



### **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 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.

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 work 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

Reaffirmed: 11/24/09; 11/19/13; 1/23/18