



## **Court-Ordered Community Service Policies and Procedures**

Holston Habitat for Humanity (HHfH) reserves the right to deny any individual seeking court-ordered community service hours the opportunity to volunteer with the organization based on the nature, type and/or specifics of their offense. Applicants will be approved or denied based on their offense(s). However, it is also the policy of the organization to provide equal opportunities without regard to race, color, national origin, sex, sexual orientation, gender identity, marital status, familial status, age, or disability. HHfH reserves the right to terminate any agreement for court-ordered community service if the participant is in any way unproductive, disruptive, or in any other way negatively impacts the accomplishment of the daily goals.

Potential volunteers must provide written documentation from the court, probation officer and/or their attorney stating that they are required to complete court-ordered community service hours, as well as the specifics of the offense.

Applicant must be at least 16 years of age and have a valid ID.

HHfH will not accept a volunteer for community service who is being charged, pleading guilty to or having been found guilty of, certain serious offenses including, but not limited to:

- a. Violent Offenses
  - i. Armed Robbery
  - ii. Assault and/or Battery
  - iii. Aggravated Assault (assault with a weapon)
  - iv. Kidnapping
  - v. Arson
  - vi. Robbery
  - vii. Statutory/Sexual Offense
- b. Drug Possession or drug related charge
- c. Burglary or theft

Other applicants will be considered on a case-by-case basis. That decision will be made together between the Executive Director and Volunteer Manager.

Holston Habitat will never require that a court-ordered community service volunteer share their offenses with other volunteers once they are approved to volunteer. If an offender wants to share their reasons for volunteering with others, that is their personal decision.



## **Court-Ordered Community Service Approval Process**

Note: Please allow 3-4 business days from the date of application for the approval process to be completed. Same-day volunteer requests will not be considered.

1. Complete and return a Community Service Application.
2. Approved applicants must submit a HHfH Release & Waiver of Liability form to the HHfH Volunteer Department, in addition to written documentation from the court, probation officer and/or attorney stating their requirement to complete court-ordered community service hours, which must include specifics of the person's offense.
3. Once the required hours have been completed by the volunteer, the timesheet provided by the court must be turned in to the Volunteer Manager, who will then provide a validation letter within 2 weeks. The letter will be on letterhead stating how many hours were completed, and in what capacity (build site, ReStore, etc.)

For the safety of affiliate personnel and volunteers, the following practices are required in the HHfH ReStores:

- a. A court-ordered community service worker (CSW) should never participate in a donation pick-up or be in an affiliate vehicle while not on Habitat ReStore grounds.
- b. A CSW must not operate the cash register or engage in financial transactions of any kind.
- c. A CSW cannot be assigned any tasks that are not supervised by a Holston Habitat for Humanity employee.

For the safety of affiliate personnel and volunteers, the following practices are required on the construction work site:

- a. A CSW should never ride in an affiliate vehicle for any reason.
- b. A CSW may only be on an affiliate work site with full-time supervision and instruction from a Holston Habitat for Humanity employee or contract employee. If a HHfH employee cannot be made available to supervise and work with the volunteer, the CSW cannot be on the work site and must volunteer at the ReStores.
- c. A CSW should never be given the codes to Affiliate tool trailers or houses.

Community service workers are providing a valuable service to HHfH, and must be treated with the same respect and care as any other volunteer. Volunteers are the backbone of this organization.

For any questions about HHfH's Community Service Policy and Procedures, please contact Mandy Penz, Volunteer Manager at [volunteer@holstonhabitat.org](mailto:volunteer@holstonhabitat.org) or 423-239-7689, ext. 801.