



# Court Ordered Community Service

## Policies and Procedures

Hancock County Habitat for Humanity (HCOHFH) offers volunteer opportunities for individuals with court mandated service hours on a case-by-case basis. We reserve the right to deny any court-ordered individual the opportunity to volunteer with the HCOHFH based on nature, type and/or specifics of their offense. However, it is also the policy of this organization to provide equal opportunity without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Potential volunteers must provide written documentation from the court, probation officer and/or their attorney stating number of hours required and by what date, as well as the specifics of the offense. A release to speak with your case worker/probation officer is also required. All community service volunteer inquiries must be disclosed up-front; we cannot sign off on any community service hours disclosed as such after hours have been completed.

HCOHFH will not accept a volunteer for community service with certain serious offenses including but not limited to:

- **Violent Offenses**
  - Armed Robbery
  - Assault and/or Battery
  - Aggravated Assault (assault with a weapon)
  - Arson
  - Kidnapping
  - Robbery
  - Statutory/Sexual Offense
- Burglary or theft

Additionally, if after a reasonable amount of time served it is determined that the volunteer is not fulfilling his/her obligation or immediately for certain infractions concerning our volunteer policies, the HCOHFH reserves the right to release them from their commitment. Their probation officer will be advised immediately upon separation.

## Court Ordered Community Service Approval Process

NOTE: Given our small administrative staffing, please allow up to 15 business days from the date of application for the approval process to be completed.

1. Complete and return a Community Service Application and attend an interview.
2. Approved applicants must submit the following documentation mail before your first volunteer day: paperwork from probation officer, court, or attorney stating individual's name, specific offense(s) committed, number of hours required, time limit to complete court ordered hours, and the name and contact information of the probation office or attorney.
3. Once hours are complete, the timesheet provided by the court must be turned into the Executive Director, who will then provide a validation letter within 2 weeks. It will be written on official letterhead stating how many hours were completed, and in what capacity (ie: ReStore, construction, fundraiser, etc).

**For questions regarding the policy and procedures, or to schedule an interview, contact our Executive Director at [Director.HCHH@gmail.com](mailto:Director.HCHH@gmail.com) or (207) 667-8484.**



# Court Ordered Community Service Application

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Phone: H \_\_\_\_\_ C \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_

City, State, & Zip Code \_\_\_\_\_

Do you have any medical conditions that could limit your volunteer ability? **(optional):**  
\_\_\_\_\_

Emergency Contact (Name, Relationship & Phone #): \_\_\_\_\_

Approximately how many pounds do you feel comfortable lifting? \_\_\_\_\_

Current Employer: \_\_\_\_\_

### **COURT ORDERED HOURS**

Number of hours needed: \_\_\_\_\_ Completion deadline: \_\_\_\_\_

Will you need written confirmation of hours served from the HCOHFH?  YES  NO

Description of offense **(required):** \_\_\_\_\_  
\_\_\_\_\_

Date of Conviction: \_\_\_\_\_

### **AVAILABILITY**

What hours are you available to volunteer on a weekly basis? Check all that apply & list timeframe next to each day:

|   |  |  |
|---|--|--|
| Closed; Office<br>Clerical Work Only<br>Mon _____ | Closed; ReStore<br>Pick-up Day<br><b>Tue</b> _____ | Wednesdays-Saturdays are ReStore OPEN Days (winter hours may apply) – Ideal shift<br>between 10a.m.-3p.m. • Fridays & Saturdays are typical construction build days<br><b>Wed</b> _____ <b>Thu</b> _____ <b>Fri</b> _____ <b>Sat</b> _____ |
|---|--|--|

### **CASE WORKER/PROBATION OFFICER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (including Zip): \_\_\_\_\_

Email: \_\_\_\_\_

### **AGREEMENT & SIGNATURE**

I hereby certify that all entries on this application are true. I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to participation in HCoHFH activities. I understand that information is subject to verification, and I consent to criminal history background checks. I also consent to employer(s) and other institutions listed on this application being contacted. I further authorize the HCoHFH to reply to, rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated on a need-to-know basis for good cause shown as determined by the HCoHFH.

Name (printed including middle initial): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_