

Little Traverse Bay Bands of Odawa Indians
Legislative Office Utilization of Community Services Workers Policy

SECTION I. PURPOSE

The purpose of this policy is to establish the protocol for the Legislative Office to authorize and supervise Community Services workers.

SECTION II. COORDINATION AND ASSIGNMENT

- A. The Legislative Office Manager will coordinate with the Human Resources Department, Law Enforcement or the Court Probation for the use of community service workers.
- B. The Chief of Police or Court Probation Officer will provide the legislative office with community service workers as they become available and will be assigned work commensurate with their capabilities, health and physical conditions. The assignment will include a date, time and place to which the worker is to appear.
- C. The office manager or designee will be responsible to supervise the workers. The person directly supervising the defendant will ensure that the worker is actually engaged in productive community service work.
- D. The worker will not be permitted to operate machinery except for hand held machinery, such as hand operated mower and shall be provided with safety protection and equipment commensurate with the type of work being performed.

SECTION III. TIME SHEETS and AGREEMENT

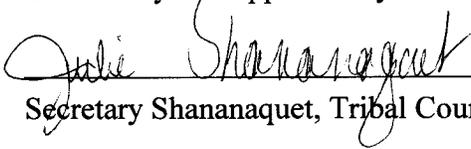
- A. The office manager or designee will fill out a time sheet for each community service workers for each day/time that the worker performs his/her community services.

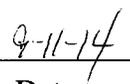
B. The office manager or designee will be responsible for any additional reporting as required.

SECTION IV. EFFECTIVE DATE

Effective upon approval of a majority vote of the Tribal Council.

This Policy was approved by Tribal Council on:


Secretary Shananaquet, Tribal Council Secretary


Date