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	Court-Ordered Volunteers Policy	Effective Date:	Date Reissued:
	Issued by:	Approved by:	

PURPOSE

This policy provides information regarding the convictions that bar court-ordered volunteers from working at **Insert Organization's Name**, the convictions that Volunteer Services considers permissible for volunteering and the special restrictions and expectations that apply to court-ordered volunteers.

SCOPE

Adult volunteers who have been court-ordered to complete community service hours

POLICY

Individuals who receive a court order to perform community service will be accepted on a case-by case-basis. All court-ordered volunteering is by appointment only and requires pre-screening. Volunteers who are performing court-ordered community service must disclose the nature of their conviction to Volunteer Services or any other staff member of **Insert Organization's Name**. Staff members will keep the court-ordered volunteer's information confidential within the organization, and will not share it with other volunteers.

Although some restrictions may apply to court-ordered volunteers, **Insert Organization's Name** celebrates all volunteers as an important part of our work and our mission to end hunger through community partnerships. **Insert Organization's Name** pledges to treat approved court-ordered volunteers with the same respect, professionalism and recognition as other volunteers.

Individuals convicted of certain serious charges will not be accepted to volunteer due to potential safety risks for other volunteers, staff, clients and partners. **Insert Organization's Name** will not accept volunteers who have ever been convicted of a:

- violent crime
- crime of a sexual nature
- theft-related felony
- felony level or higher
- crime whereby the conviction relates to the volunteer position

Insert Organization's Name will accept the following types of non-violent offenders:

- Misdemeanor drug charges
- Traffic violations
- Driving while impaired (on a case by case basis)
- Non-violent misdemeanors
- Theft-related misdemeanors

Insert Organization's Name also reserves the right to decline any volunteer or to limit which days or hours a volunteer can work.

Court-ordered volunteers will only be allowed to volunteer for shifts at **Insert Organization's Name**, and do not involve direct client contact or exposure to confidential client information. Court-ordered volunteers may not ride in or drive a vehicle while completing community service hours. SHH also reserves the right to dismiss a volunteer at any time during their scheduled time, with or without cause.

PROCEDURE

1. Court-ordered volunteers interested in performing their community service at **Insert Organization's Name** should first contact **Insert Organization's Name** Volunteer Services

indicating that they wish to do so. Volunteer Services will provide the Court-Ordered Community Service form to qualifying volunteers.

2. Volunteers must complete the Court-Ordered Community Service form. This form includes a signature from the volunteer's parole officer or county agent who will be asked to verifying hours needed, relevant dates, and information regarding the volunteer's criminal history.
3. The volunteer then returns the signed form to **Insert Organization's Name** for approval form no later than their first volunteer shift.
4. When a volunteer requires more than 30 hours of court ordered service, **Insert Organization's Name** reserves the right to:
 - a. Require the volunteer to attend a preliminary screening meeting with Volunteer Services Staff and
 - b. Complete a trial-period of 6 hours before being allowed to complete the remaining service hours
5. **Insert Organization's Name** requires that all records pertaining to the screening and establishment of a relationship with court-ordered volunteers will be documented in the volunteer's file and shared only on a need-to-know basis.
6. Volunteer Services will record the volunteer's hours in the volunteer's file and will provide these records at the end of service. If the volunteer needs documentation of hours completed more regularly, such as after every shift, they are responsible for recording their hours on a form that is ready for Volunteer Services to sign. Volunteer Services will also capture any written records related to the volunteer in the volunteer's file.
7. Volunteer Services reserves the right to request court-ordered volunteers to sign-in using a differentiated process in order to effectively track volunteer arrival and departure times.
8. **Insert Organization's Name** reserves the right to dismiss a court-ordered volunteer at any time for any reason.

THIS POLICY SUPERSEDES ALL PREVIOUS RELATED POLICIES.