



Parks, Recreation & Waterfront

## COURT ORDERED COMMUNITY SERVICE POLICIES AND PROCEDURES

South Portland Parks, Recreation & Waterfront (PRW) welcomes volunteers who are required by a court to do community service. PRW reserves the right to deny ANY individual in need of court ordered community service hours the ability to volunteer with the organization based on the nature, type and/or specifics of their offense. PRW will not be a party before the specific Court which orders the service, there is no jurisdiction over the organization and the Courts cannot order PRW to allow an individual to volunteer with our organization.

**Court ordered volunteers are not allowed to work with children in our programs, drive or have keys to any of our building or city vehicles, and cannot operate any machinery.**

Individuals will be judged solely by their offense(s) and not by any other means, including, but not limited to: age, race, religion, sexual orientation, or disability.

### Court Ordered Community Service Application Process

PRW will not accept a volunteer for community service credit who is being charged, pleading guilty to or having been found guilty of certain serious offenses including but not limited to:

Acceptable Offenses	Unacceptable Offenses
Contempt of Court	Armed Robbery
Perjury	Assault
Child Support	Aggravated Assault
Minor Traffic Violations	Battery
License, Tag & Registration Violations	Kidnapping
Minor Drug & Alcohol Violations	Arson
Truancy	Robbery
	Sexual Abuse
	Sexual Assault
	Rape
	Indecent Conduct

*Certain offenses will be considered on a case-by-case basis as to whether or not an individual will be allowed to volunteer with PRW. Such offenses include but are not limited to: (Drug Possession, Drug Sale Offenses, Violation of Probation, Burglary and Theft).*

### How to Apply

To apply to complete your court-ordered community service with PRW please submit the following documentation via email to [ajohnson@southportland.org](mailto:ajohnson@southportland.org), or mail at 21 Nelson Rd, South Portland, ME 04106.

- Written documentation from the courts, probation officers and/or their lawyer stating that they are required to complete court ordered community service hours, as well as the specifics of the offense.
- Court-Ordered Community Service Volunteer Application

**NOTE:** At minimum, it can take up to 3-4 business days for the approval process to be completed.

South Portland Parks, Recreation & Waterfront  
21 Nelson Road, South Portland, ME 04106  
207-767-7650 [www.southportland.org](http://www.southportland.org)

## Court Ordered Community Service Volunteer Process

After receiving approval from PRW to complete your volunteer hours with us, you will need to complete the following requirements in order to schedule and complete your volunteer hours:

- Sign Waiver:** You must complete and sign a waiver. If you are 16 or 17 year old you must have a parent/guardian also sign your waiver.
- Meeting with Staff:** Must set up a meeting with PRW staff to discuss specifics of your volunteer service and schedule hours. Please bring a state-issued photo ID or driver's license with you. If you just show up on-site without scheduling in advance, you will be asked to leave
- Complete Required City Trainings** – Emergency Action Plan, Hazard Communications, & Sexual Harassment with Safety Coordinator.
- Sign In on the Office/Work-Site Sign-in Sheet:** Aside from tracking your hours personally and having them signed by a staff member, we ask that all of our volunteers sign in & out on our general volunteer sign-in sheet. PRW sites will have a sign in sheet for volunteers to use when they arrive.
- Work Scheduled Hours:** Must work scheduled hours. If you do not show up for any of your scheduled hours, you will no longer be able volunteer with our department.
- Record Your Hours:** You are responsible for tracking your hours. If the organization you are doing community service for does not provide you with a sheet to record your hours, you will be required to use a PRW tracking sheet to record the date, the time you arrive, the time you leave, and a staff signature.

Once you have acquired the needed hours, you must submit your Community Service Hours verification sheet to the Recreation Operations Manager (ROM) at the South Portland Community Center, 21 Nelson Rd, South Portland.

The ROM will sign any documents needed and submit them to you and/or the court and provide a validation letter within five business days. The letter will be on letterhead stating how many hours you completed, and in what capacity.

Note: No validation letters will be prepared without a validated time sheet.

## Court Ordered Community Service Volunteer Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Activity interested in volunteering for: \_\_\_\_\_

Offense: \_\_\_\_\_ Case #: \_\_\_\_\_

Hours needed \_\_\_\_\_ To be completed by: \_\_\_\_\_

**(Please note: we may not be able to fulfill all of your volunteers hours needed)**

Supervising Officer: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list 2 reference s that are familiar with your character:

Name	Address	Phone	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____

### **Guidelines**

**Work Ethic:** We expect that all of our volunteers show up to work on time, respect staff members, and do the work that is needed to be done. If you are found to be unproductive, you will not earn any volunteer hours for that day. If you have completed a task and need something to do you are required to seek a Parks staff to be assigned your next task.

**Code of Conduct:** We do not permit the use of foul language, drugs or alcohol, or any kind of physical or verbal abuse. If you are caught doing any of the above you will be asked to leave and will not have the opportunity to finish your hours with us.

PRW reserves the right to terminate the agreement for community service if the participant is unproductive, fails to adhere to the guidelines, is disruptive or in any way negatively impacts the accomplishments of the organization's mission.

**By signing below you agree that you have read the above guidelines, that you understand them and that you agree to abide by them while volunteering with South Portland Parks, Recreation & Waterfront.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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