

**CENTRAL OZARK SERVICE PROGRAM--COSP
PHELPS COUNTY COURTHOUSE
200 N MAIN STREET, SUITE 313 ROLLA, MO 65401
PHONE: 573-458-6069 FAX: 573-458-6068**

BUSINESS HOURS: Tuesday 9:00 am to 4:30 pm
Wednesday & Thursday 9:00 am to 12:00 pm (noon)

DATE: _____

NAME: _____

COURT CASE NUMBER: _____

PROBATION OFFICER: _____

NUMBER OF COMMUNITY SERVICE HOURS ASSIGNED: _____

REQUIRED COMPLETION DATE: _____

Please return this form with the following information as soon as you have located a worksite. (Must be a non-profit organization, 501C3). A timesheet will be sent to the worksite to record your hours, upon receipt of this information.

NAME OF WORKSITE: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

SUPERVISOR'S NAME/TITLE: _____

You are required to complete your total number of community service hours as directed by the Court and by the scheduled completion date. It is necessary that you complete this assignment, as scheduled, to maintain your probation status. If you fail to complete your assignment as directed, you could be returned to Court for further action. If you are returned to Court and reinstated for community service, you will be charged a \$25.00 reinstatement fee.

When you have completed your assigned community service hours, your timesheet must be returned to the COSP office. Please contact this office if you have any questions.