



## Court Ordered Service Volunteers

**Purpose:** To provide procedures which allow offenders an opportunity to perform community service in lieu of a possible jail sentence, fine and/or conviction.

**Definition:** FCPA Volunteer Program takes referrals from the following agencies:

- [OAR Opportunities, Alternatives, and Resources](#)
- [Volunteer Fairfax](#)
- [Fairfax County General District Court](#)

**Requirements:** The agencies listed above will refer only candidates that meet FCPA placement requirements:

- **Only persons with a conviction of first offense and misdemeanor crimes will be accepted.**
- Persons with crimes of a sexual or violent nature or theft related crimes will not be accepted.
- **Persons with convictions for drug related crimes may be considered for placement,** however persons convicted of dealing drugs will not be accepted.

### Procedures:

Note: Due to training, timing, supervision and safety issues, Court Ordered Service Volunteers may not perform as Adapted Aquatics volunteers.

- A contact from the referral agency will contact the Volunteer Manager to inquire as to whether there is availability for their client. The client should not contact the Volunteer Manager directly or just show up without acknowledgement from the referral agency.
- If client can be accommodated at the Site, the referring agency will fax over the client's worksheet and any other documentation given to the client. Volunteer Fairfax will have the client bring the documents when they come to volunteer.
- The Volunteer Manager or direct supervisor must interview volunteer to determine maturity and discuss risks and required tasks.
- The Volunteer Manager will have the site staff person supervising the volunteer's work, sign off on the timesheet. Initial sign in and sign out. Upon completion of the required volunteer hours, the Volunteer Manager will fax the timesheet to the referring agency. Referring agencies will only accept the timesheet from the Volunteer Manager.
- In the event that a referring agency has faxed client info to a Volunteer Manager and the client does not show up for one week, the Volunteer Manager will contact an agency representative by email or phone to advise such.
- If there is any problem with the client, Volunteer Manager will contact the agency representative immediately. VM will also document any problem with the client.
- OAR will routinely conduct site visits where clients are placed and follow up each month.
- For Fairfax Courts the Volunteer Manager will do a monthly review of clients and notify agency of any no shows or outstanding completions.



- Volunteer Fairfax will attempt to come out to all sites where they have clients.
- Volunteers over 18 seeking Pre-trial hours must be screened by Volunteer Fairfax or other supporting agency (see above). Volunteers seeking pre- trial hours under 18 are restricted to opportunities such as trail maintenance or litter collection and must be approved by the site manager and provide all the information for the VMS as if court ordered.

### **Reporting**

- Volunteer time should be logged and recorded according to established procedure. Court ordered volunteers do not earn volunteer benefits.

*Last reviewed: 11/18/2015*