

How to complete your CSR hours with Montgomery County Custodial Department

1. You must come to our office at 105 N. Thompson in downtown Conroe three blocks south of the County Courthouse to sign-up for community service, you cannot sign-up over the phone
2. Bring the documentation that was issued to you by the court or probation department that states how many hours you are to perform
3. Once you have completed the requirements then you may start your community hours according to the schedules under CSR Times
4. Whatever shift you choose to work you must report 10 minutes before the start of that scheduled shift begins
5. If you perform your community service **outside** of the Conroe area, you must schedule to work the day of (if working the afternoon shift) and the day before (if you are working the morning shift) at (936) 539-7830
6. If you perform your community service hours in the Conroe area you must report to the Custodial Services Department Office at 105 N. Thompson **FIRST**, do not go to the building directly you will not receive credit for your hours worked
7. If you come in late for a shift you will not be allowed to perform community service for that day
8. **Be advised that it is a 2nd 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.**