

#8.4

COMMUNITY SERVICE

PURPOSE: To provide basic guidelines and requirements for offering of community service work opportunities in fulfillment of court-mandated community service. Applicants who have been convicted of violent crimes and those of a sexual nature, and crimes against children, as well as crimes involving robbery, felony theft, weapons charges, burglary and arson will not be accepted.

APPLICATION: These policies and procedures shall be followed whenever an opportunity to fulfill court-mandated community service is offered by any employee or representative of Chapel by the Sea.

PROVISIONS: Chapel by the Sea reserves the right to screen individuals and refuse placement of and/or terminate the placement of any worker whose performance is deemed to be unsatisfactory.

1. A court record documenting convicted charges and the assignment of community service as restitution must be presented BEFORE work can begin.
2. An Application for Community Service (see following) shall be fully completed by the applicant.
3. Community service workers are not Chapel by the Sea employees and, therefore, are not covered by Chapel's workers' compensation insurance.
4. In the event that the referring court system provides general liability insurance coverage on the CSWP workers, the Chapel by the Sea should be named as an additional insured on the general liability insurance policy. A certificate of insurance evidencing this coverage should be secured from the referring court system.
5. A statement of Acknowledgement and Release shall be signed by the applicant before starting work.
6. The general liability insurance company for Chapel by the Sea shall be provided information about said applicant as required by Chapel's insurance policies.

RESPONSIBILITY: The Facilities Manager working with a designated member or members of the Mission Committee shall be responsible for screening and supervising individuals who apply for and participate in this program.

USE OF PUBLIC OFFENDER/COMMUNITY SERVICE WORK PROGRAM WORKERS

As part of alternative sentencing programs, often called community service work programs (CSWP), many courts permit nonviolent public offenders to perform community service in lieu of and/or in addition to fines or incarceration. As a nonprofit organization, Chapel by the Sea Presbyterian Church (USA) is occasionally asked to serve as a worksite for the fulfillment of court-mandated community service. Doing so is a valuable public service that the church can render. In return, the church receives the benefit of in-kind personnel service hours. Therefore, Chapel by the Sea participation as a worksite is encouraged, but subject to the following conditions:

- I. Applicants who have been convicted of violent crimes and those of a sexual nature, and crimes against children, as well as crimes involving robbery, felony theft, weapons charges, burglary and arson will not be accepted.
- II. An Application for Community Service shall be fully completed by the applicant.
- III. Chapel by the Sea reserves the right to screen individuals and refuse placement of and/or terminate the placement of any worker whose performance is deemed to be unsatisfactory.
- IV. A court record documenting convicted charges and the assignment of community service as restitution must be presented BEFORE work can begin.
- V. Community service workers are not Chapel by the Sea employees and, therefore, are not covered by Chapel's workers' compensation insurance.
- VI. In the event that the referring court system provides general liability insurance coverage on the CSWP workers, The Chapel by the Sea should be named as an additional insured on the general liability insurance policy. A certificate of insurance evidencing this coverage should be secured from the referring court system.
- VII. The following Application for Community Service together with the Acknowledgement and Release are to be completed and signed by the applicant before starting work.

Application for Community Service

Chapel by the Sea Presbyterian Church (USA)

Ft. Myers Beach, FL

Date _____

Name _____

Birthdate _____ M F

Present Address _____
Street City State Zip

Home Phone (_____) _____ Cell Phone (_____) _____

Emergency Contact _____ Phone (_____) _____

Relation _____

Present/Past Occupation _____

List Special Skills _____

Number of Hours to Serve _____

Date by Which Hours Must Be Served _____

Days/Hours Available To Serve _____

CASEWORKER/PROBATION OFFICER:

Name _____ Phone (_____) _____

Address _____
Street City State Zip

PERSONAL REFERENCE (OPTIONAL):

Name _____ Phone (_____) _____

Address _____
Street City State Zip

ACKNOWLEDGMENT AND RELEASE COMMUNITY SERVICE WORK PROGRAM

I, _____ (Name of Applicant) , hereby represent to The Chapel by the Sea that, pursuant to the terms of the Community Service Work Program of the _____ (Name of the Referring Court System) , that I have been given an opportunity to perform community service in lieu of and/or in addition to being fined and/or incarcerated. In that regard, I voluntarily agree to perform such work as shall be assigned to me from time to time and to comply with such instructions as are communicated to me by authorized representatives of The Chapel by the Sea. I acknowledge that such work is to be performed by me without compensation of any kind, financial or otherwise. I hereby further agree, on behalf of myself, my family, heirs and dependents, to release and save harmless The Chapel by the Sea from any liability, or any loss, injury, or damage suffered by me during or in connection with such work. I also understand that, should my work performance be found to be unsatisfactory or unacceptable, my opportunity of fulfilling community service hours with The Chapel by the Sea can be terminated and that this fact will be communicated to the court responsible for my sentence.

Signed _____ Date _____

Printed Name _____ Witness _____