

Guidelines for Community Service

1. PARTICIPATION

- a. Eligibility to participate in mandated community service at La Casa de Amistad is at the sole discretion of the management of La Casa de Amistad. Applicants will be evaluated on a case by case basis and may be rejected for any reason. Any indiscretion on the part of the participant may result in immediate dismissal from the program accompanied by a detailed report to the Prosecutor's Office or the appropriate source of referral.
- b. **All participants must be serving hours for nonviolent offenses.**
We will not accept applicants who have any history of domestic violence, child abuse or neglect or criminal offenses that could in any way compromise the safety of our youth program participants.

2. ATTENDANCE

- a. A schedule of hours will be established with participants upon their acceptance to the program at our facility.
- b. A time card will be created for each participant and held by the program coordinator.
- c. Any participant who fails to appear for their scheduled hours and does not call with a viable excuse in advance of their scheduled arrival time, will be given a written warning one time.
- d. Any participant who fails to appear two times for their scheduled hours will be dropped from the program. There will be no exceptions to this rule.
- e. Any participant dropped from the program for nonattendance or any other reason will be reported to the referring agent with an explanation as to why they were dropped.
- f. A **maximum of three** community service participants may be in the facility at any given time.
 1. There will be only two community service people at any given time charged with cleaning responsibilities and each should be assigned to a different area.
 2. There may be one additional community service person at the same time in the food pantry during regular operating hours or when unloading new food.
 3. The program coordinator must know exactly where the community service people are at all times they are performing their hours of service with La Casa de Amistad.

3. PROCEDURE

- a. Each participant will be given a set of guidelines for their service time. Guidelines will include:
 1. An outline of procedures
 2. A list of duties that may be assigned during their service.
 3. A clear definition of expectations and consequences.
 4. A site map with all exits clearly marked.

- b. Each participant will be given a brief tour of the facility so that they are familiar with the areas they will be working in, restricted areas, bathroom facilities, and supply storage areas, and the location of all exits in case of emergency.
- c. Upon arrival at the facility to serve hours, each participant will sign in at the front desk and request to see the program coordinator to begin their service hours.
- d. The program coordinator will
 - 1. Punch the time card of the community service participant,
 - 2. Give them their assigned duties,
 - 3. Give them any supplies or equipment needed to carry out those assignments.
- e. The community service person will perform the duties as described and report back to the program coordinator immediately upon completion of those duties.
- f. The program coordinator will inspect the job done and assign additional duties.
- g. Upon completion of the scheduled hours on each day, the program participant will report to the program coordinator.
 - 1. The participant will be given a verbal evaluation of their performance and thanks for their service.
 - 2. The next scheduled hours will be confirmed so that both parties are clear as to the expectations of continued service.
 - 3. The program coordinator will punch out the time card of the community service person and personally see that person to the door.

4. SUPERVISION

- a. Community Service participants must have direct supervision during all their scheduled hours.
 - 1. A community service person working in the food pantry will be under the direct supervision of the staff person in the food pantry and that staff person must have a clear understanding of his/her role in supervising the community service person.
Creating that understanding will be the responsibility of the program coordinator.
- b. Each participant will be given a copy of the duties they are assigned.
- c. Each task will be evaluated for completeness before the next task is assigned.