



## Court Ordered Community Service Policies and Procedures

HFHSL reserves the right to deny **ANY** individual in need of court ordered community service hours the ability to volunteer with the organization based on the nature, type and/or specifics of their offense. HFHSL will not be a party before the specific Court which orders the service, there is no jurisdiction over the organization and the Courts **cannot** order HFHSL to allow an individual to volunteer with our organization.

Individuals will be judged solely by their offense(s) and not by any other means, including, but not limited to: age, race, religion, sexual orientation, or disability.

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

1. HFHSL can immediately decline for failure or refusal to disclose the specific offense(s), and/or the failure or refusal to provide written documentation to HFHSL.
2. HFHSL will not accept a volunteer for community service credit 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
    - iii. Aggravated Assault (assault with a weapon)
    - iv. Battery
    - v. Kidnapping
    - vi. Arson
    - vii. Robbery
    - viii. Statutory Offense
      1. Sexual Abuse
      2. Sexual Assault
      3. Rape
3. Certain offenses will be considered on a case-by-case basis as to whether or not an individual will be allowed to volunteer with HFHSL. Such offenses include but are not limited to:
  - ix. DWI
  - x. DUI
  - xi. Drug Possession
  - xii. Drug Sale Offenses
  - xiii. Violation of Probation
  - xiv. Burglary or Theft

## Court Ordered Community Service Approval Process

NOTE: At minimum it can take up to 3-4 business days for the approval process to be completed.

1. Based on the above offenses if you are approved, you must then submit the following documentation via fax/mail/email/in person **prior** to receiving a time card and your first day of volunteering.  
Letter from probation officer, courts, or lawyers stating:
  - i. Individual's Name
  - ii. Specific Offense(s) hours are being completed for.
  - iii. Number of hours required to complete
  - iv. Time limit to complete court ordered hours
  - v. The name and contact information of their probation officer or Lawyer
2. After receiving the appropriate paper work the volunteer will need to schedule a time with the Volunteer Services Administrator to come in and pick up their **validated** yellow time card. The Volunteer Services Administrator has specific appointment hours for community service volunteers. **NOTE: You must make an appointment to meet with any HFHSL staff member. Individuals who arrive without an appointment may have to wait or be asked to leave depending on staff availability.** The community service appointment hours are as follows:
  - a. Mondays-12pm-3pm
  - b. Wednesdays-10am-12pm
3. For the yellow time card to be **validated**, it must be signed, dated and stamped prior to the first day of volunteering.
  - a. Hours volunteered prior to the signed and dated time card **WILL NOT** be counted towards their court ordered hours, as they were not yet approved by HFHSL.
  - b. The volunteer **must** come to the office to pick up their time card prior to their first day of volunteering.
  - c. If the Volunteer Services Administrator is unavailable, you will be directed to the next appropriate staff member.
4. After receiving the validated yellow time card, you will have the same volunteer opportunities and will bear the same responsibilities as any other volunteer for this affiliate (i.e. must attend orientation to volunteer with a committee or Saturday build, must sign up via Volunteer Hub for ReStore work dates). Check out our website for more information on volunteer opportunities, [www.habitatstl.org](http://www.habitatstl.org)
5. Once you have acquired the needed hours, the yellow time card must be turned into the Volunteer Services Administrator, who will then provide a validation letter within 2 weeks. The letter will be on letterhead stating how many hours you completed, and in what capacity (i.e. ReStore, Build Site, Office, etc). **Note:** No validation letters will be prepared without a validated HFHSL time card. **No Exceptions.**
6. Individuals who are unable to wait two weeks for their validation letter can request a meeting with the Volunteer Services Administrator (at his/her availability) to receive a letter early, but there is **NO** guarantee that a meeting will be scheduled or the letter can be prepared.

For any questions about the Community Service Policy and Procedures with HFHSL or to schedule an appointment during designated hours, please contact Beckie Fingland, Volunteer Services Administrator at [beckie@habitatstl.org](mailto:beckie@habitatstl.org) or 314-371-0400.