

## **Court Appointed Volunteer Policy**

The library accepts court appointed volunteers, except volunteers with offenses including but not limited to assault, battery, drug or paraphernalia possession, or theft.

Court appointed service applicants shall fill out a court appointed service application (please see ATTACHMENT 1) and provide the following items, in person:

1. Copy of photo id
2. Copy of a court issued judgment and sentence or order to complete community service. If hours are being completed prior to disposition, the applicant will provide a copy of their information filed with a district court or a copy of the ticket issued by a municipal court.

The library reserves the right to refuse any Community Service applicant, but it does not discriminate in accepting applicants based on race, nationality, alien status, gender, age, ability, or religion.

After acceptance of the applicant, the court appointed volunteer will complete a community service agreement which shall be signed and dated (please see Attachment 2).

The library retains all rights afforded by the Prisoners Public Work Act and the Oklahoma Community Sentencing Act.

The library may dismiss any Community Service volunteer for infraction of the community service agreement or for any other inappropriate behavior and may take any of the following actions upon dismissal:

- Timesheet notation stating that the library staff cannot verify that the community service volunteer completed work.
- Refusal to credit time worked during the session.
- Notification of infractions to the presiding judge or sponsor
- City of Stillwater police notification

The library staff will provide a letter of service completed upon 24 hours notice. Timesheets for worked completed, intake information, and service agreements will be archived for one year and then destroyed.

Community service volunteers are not eligible for any compensation, insurance, worker's compensation benefit or any other benefit provided to a City of Stillwater employee, volunteer, or patron. Community service volunteers injured at the library must report the injury immediately to the librarian at the sign-in desk.

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Approved 3/25/08

**Attachment 1**

**Court Appointed Volunteer Intake**

1. Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

2. Address \_\_\_\_\_

3. Telephone Number \_\_\_\_\_

4. Hours to complete \_\_\_\_\_

5. Date hours were assigned \_\_\_\_\_ Date the hours are due \_\_\_\_\_

6. Have you ever been convicted of any crime (excluding convictions that have been sealed, expunged or legally eradicated, or misdemeanors for which probation was completed and the case was dismissed by the court)?

\_\_\_\_\_ No \_\_\_\_\_ Yes If yes, Year \_\_\_\_\_ County & State \_\_\_\_\_

7. Nature of that conviction: \_\_\_\_\_

8. Reason for doing this court appointed service (please list offense or violation)

\_\_\_\_\_

\_\_\_\_\_

9. Case Number \_\_\_\_\_ County & State of court \_\_\_\_\_

10. Presiding judge \_\_\_\_\_

11. Other agencies where you are performing or have performed community service for this offense and number of hours completed

\_\_\_\_\_

\_\_\_\_\_

12. Reason for discontinuing service at the other agency

\_\_\_\_\_

\_\_\_\_\_

13. Days of the week and times you are requesting to work (Sunday is not available):

Monday \_\_\_\_\_ Weds \_\_\_\_\_ Fri \_\_\_\_\_  
Tuesday \_\_\_\_\_ Thurs \_\_\_\_\_ Sat \_\_\_\_\_

14. Name & Telephone of work or teacher reference

\_\_\_\_\_

\_\_\_\_\_

15. Please attach:

1. Photocopy of your picture identification
2. Copy of a court issued judgment and sentence or order to complete community service. If hours are being completed prior to disposition, please attach a copy of your Information filed with a district court or a copy of the ticket issued by a municipal court.

**STAFF USE ONLY**

Approved \_\_\_\_\_

DQ Line \_\_\_\_\_

NW \_\_\_\_\_

Initial \_\_\_\_\_

Not approved \_\_\_\_\_

OSCN \_\_\_\_\_

DM \_\_\_\_\_

Date \_\_\_\_\_

ODCR \_\_\_\_\_

Date notified \_\_\_\_\_

**Attachment 2**

**Court Appointed Service Agreement**

1. You will schedule in advance with a supervisor. If you do not show up, the work agreement is terminated. If you arrive without scheduling first, you may schedule a later time to work.
2. You will treat your duties as seriously as you would at a paid job in the library. You will show up for work when scheduled, follow rules and directions, work steadily and with accuracy, behave courteously, and demonstrate ability to work without supervision.
3. A designated community service supervisor must initial starting and ending work times. We will not count your work time if you fail to do so.
4. You may have a fifteen-minute break within the library for each consecutive four hours of service. We will not credit you an extra 15 minutes of work time if you do not take your break, and you may not use breaks to leave early or arrive late. You may take phone calls, receive visitors, etc. only at this time. You will check in and out with a supervisor when beginning and ending a break.
5. You will arrive well groomed & in clean clothing. You will not wear flip-flops, shorts, or hats.
6. You will notify us 24 hours in advance to request your timesheet.
7. Most importantly, you must work continuously, unless on an authorized break. If your supervisor or another library employee sees you not working, including, but not limited to, talking to visitors, reading, using your cell phone, using the internet, checking your e-mail, etc., you will be asked to leave immediately. We will not issue warnings.
8. If you violate these rules, we will not schedule you for further work and we will terminate your work immediately. At any time during your service, the supervisor may ask you to leave or not to return for further work for any reason at the supervisor's discretion.
9. At a community service supervisor's discretion, the following actions may be taken:
  - **We will note on your timesheet that we cannot verify that you were working.**
  - **We will not credit you for time worked during that session.**
  - **We will notify your presiding judge or sponsor.**
10. If you are injured while here at the library, you will report immediately to the librarian at the sign-in desk.

**I have read the above listed rules; I understand the rules; and I agree to abide by them.**

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

**Please print your name** \_\_\_\_\_