

COURT-ORDERED COMMUNITY VOLUNTEERS

Rules and Regulations

These individuals are required to perform community service as part of their legal obligations.

1. Eligibility and Approval

- **Court Approval** - the volunteer work must be approved by the court or probation officer.
- **Service Restrictions** - certain offenses may have restrictions on the type of volunteer work a person can perform (*e.g., no working with children if the offense was child-related*).
- **Required Hours** - volunteers must complete the mandated number of service hours within a specified time frame.

2. Documentation and Reporting

- **Log Hours** - accurate records of hours worked must be kept, with verification from the supervisor at the volunteer site.
- **Progress Reports** - periodic updates to the court or probation officer regarding the volunteer's progress are often required.
- **Adherence to Reporting Rules** - failure to properly document hours or report progress can result in consequences.

3. Conduct and Behavior

- **Code of Conduct** - volunteers must adhere to the expected behavior standards (*e.g., professionalism, respect, following instructions*).
- **Alcohol/Drug Use** - volunteers are prohibited from using alcohol or drugs while serving their hours.
- **Compliance with Site Rules** - volunteers must comply with the specific rules set by the organization or site where they are volunteering.

4. Criminal Record and Violations

- **Commitment of New Offenses** - if the volunteer commits any new criminal offense during their service, there could be legal consequences, including revocation of community service.
- **Non-Compliance Consequences** - failure to complete hours or break the rules may lead to penalties, including additional legal action.

Regular Community Volunteers

These individuals offer their time freely without legal obligation, driven by personal interest or a desire to contribute.

1. Application and Screening

- **Background Checks** - all court-ordered volunteers must undergo a background check prior to placement to ensure eligibility and safety.
- **Orientation** - volunteers are required to attend an orientation session to understand organizational policies, expectations, and assigned duties.

2. Commitment and Availability

- **Time Commitment** - volunteers must adhere to their scheduled hours and complete the court-mandated service within the designated timeframe.

- **Punctuality** - timely arrival for all shifts is expected, and repeated tardiness may result in dismissal from the program.

3. **Code of Conduct**

- **Professionalism and Respect** - volunteers must maintain a respectful and courteous attitude toward staff, clients, and fellow volunteers at all times.
- **Confidentiality** - all volunteers are expected to protect the privacy of clients and organizational information, both during and after service.
- **Non-Discrimination** - discrimination or harassment of any kind will not be tolerated and may lead to immediate termination.

4. **Health and Safety**

- **Safety Protocols** - volunteers must follow all safety guidelines and procedures to ensure a secure environment for themselves and others.
- **Injury Reporting** - any injury sustained while volunteering must be reported immediately to a supervisor and documented appropriately.

5. **Recognition and Rewards**

- **Acknowledgment** - while court-ordered volunteers are not eligible for formal rewards, their contributions are valued and acknowledged.
- **Opportunities and Advancement** - volunteers who complete their service successfully may be considered for future volunteer roles or additional opportunities.

6. **Termination of Service**

- **Behavioral Violations** - volunteers may be dismissed for misconduct, including inappropriate behavior, dishonesty, or violation of organizational rules.
- **Non-Performance** - failure to fulfill assigned duties or meet performance expectations may result in reassignment or termination of service.