

The Open Door of Delta, Inc.
Court Ordered Community Service

For Office Use:

___ Orientation Completed by Director

___ Reporting Form Explained by Director

Please print clearly.

Court Ordered Community Service Worker's Information				Today's Date:	
First Name:				Last Name:	
SSN:				Date of Birth:	
Home Phone:				Cell Phone:	
Address:				City:	
State:				Zip Code:	
How many hours were assigned?				What is the expected completion date?	
Assigning Facility:				Contact Person:	
Do you have felony charges pending/convicted?		Yes or No		If yes, for what?	
Do you have misdemeanor charges pending/convicted?		Yes or No		If yes, for what?	
Are you required to register as a sexual predator?		Yes or No			
Do you have a history of domestic violence?		Yes or No			

Emergency Contact Person:				Phone:	
Relationship to You:				Alternate Phone:	
Any Limitation:					
Monday			Thursday		
Tuesday			Friday		
Wednesday			Will Call		
Available Hours: 9am-12 and/or 1pm-4pm					

Authorization: By signing this form I authorize The Open Door of Delta to obtain a criminal history check from local and county law enforcement officials. I understand completing this application does not mean I am accepted to perform community service hours. I am responsible to call after a 48 hour waiting period to find out if I have been approved by the Executive Director.

Volunteer Signature:					Date:	

	Criminal History Check		Security Cameras		Felony Discussion
	Bring Lunch & Beverage		Dress Code		Assignment
	Completed Hours – Faxed		NO Cell Phones		No Visitors
Available Hours: Tues/Thurs 9am-12 and/or 1pm-4pm (Must call 24 hrs in advance to verify work is available.)					

Director Approval:					Date:	

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Community Service Conditions and Rules

The following information is to be read by all court ordered community service individuals BEFORE they start. They must sign that they understand.

Community Service is provided to you and you will be expected to follow the rules established for Court Ordered Community Service.

- CELL PHONE – You may not have your cell phone on during community service hours. NO personal calls!
- VISITORS – No visitors are allowed anywhere on the premises while you are serving your community service.
- CLOTHING – You will not wear any clothing with vulgar writing on it. You will be sent home if you show up with inappropriate clothing and will have to reschedule your time to serve on another day.
- LANGUAGE – You will not use foul language during your community service time.
- WEAPONS – Absolutely no weapons or firearms are allowed on the premises.
- LUNCH – You must bring your own lunch and beverages. The lunch items and soda in the lunchroom refrigerator are for our volunteer staff only. You may put your lunch items in the refrigerator. Please label your items with your name.
- ON TASK WORK – You will stay on task doing your assigned job while you are here. You are NOT to be standing around talking. You are here under court order and will perform work while you are here.
- PHYSICAL LIMITATIONS – If you have any physical limitations, you must tell us before you start. We will then determine if you are a candidate for community service at our facilities. We have the right to refuse community service to those persons who cannot perform the tasks we need completed. We will notify the court if we deny you community service hours and the reason why.
- BREAKS – You are permitted a 15 minute break after two hours of work. You are not to leave the property during that time unless you sign out for the day and notify the supervisor prior to leaving. If we cannot find you, you will be signed out and no community service credit granted for that day.
- PURCHASES – If you want to purchase something from the store it needs to be purchased at the conclusion of that day’s shift at the front register. We do not hold items, nor do we have any “on the spot” pricing of items in the sorting room.
- SUPERVISION – At the start of each day you will be introduced to the supervisor or designee who will be the person you answer to throughout your shift. DO NOT take it upon yourself to stray away from the work assigned to you. . If you leave your assigned area and we cannot find you, you will be signed out and no community service credit granted for that day.
- THEFT – If you steal from The Open Door of Delta you will be asked to leave and will not be allowed back. You will be terminated from community service at our facilities and the Assigning Facility notified.
- REVOKATION – Failure to appear at your scheduled date and time will result in revocation of your community service agreement and the court will be so notified. Should court ordered community service not be performed as required, approval to perform community service will be revoked and the Assigning Facility will be notified why you have been dismissed. The court has sent you here as part of a court sentencing and it is intended that you will work, not stand around talking. We have an agreement with the court that you will work while you are here.
- QUESTIONS – If at any time you have questions you may direct them to your supervisor for the day.

By signing this document you are agreeing that you have been advised of the conditions and rules of performing Court Ordered Community Service at The Open Door of Delta.

Court Ordered Community
Service Worker:

Date: