

CATHOLIC CHARITIES INDIANAPOLIS
AGENCY POLICIES AND PROCEDURES

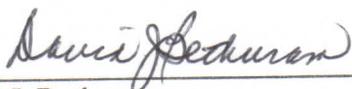
Policy Name:	Court Ordered Community Service
Domain:	Human Resource 2.5
Policy Location:	www.archindy.org/intranet/shared/cci/index.html
Date of Adoption:	3/8/2016
Effective Date:	3/8/2016
Dates of Revision:	5/19, 11/22
References:	Court Ordered Community Service Information Sheet

POLICY

Catholic Charities Indianapolis provides opportunities for individuals required by a court to do community service. CCI reserves the right to deny ANY individual in need of court ordered community service hours the ability to complete their hours with CCI based on the nature, type and/or specifics of their offense. Individuals will be judged solely by their offense(s) and not by any other means, including, but not limited to: age, race, religion, sexual orientation, gender, or disability.

PROCEDURES

1. Written documentation from the court, probation officer and/or lawyer stating the requirement to complete court ordered community service hours, as well as the specifics of the offense must be provided to the Program Director.
2. A *Court Ordered Community Service Information Sheet* must be completed by the court ordered individual.
3. The Program Director, upon reviewing the written documentation and *Court Ordered Community Service Information Sheet*, will approve or reject the individual for community service hours.
4. If placement is approved, onsite management of the individual must be arranged by the Program Director or designee.
5. CCI reserves the right to terminate the placement for community service if the individual fails to adhere to the guidelines and is in anyway noncompliant with the program's rules and regulations.



David J. Bethuram
Executive Director

11/2/2022

Date

