



Court Ordered Community Service

Policy: It is the policy of The Open Door to help place non-violent individuals in programs of The Open Door at 28 Emerson Avenue to help them complete Court Ordered Community Service.

Procedure:

Steps for placing a Community Service volunteer at The Open Door

1. Probation officer will contact the Volunteer Engagement Coordinator (VEC), at The Open Door when referring an individual for community service.

Volunteer Engagement Coordinator: Kayla Mayo 978-283-6776 ext. 205
Kayla.Mayo@foodpantry.org

2. Probation officer will provide VEC the information regarding the nature of the individual's charges, how many hours they must serve, and the date by which the hours must be completed. Please be advised that we may not be able to place all candidates.

If the nature of the individual's charges are not disclosed, The Open Door will NOT be able to place the candidate in our programs. The Open Door clients include vulnerable populations including children and seniors, therefore, **we will not be able to place individuals with offences that include violence, drug possession (barring marijuana which is legal as of 12/2018), distribution of any drugs, sex crimes, or any anger management issues.**

3. Probation officer will instruct individual to contact the VEC at The Open Door to set up a community service intake appointment.
4. It is the individual's responsibility to contact VEC in a timely manner to set up an appointment time. Please note that **an in-take interview is required** before community service can begin.
5. The individual is responsible to arrive on time for the scheduled in-take interview. Individual will be required to fill out The Open Door Court Ordered Community Service application and contract.
6. Individual will be given a tour of the facility and an overview of responsibilities and expectations will be given. Once accepted, the individual will coordinate a scheduled volunteer placement with VEC.
7. It is the individual's responsibility to arrive on time for their scheduled shift or give VEC notice before the beginning of their shift via phone or email. Failure to report for scheduled shift without notice may result in termination from the Court Ordered Community Service program at The Open Door.
8. VEC will report completed hours to designated probation officer via email on a monthly basis. Alternate reports may be requested by the probation officer if preapproved by VEC.
9. Individuals MUST follow all current COVID-19 safety protocols of The Open Door. This includes providing proof of full vaccination and boosters, and wearing a KN95 mask during scheduled shifts.

28 Emerson Avenue, Gloucester, Massachusetts 01930

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