

Rules on the Administration of
Community Services and Supervision of
Convicted Persons in Community
Service

Article 1

Commencement of community service

The State Prison Administration decides where and at which point community service takes place.

The State Prison Administration provides a community service worker with identification on which the terms of the community service are shown as well as the number of hours, time period and workplace.

The State Prison Administration decides in consultation with employers on a work programme which is subsequently presented to a community service worker before the work commences.

Article 2

Attendance in community service work

A community service worker must attend community service work at precisely the time which is listed in the work programme.

If a community service worker does not attend work, attends too late or deserts a workplace before schedule according to the work programme, this is considered as a breach of terms and can result in a reprimand or to revocation of community service. If a reprimand is given to a community service worker, he must make up for the day or that time which remained of that day. The supervisor of the workplace and the State Prison Administration's supervisory body decide when that time has been made up.

If a community service worker considers himself unable to attend community service work due to sickness or other special circumstances, he is obligated to contact the State Prison Administration's supervisory body **before** work starts. The State Prison Administration is, however, permitted to obligate a community service worker to attend work if the reason is unsatisfactory. The supervisory body can request a certificate or other type of validation due to an absence. If the State Prison Administration accepts an absence, the time must be made up in consultation with the supervisory body and the supervisor of the workplace.

A community service worker is not permitted to take care of personal matters during community service work.

A community service worker is not permitted to leave the workplace during meal times. If the workplace is closed during those times, then that time is deducted on the work programme.

A community service worker is obligated to perform the tasks provided to him by the supervisor of the workplace in a satisfactory manner.

Article 3

Supervision

The supervisor of the workplace shall ensure that a community service worker attends work at the correct time. The supervisory body of the State Prison Administration must be informed immediately if a community service worker does not attend on time.

The supervisor of the workplace is not permitted to alter the man-hours, the work-period or the work arrangement for a community service worker except in consultation with the State Prison Administration. Furthermore, the supervisor may not assign a community service worker with other tasks than those which verifiably may be considered performed in the interests of the workplace.

The supervisor of the workplace must corroborate the attendance of a community service worker with a signature at the end of working time, in every instance, on an original copy of the work programme.

At the end of the last working day, the supervisor of the workplace must furnish the supervisory committee of the State Prison Administration with an original copy of the work programme with a confirmation of the community service worker's attendance.

A violation by the supervisor of the workplace to these rules can result in the revocation of the contract with the respective workplace and the State Prison Administration.

The State Prison Administration.