



POLICIES FOR COURT-ORDERED OR ATTORNEY RECOMMENDED COMMUNITY SERVICE WORK

Urban Ministries of Durham provides emergency food, clothing and shelter for Durham neighbors in need and offers court-ordered AND attorney-recommended Community Service Workers volunteer opportunities to join us in this work. To meet your needs and those of Urban Ministries of Durham, the following policies have been established. Community Service Workers may not begin working at Urban Ministries of Durham until the following has been completed:

1. Read, initial and sign the remainder of this document.
 2. Read and sign the “Volunteer Dos and Don’ts.”
 3. Provide the required information in writing as per the FIRST bullet point below.
 4. Meet and sign an Agreement with the Director of Community Engagement.
- To process the Community Service Agreement, all of the following information must be provided in writing by either a court-issued document or by the individual’s attorney to Ms. Jackson no later than 7 days prior to the desired start date. _____ (initials)
 1. The individual’s full name
 2. The individual is at least 18 years of age
 3. The charge
 4. The number of hours needed
 5. The date the hours were ordered
 6. The date documentation of completion of those hours is due
 7. The name, title, address, phone number and email for the person to receive notification of completion
 8. For any drug-related charge, proof that the individual is actively enrolled or has just completed a recognized drug-rehabilitation program
 - Once the above has been provided to Ms. Jackson, including the Community Service Worker’s contact information (phone, email, address), she will contact the individual wishing to fulfill their Community Service hours at UMD to set up an appointment to sign the agreement. _____ (initials)
 - For the hours to be recorded with the courts, Community Service Workers must provide Ms. Jackson with the court paperwork and must complete the hours at least 7 days before the date they are due to the court. _____ (initials)
 - UMD can provide a maximum of 25 hours per week of Community Service hour assignments based upon the availability of the worker between the hours of 7 am-12 Noon Monday-Friday. Sometimes UMD may not have any open opportunities for court-ordered community service and may not be able to place those wishing to serve at UMD. _____ (initials)
 - As a rule, Community Service Workers will be assigned to tasks in the UMD kitchen under the supervision of the designated Kitchen Supervisor, Monday-Friday mornings between the hours of 7:00 am-12 noon. Shifts begin promptly at 7am and 9:30 am. Afternoon, evening and weekend hours should not be expected. _____ (initials)



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- Unexcused absences or lateness for any reason will unfortunately be grounds for termination and an end to the Community Service assignment at UMD. If an absence from work is unavoidable, workers must request an excused absence by notifying the designated Kitchen Supervisor, in advance at 919-682-0538 x161. _____ (initials)
- Workers are responsible for filling out their time sheets each day they work and requesting that the designated Kitchen Supervisor initial the hours work. UMD will only notify the court/attorney of the total number of hours that were recorded on the initialed time sheet. _____ (initials)
- UMD expects professional behavior including promptness and courtesy, as well as following instructions from the designated Kitchen Supervisor. UMD reserves the right to immediately terminate those who do not meet these expectations. _____ (initials)
- Those staying in the UMD Shelter are not eligible to perform court-ordered community service at UMD. _____ (initials)
- People who have stayed in the UMD Shelter and were not banned can perform court-ordered community service at UMD as long as it has been at least six months since their last stay. _____ (initials)
- For safety and to comply with the professional dress expectations at UMD, workers must wear closed-in shoes, may not wear short-shorts or tank-tops, and will be required to wear a hair net and gloves provided by UMD. _____ (initials)
- UMD enlists the support of community service workers to assist with providing services at UMD when both the needs of the individual and UMD can be met and reserves the right to not offer Community Service assignments at any time. _____ (initials)

If after reading this document you would like to proceed with setting up your community service at Urban Ministries of Durham, please drop off the required paperwork, including your phone contact, at Reception (Monday through Friday between the hours of 9 am and 5:30 pm; Saturdays between 9 am and 2 pm). You will be contacted within a few days to set up an appointment to sign an agreement and set up your schedule.

_____ (Name) has received a copy of the Community Service

Policies, and agrees to abide by these policies.

Date

Community Service Worker (sign name)

Phone Number