

**CUSTODIAL SERVICES OFFICE**  
**105 N. Thompson Conroe, TX**

Conroe Line: 936-539-7830 (Phone answered 24hrs/7 days a week)

Woodlands Line: 936-539-7830

East County Line: 936-521-8964

<p align="center"><b><u>CONROE OFFICE</u></b>  <b>105 N. Thompson</b>  <b>936-539-7830</b></p> <p align="center"><b><u>MONDAY-FRIDAY</u></b></p> <p><b><u>DAY SHIFT:</u></b>          FROM 5:00 a.m. UNTIL 1:00 p.m.  <b><u>BY APPOINTMENT ONLY. MUST CALL IN</u></b>  <b><u>ADVANCE TO SCHEDULE YOUR</u></b>  <b><u>APPOINTMENT TO WORK.</u></b></p> <p align="center">*****</p> <p>FROM 8:00 a.m. UNTIL 4:00 p.m.          FROM 9:00 a.m. UNTIL 5:00 p.m.</p> <p align="center">*****</p> <p><b><u>EVENING SHIFT:</u></b>          FROM 4:00 p.m. UNTIL 12:00 a.m.</p>	<p align="center"><b><u>THE WOODLANDS</u></b></p> <p align="center"><b><u>MONDAY-FRIDAY</u></b></p> <p><b><u>DAY SHIFT:</u></b>          FROM 6:00 a.m. UNTIL 1:00 p.m.          LOCATED AT MICHELL LIBRARY- 8125          ASHLANE WAY</p> <p align="center">FROM 8:00 a.m. UNTIL 1:00 p.m.          LOCATED AT SOUTH COUNTY COMMUNITY          CENTER- 2235 LAKE ROBBINS RD.</p> <p align="center">*****</p> <p><b><u>EVENING SHIFT:</u></b>          FROM 6:00 p.m. UNTIL 12:00 a.m.          LOCATED AT SOUTH COUNTY PUBLIC          SAFETY CENTER- 9200 GROGAN'S MILL RD.</p> <p align="center">*****</p> <p><b><u>BY APPOINTMENT ONLY. MUST CALL IN</u></b>  <b><u>ADVANCE TO SCHEDULE YOUR</u></b>  <b><u>APPOINTMENT TO WORK.</u></b></p>
<p align="center"><b><u>NEW CANEY</u></b></p> <p align="center"><b>936-521-8964</b></p> <p align="center"><b><u>MONDAY-FRIDAY</u></b></p> <p>FROM 3:00 p.m. UNTIL 11:00 p.m.</p> <p>(LOCATED AT EAST COUNTY COURTHOUSE          ANNEX) 21130 U.S. HIGHWAY 59</p> <p><b><u>BY APPOINTMENT ONLY. MUST CALL IN</u></b>  <b><u>ADVANCE TO SCHEDULE YOUR</u></b>  <b><u>APPOINTMENT TO WORK.</u></b></p>	<p align="center"><b><u>MAGNOLIA</u></b></p> <p align="center"><b><u>MONDAY-FRIDAY</u></b></p> <p>FROM 3:00 p.m. UNTIL 11:00 p.m.</p> <p>(LOCATED AT MALCOLM PURVIS          LIBRARY IN MAGNOLIA) 510 MELTON          STREET</p> <p><b><u>BY APPOINTMENT ONLY. MUST CALL IN</u></b>  <b><u>ADVANCE TO SCHEDULE YOUR</u></b>  <b><u>APPOINTMENT TO WORK.</u></b></p>

**\*YOU NEED TO REPORT TO THE APPROPRIATE LOCATION A FEW MINUTES BEFORE THE SHIFT STARTS AND TELL THEM YOU ARE THERE FOR COMMUNITY SERVICE WORK. YOU MUST WORK A MINIMUM OF THREE HOURS.**

**Montgomery County Custodial Services**  
**C.S.R**  
**Rules of Conduct**

1. Be advised that it is a 2<sup>nd</sup> degree felony to offer money, or anything of value in exchange for credit towards your community service hours, such conduct will be reported to the proper authorities immediately.
2. You are expected to complete every task to the best of your ability. In the event that it is not completed to our satisfaction, you will be asked to do it again. If it is still not to our satisfaction you will be sent back to the Court that assigned you without credit for your hours.
3. You must work a minimum of three (3) hours per shift.
4. You must wear appropriate attire: Tennis shoes or work boots (cannot be open toed shoes), Jeans (must cover your legs), t-shirt. \*\*\*No tank tops, flip-flops or shorts are allowed.
5. No cellular phones, headphones or pagers are allowed at the time of CSR (unless you are on call for employment reasons)
6. If working the entire shift, you will be allowed on (1) hour for lunch. Lunch will not be provided for you so you must come prepared. Adults ONLY will be allowed to leave the premises and return within the hour.
7. If you make an appointment to do community services and are not able to attend, it is your responsibility to let us know in advance. If you do not notify us, you will be asked to discontinue community service with our department.
8. Your Supervisor will have a sign-in sheet that you must sign each time that you come in. it is imperative that you do this because if you do not sign in or out you will not be issued credit for that day. \*\*\*Probation workers: If you do not sign in on our time sheet you will not be given credit even if your card has been signed.
9. You will be issued an agency code for each time you sign in. you need to make sure that you provide your code each time so that the appropriate court or department will receive your hours of service.
10. Any unauthorized access to any non-public or private access areas will be grounds for immediate dismissal and the proper authorities will be notified.
11. Any inappropriate, unprofessional behavior or unlawful conduct will be reported immediately to the proper court or authorities.
12. You must wear the designated C.S.R. vest at all times while doing community service.
13. While performing community service hours you may not be in possession of any weapons such as pocket knives, guns, sharp objects etc.