



**COURT ORDERED COMMUNITY SERVICE  
POLICIES AND PROCEDURES**

Habitat for Humanity DeKalb (HFHD) welcomes volunteers who are required by a court to do community service. HFHD 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. HFHD 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 HFHD 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.

**Court Ordered Community Service Application Process**

HFHD 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:

<b>Acceptable Offenses</b>	<b>Unacceptable Offenses</b>
Contempt of Court	Armed Robbery
Perjury	Assault
Child Support	Aggravated Assault
Minor Traffic Violations	Battery
License, Tag and Registration	Kidnapping
Violations	Arson
Minor Drug and Alcohol	Robbery
Violations	Sexual Abuse
Truancy	Sexual Assault
	Rape

*Certain offenses will be considered on a case-by-case basis as to whether or not an individual will be allowed to volunteer with HFHD. Such offenses include but are not limited to: (Drug Possession, Drug Sale Offenses, Violation of Probation, Burglary and Theft).*

To apply to complete your court-ordered community service with DeKalb Habitat, please submit the following documentation via fax at (770) 270-6817, email the Volunteer Coordinator at [volunteernow@dekalbhabitat.org](mailto:volunteernow@dekalbhabitat.org), or mail at PO Box 403, Tucker, GA 30085:

- 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.
- Court-Ordered Community Service Volunteer Application

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

### Court Ordered Community Service Volunteer Process

After receiving approval from HFHD to completing your volunteer hours with us, you will need to complete the following requirements in order to schedule and complete your volunteer hours:

- Sign Waiver:** You must complete and sign a waiver. If you are 16 or 17 year old you must have a parent/guardian also sign your waiver.
- Attend Volunteer Orientation:** You must complete an orientation with us. They are held the fourth Tuesday of the month at our office at 6:30 pm. After the orientation meeting, you may meet with the Volunteer Coordinator to discuss specifics of your volunteer service and schedule hours. Please bring a state-issued photo ID or driver's license with you.
- Schedule Volunteer Opportunities:** All volunteer opportunities can be found on our website <http://dekalb.volunteermatrix.com/sys-php/matrix/view.php> or by calling our Volunteer Coordinator. You must sign up in advance for the days you would like to volunteer. As volunteer opportunities may vary, please allow yourself plenty of time to complete your required hours before your due date. We have limited space and want all of our volunteers to have meaningful work when they volunteer with us. With this in mind, if you just show up at the office or the construction site without scheduling in advance, you will be asked to leave.
- Sign In on the Office/Work-Site Sign-in Sheet:** Aside from tracking your hours personally and having them signed by a staff member, we ask that all of our volunteers sign in & out on our general volunteer sign-in sheet. Both the office and our sites have a sign in sheet for volunteers to use when they arrive.
- Work Registered Hours:** Volunteers who are registered to work have until 4pm the evening before to cancel a scheduled date. This can be done through the Volunteer Calendar (<http://dekalb.volunteermatrix.com/sys-php/matrix/view.php>) or by calling the Volunteer Coordinator. After the second date that you are scheduled and do not show up, you will be removed from future volunteer dates and turned away from the construction site.
- Record Your Hours:** You are responsible for tracking your hours. If the organization you are doing community service for does not provide you with a sheet to record your hours, you will be required to use a HFHD tracking sheet to record the date, the time you arrive, the time you leave, and a staff signature.

Once you have acquired the needed hours, please notify the Volunteer Coordinator and submit your Community Service Hours verification sheet. The Volunteer Coordinator will sign any documents needed and submit them to you and/or the court and provide a validation letter within five business days. The letter will be on letterhead stating how many hours you completed, and in what capacity (i.e. Build Site, Office, etc). Individuals who are unable to wait two weeks for their validation letter can request a meeting with the Volunteer Coordinator (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.

Note: No validation letters will be prepared without a validated time sheet. No Exceptions.

For any questions about the HFHD Community Service Policy and Procedures, please contact Kirsten Black, Volunteer Coordinator at [volunteernow@dekalbhabitat.org](mailto:volunteernow@dekalbhabitat.org) or (770) 270-6813.



**Court Ordered Community Service Volunteer Application**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) -  H  W  C Email: \_\_\_\_\_

Offense: \_\_\_\_\_ Case Number: \_\_\_\_\_

Needed Hours: \_\_\_\_\_ To Be Completed By: \_\_\_\_\_

Supervising Officer: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

**Guidelines**

- Work Ethic:** We expect that all of our volunteers show up to work on time, respect staff members, and do the work that is needed to be done. We do not save work for volunteers because that would not be a productive way to build homes or run our office. We appreciate our volunteers being flexible in this regard. If you are found to be unproductive on the construction site or at the office you will not earn any volunteer hours for that day. If you have completed a task and need something to do you are required to seek out Habitat staff to be assigned your next task.
- Breaks:** The length of time and where you volunteer will determine your breaks. Construction volunteers work no longer than a 6 hour shift and will receive a break for lunch. You must bring your own lunch to the construction site. At the office, you will receive a 20 minute break for a 4 -hour shift. If you work from 9am – 5pm you will receive a 30 minute lunch and two 15-minute breaks. There is a refrigerator in the office for you to store your food.
- Dress Code:** If you will be doing office work, please dress in business casual attire. If will be doing construction or other manual labor tasks, closed-toe shoes will be required. We are a family-oriented organization; please dress accordingly.
- Code of Conduct:** We do not permit the use of foul language, drugs or alcohol, or any kind of physical or verbal abuse. If you are caught doing any of the above you will be asked to leave and will not have the opportunity to finish your hours with us.

HFHD reserves the right to terminate the agreement for community service if the participant is unproductive, fails to adhere to the guidelines, is disruptive or in any way negatively impacts the accomplishments of the organization’s mission.

By signing below you agree that you have read the above guidelines, that you understand them, and that you agree to abide by them while volunteering with DeKalb Habitat for Humanity.

\_\_\_\_\_  
**Signature** **Date**