

Court-Ordered or Attorney-Recommended Community Service Policy – May 2022

Kinston Teens is glad to provide opportunities for our community members to complete volunteer service hours in accordance with a court order or attorney recommendation. Volunteering with our organization provides a great opportunity to make an impact on your personal life and in the lives of others. **If you've been ordered or recommended to complete community service hours, please review this policy, complete the Volunteer Application on our website (www.kinstonteens.org/volunteer) and contact our office a minimum of twenty-one (21) days before the service hours are due to be completed.**

Additionally, the following guidelines apply:

- These requests are considered on a case-by-case basis in alignment with our current schedule and volunteer needs. Additionally, **ONLY** requests stemming from the following types of charges will be permitted:
 - Misdemeanor Traffic Violations (speeding, moving violation, etc.)
 - Open Container
 - Underage Possession of Alcohol
 - DUI/DWI
 - Possession of marijuana or other minor drug violation
- **No charge of a felony or any charges related to violence, sex offenses/sexual harassment, weapons, assaults, embezzlement, theft/larceny, major drug violations, etc. will be permitted.**
- Individuals must provide a copy of the charge/offense and/or a letter from an attorney describing the need for community service to Kinston Teens via email, mail, or dropping it off at our office. **Please do this at the time of submitting your Volunteer Application.**
- Once we have received and reviewed the completed application, a list of current available volunteer opportunities will be provided.
- The individual must track all community service hours on the community service log provided by the volunteer supervisor, and it must be signed by their assigned volunteer supervisor or another staff member after each volunteer shift,
- Upon completion of all required hours, and after the community service log has been turned in to the assigned volunteer supervisor, a verification letter will be written for the individual.
- We will **NOT** provide any type of verification if the community service hours have not been tracked properly

If for any reason we are unable to fulfill your request for volunteer service hours, we may be able to assist you with identifying another agency to complete your volunteer service with.