

B/CS HABITAT FOR HUMANITY - COMMUNITY SERVICE INFORMATION RELATED TO A CRIMINAL OFFENCE

Ashley Groft is the agency supervisor for Bryan/College Station Habitat for Humanity (including ReStore). Please email (agroft@habitatbcs.org) for requests about completed hours including verification. NOTE: It can take up to **3-4 business days** for the approval process to be completed once ALL documentation has been received. Please plan accordingly.

Bryan/College Station Habitat for Humanity (HFH) is open to accepting volunteers from pre-trial diversion programs, court-mandated individuals, and those performing community service for criminal offences (CSV). The organization values the contributions of all its volunteers and believes in providing opportunities for individuals to give back to their communities. Through participating in building homes and assisting families in need, these volunteers can make positive contributions and learn valuable skills while also fulfilling their service requirements.

HFH reserves the right to deny ANY individual needing CSV hours the ability to volunteer with the organization based on the nature, type, and/or specifics of their offense. HFH will not be a party before the specific Court that orders the service, there is no jurisdiction over the organization, and the Courts cannot order HFH to allow an individual to volunteer with our organization.

AGE RESTRICTIONS:

- Ages 18+: May volunteer independently
- Ages 16 & 17: May volunteer independently at ReStore. May volunteer along with a parent/guardian/adult (over age 21), in a limited capacity, at a construction site. Volunteers ages 16 & 17 are not permitted to participate in roofing, demolition, the use of power tools, or use ladders over 6 feet
- Ages 15 and under: HFH does not allow volunteers under the age of 16 to complete court-mandated community service

ONLINE ORIENTATION - BECOMING A COMMUNITY SERVICE VOLUNTEER:

- Community service volunteers **MUST** email the following requirements **BEFORE beginning any community service hours** to Ashley Groft with the subject "Criminal Offense Related Community Service":
 - **Government-issued ID** (DL, state ID, or passport)
 - **Documents from the court:**
 - Must include the offense you are completing hours for
 - The total number of hours you are ordered to complete
 - Contact information including name/email/phone number for the Community Supervision Officer, Probation Officer, Justice of the Peace, Judge, Court, or Lawyer to whom you are reporting your hours

- You will need to [create an account](#). ***Please use the same name that is found on your court documents.*** Make sure to check the box “Hours for a Criminal Offense. CMCS” Answer all required questions.
- Once you [create an account](#) you will then be locked out of the system until approved. When ALL requirements listed above are complete, email Ashley Groft to request approval to begin.

HOURLY VERIFICATION:

- Please keep track of your own hours including the date, time in/out, and signature of the site supervisor where you worked so that we can compare them with our records. You will be asked to submit this paperwork when requesting hour verification. Knowing where and when you worked helps clarify any discrepancies that might occur.
- Must give ONE WEEK NOTICE if you need a printout or email of your hours. Brazos County probation hours are reported monthly. If you need hours sent elsewhere, requests should be sent via email. Please **include your copy of completed hours signed off by an HFH supervisor.**
- Must clock in and out at the ReStore kiosk to receive credit for hours completed or ask the construction site supervisor to check you in at arrival and out when leaving the site. We go off the approved hours logged in our online system. **We WILL NOT round up your hours. It is your responsibility to fulfill the required number of hours the court has set for you. It is a good idea for you to do extra hours if you are concerned you did not meet the requirement.**
- If you forget to clock in, we **WILL NOT** add hours to your timesheet.
- If you do not clock out when you leave you **WILL NOT** receive credit for the shift. We will be unable to add hours for that day at a later time. Please remember to always clock out so that your hours are recorded accurately.

GENERAL RULES:

- Must provide identification and documentation before starting CSV hours - must be added to an approved CSV user group.
- Must give 24 Hour notice BEFORE the scheduled shift begins if you need to cancel. Failing to give notice will result in a phone call to your probation officer/court and you **WILL NOT** be allowed to complete your CSV hours with HFH.
- Must check-in/out with HFH supervisor and clock-in/out upon arrival and departure. ***Any hours that are logged without using the kiosk or entered by someone other than a HFH supervisor will be denied.***
- Must let a supervisor know when taking a break. The frequency and duration of breaks are based on the total number of hours worked.

- If you are not actively working while you are clocked in, you will not receive credit for that shift. This is the only warning. You will not be asked to actively work; hours will be deducted/denied if you are not participating.
- If you leave the premises (even to go to your car) you will need to clock out.
- If you clock in and realize you have forgotten your sheet, are not in dress code, etc., and must leave, you are required to clock out. If we find you clocked in and you have left the premises, your hours will be denied, and a report will be made to who your hours are reported to. Future CSV opportunities will be terminated.
- **No cell phone usage during a shift unless on a management-approved break.**
- Use of tobacco products, alcoholic beverages, or drugs is prohibited at Habitat worksites, although outdoor "smoke breaks" may be taken if authorized.
- **Must treat HFH staff, volunteers, and others with respect and courtesy at all times.**
- **Must use polite and appropriate language.**
- **HFH has the right to refuse future volunteer opportunities**

DRESS CODE: Must be clean, neat, and dressed appropriately, in well-fitting clothing, and closed-toe shoes.

- Pants are recommended as wood and other building supplies may irritate your legs. Short shorts are not permitted, and shorts must be long enough to protect your legs.
- Sturdy closed-toed/closed-heel shoes are always required. Steel-toed and thick-soled work boots are recommended. **No flip-flops, clogs, or sandals!**
- No sleeveless shirts/crop tops allowed.
- **Wear clothing/shoes you don't mind getting dirty.**

REASONS FOR TERMINATION: If a CSV fails to comply with policy or behaves inappropriately, HFH may terminate the relationship with the CSV. Specific examples for dismissal include, but are not limited to:

- Falsifying hours on volunteer sign-in sheet or court log-in sheet.
- Failing to cancel shift sign up on more than one occasion or failure to call and cancel on more than one occasion.
- Taking excessive/unauthorized breaks, use of cell phone, or wasting of time.
- Inappropriate/unacceptable behavior as determined by HFH staff, including alcohol consumption or drug use before/during a volunteer shift, horseplay or unsafe activities, failure to follow instructions of a supervisor, or any other such behavior.

VOLUNTEER OPPORTUNITIES: Assignments are based on ALL previous criminal offenses. **Must sign up for shifts online!**

[Construction Site](#)

- Restrictions: NO SEX OFFENDERS - this is not an exhaustive list and Habitat may deny other charges
- Schedule: Tuesday – Friday (varies weekly) from 8:30 am – 12:00 pm and 1:30 pm -4:00 pm; Saturday from 8:30 am – 12:00 pm
- Location: Changes daily

[Habitat ReStore](#)

- Restrictions: NO SEX OFFENDERS, NO THEFT or ROBBERY, NO VIOLENT CRIMES - this is not an exhaustive list and Habitat may deny other charges
- Schedule: Tuesdays from 10:15 am - 2:00pm; Wednesday - Saturday from 10:15am - 6:00pm
- Address: 2211 Maloney Avenue
- Phone: 979-775-8122