*\*\*Form must be received or postmarked by \*\*\*

|  |  |
| --- | --- |
| NAME (Please Print) | PHONE |
| ADDRESS | EMAIL |
| CITY STATE ZIP | CITATION # |
| DATE OF CITATION | CITATION AMOUNT  $ |

1. Community service hours may be completed seven days a week, from 8:30am – 4:00pm Monday – Friday and 7:30am – 3:00pm Saturday and Sunday.
2. Start time for all community service assignments is 8:30am on weekdays and 7:30am on weekends. Participants may be released prior to 4:00pm (weekdays) or 3:00pm (weekends) if required community service hours are completed before 4:00pm or 3:00pm respectively.
3. Participants must complete all assigned community service hours within six (6) months of the Citation date.
4. A City of Oakland employee will contact you to arrange your community service upon receipt of this form. Written confirmation of your schedule and reporting instructions will be sent via email and/or regular mail.
5. For questions on how to complete this form, please contact: (510) 238-3700

**AVAILABILITY:**

 I cannot perform community service due to disability or other hardships. I would like an alternate person to perform community service on my behalf.

|  |  |
| --- | --- |
| NAME OF ALTERNATE (Please Print) | PHONE OR EMAIL |

I am/My alternate is available to perform my required community service hours on the following days:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|  |  |  |  |  |  |  |

I am/My alternate is available to perform my required community service hours on any of these specific date(s):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE #1 |  | DATE #2 |  | DATE #3 |  |

**I understand the submission of my *Community Service in Lieu of Fine* registration form does not constitute enrollment in the program. I understand I will be notified in writing by the City of Oakland.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date