



COMMUNITY HELPING PLACE

Community Service Work (CSW)

CHP's mission is to address with care and compassion the needs of the people of Lumpkin County by delivering services that strengthen and transform lives.

Community Helping Place is able to accommodate those seeking to fulfill court-ordered community service. We greatly value our community service workers as they provide an important service to CHP.

All community service workers (CSW) are bound by the following rules. Failure to follow these guidelines can result in termination of service from CHP.

- You must complete CSW orientation prior to starting community service work. Once orientation is complete and the application has been reviewed, you will be scheduled.
- Your application must have your probation officer's signature before you can be scheduled.
- If you are unable to fulfill your scheduled time, please provide at least 48 hours notice to CHP so that your time slot can be filled.
- You must be 16 years or older.
- You must be able to follow directions under staff supervision.
- You must be able to perform a variety of physical labor without any limitations such as severe injuries to the back or knees.
- CSW shifts are available Monday-Saturday from 10 to 6. (AM shift 10 am- 2 pm; PM shift 2pm- 6pm)
- Hours will be rounded to the quarter hour when calculations are completed if you arrive/leave after or before your scheduled.
- You must be able to complete a minimum 4 hours of work. For shorter shifts you need to speak to our CSW Coordinator or Manager for a special job assignment.
- You must sign in and out on a tracking sheet provided by CHP as well as the Felony tracking sheet provided by the court office. The manager on duty must initial your sign out time. **It is your responsibility to sign in and out. If there is no sign out time and signature, only 1 hour will be allocated for that day's work.**
- Workers cannot leave the building until they are signing out for the day. If staying all day, a refrigerator and microwave are available for your use so please plan accordingly.
- CSW are not to handle store funds or operate CHP vehicles under any circumstances.
- Personal phone use is limited to Emergency Only.
- If you desire to purchase merchandise from the store you must do so only from the store manager.
- Dress in a manner that is comfortable and conservative. Treat your time at CHP as if it were your job, with the same expectations of responsibility and respect.
- Upon completion of CSW hours, or as needed by CSW, a form letter will be provided by store manager or CSW coordinator. CSW hours records will be kept at CHP.

Individuals with the following convictions are not eligible to perform community service at CHP.

- Any sexual offense of any nature
- No more than one conviction of theft/burglary/robbery or any charge related to trafficking of drugs, forgery, or fraud.
- Convictions of assault in the first or second degree, even only one, are not allowed.

Applicant's Signature

Date



COMMUNITY HELPING PLACE
Community Service Work (CSW)

*This application is for **court-ordered** community service hours only. Please complete and sign both pages. Your application is subject to approval by CSW coordinator or manager, and requires a probation officer signature. You must complete a 15 minute training before you can be scheduled to work.*

Full name (Please print) _____ Phone: _____

Address _____ Zip _____

Skill or type of work experience you have _____

Nature of your offense _____ Number of hours to serve _____

Probation Officer's Name _____ Phone _____

I understand that my community service with Community Helping Place is subject to approval by the Thrift Store Manager. CHP has the right to contact your probation officer to verify your information.

Signature _____ Date _____

CHP Manager _____ Date _____

Probation Offices signature _____ Date _____

WAIVER

I will in no way consider myself or represent myself as an employee of CHP as a result of this community service. Nor will I make any claim for wages, unemployment benefits or worker's compensation benefits from Community Helping Place.

I will assume all liability for bodily or personal injury that I may receive arising from, and by reason of, any and all known or unknown, foreseen or unforeseen causes, or any other consequences that may result from participation in this program. I release and hold harmless any individual or this organization (Community Helping Place) regardless of the location where I perform any community service hours, for any injury to my person or property..