

## Court Ordered Community Service applies to those that:

- Need court-ordered community service hours granted by a court/judge or MAPS Court.
- Have misdemeanor charges or whose lawyer has recommended they complete community service hours.

*Please note: certain charges are an automatic disqualification for any individual interested in completing community service at the ReStore including, but not limited to: disorderly conduct, family violence, larceny, theft, uttering (putting forged money into circulation), forgery, breaking & entering, assault, sexual assault, trafficking, weapons-related charges, any violent offenses, child and elderly abuse.*

### How to get started?

All court ordered community service individuals must pre-arrange their start date by signing up and filling out required paperwork before court or trial date. You apply in person any day Tuesday thru Friday 9 am to 4:00 pm. \*\*\*We do not take new sign-ups on Saturdays\*\*\*

**Do I need to do anything before I arrive?** Watch the orientation video in this link:

### [Orientation Video Link](#)

### What should I bring to sign up for court ordered community service?

- Your declaration page from the court system (*the paperwork you received from the court the day you went to court showing what your charges are*)
- A photo ID (license, passport, probation ID)
- If your lawyer has recommended you complete hours, please bring a letter from your lawyer's office on letterhead specifying your charge, the number of hours recommended and your court date.
- If you are on probation, your officer has given you paperwork and a hours tracking sheet, bring these.

### What should I bring on my first day?

- Your sign in sheet.
- A cup with lid for water out of the water dispenser.
- Lunch if you are working a full day.
- Motivation to work.

### What should I wear?

You'll be representing Habitat for Humanity Montgomery County so dress accordingly. Please wear comfortable, casual clothes that you can work in and don't mind getting dirty.

- **SHOES** – Sensible closed-toe/closed healed shoes in good repair with no frays or holes. No flip flops, sandals, wedges, heels, slides or other open-toed shoes. Cloth shoes like Toms are discouraged. Our flooring is concrete through-out the building. If you arrive with inappropriate footwear, you will not be permitted to work that day.
- **SHIRTS** – Shirts should have sleeves. Tank tops, spaghetti strap or shirts displaying drug, alcohol or offensive writing or inappropriate writing are not accepted.
- **PANTS** – Shorts should extend below the middle fingertips when the individual is standing with his/her hands to the side. Pants should be modest and professional. Avoid anything too revealing, tight-fitting (yoga pants or shorts), sagging pants or short shorts.
- **OUTERWEAR** (jacket, sweatshirt, raincoat, etc.) – Many tasks will require you to be outside, or in a backroom with open doors, so cold/rainy weather may be a factor. Dress weather appropriate.

### What can't I wear?

- Loose-hanging jewelry

- Hats/headwear, except baseball caps or religious headwear
- Anything featuring offensive or explicit slogans, language or images
- Overly-baggy clothing
- Clothing that interferes with your ability to work, including items that you don't want to get dirty or stained.
- Anything that allows your undergarments to show, i.e. low-rise pants, sheer shirts, etc.
- Headphones or iPod's – not allowed in the store.

### What will I be doing?

Tasks vary day-to-day, but will usually consist of general housekeeping (sweeping, cleaning up and organizing various departments, dusting, cleaning the breakroom and bathrooms, wiping the windows, etc.), sorting donations, pricing items, putting priced items on the floor, creating or breaking down displays, transporting large items to customers' cars, etc.

### What should I do when I arrive to work?

- Bring your sign in sheet or all paperwork on your first day.
- Stop at the cash register each time you arrive to sign-in and be sure to stop by to sign-out when you leave for lunch (don't forget to sign back in on your return) and at the end of your shift. If you don't sign-out, the hours for that day will not count!
- Get a safety vest from the front counter to wear during your shift.
- Perform the tasks that are assigned to you. Doing nothing, leaving the store without signing out, etc., will result in either:
  - A) receiving no hours for that day or
  - B) your dismissal from the site.
- No swearing or inappropriate conversational topics. Should any inappropriate behavior occur, you will be asked to leave immediately.

### What is considered inappropriate behavior/grounds for dismissal?

- Defiance/refusal to perform requested tasks.
- Confrontational behavior toward staff, volunteers, customers or others performing community service.
- Arguing/disputing number of hours accrued with staff.
- Leaving site without signing out.
- Neglecting or refusing to adhere to clothing requirements.
- Talking/texting on cell phone while working, only allowed on your scheduled break.
- Hiding out/avoiding doing work.
- Foul language/swearing and lewd or explicit conversations.
- Using illegal drugs or consuming alcohol while on site or prior to shift.
- Misrepresentation of reason for community service or criminal charge.
- Being charged with an additional misdemeanor that is not accepted by Habitat for Humanity ReStore of Montgomery County TX. while serving your community service hours