



VOLUNTEER PROGRAM GUIDELINES AND PROCEDURES

Court Referral Community Service Volunteers

Court referrals are individuals sentenced by the court to *community service* for *traffic* or *misdemeanor* violations only (offenses of violent or sexual nature are excluded; departments may stipulate other offenses to be excluded as well such as theft). Felony convictions are not allowed. The City of San Rafael Volunteer Program (VP) has a written agreement with County Traffic and Probation courts to provide this service and administer it correctly. If you engage a community service volunteers (CSV) directly without them coming through the VP, please make sure you confirm their offence, and verify their ID to match the name on their court issued timesheet before engaging them. If you have any questions, please contact the Volunteer Program Assistant at 415-485-3071.

These CSVs are typically only brought on for special events or short-term projects. Please screen prospective CSV before confirming placement. Screening should include asking/verifying the offence, number of hours and due date, as well as a brief assessment of skills and availability. Please ask to see a photo ID to verify the person is the one named on the court issued timesheet they will bring.

Please do not engage these volunteers in tasks associated with sensitive information or that might compromise confidentiality. Do not share access codes, computer logins, etc. In addition, keep in mind that their motivation is usually just to complete their hours. Tasks that require a lot of training or maintenance are not the best choices due to their short tenure with us.

Standard protocol is:

1. Court referrals may reach out to you directly or start with the Volunteer Program Assistant (VPA) who will do an initial screening
2. VPA solicits departments to see if they have an appropriate need
3. Each department should do a final screening, to determine whether to use them or not, and schedules with the CSV directly
4. CSV should have a blank time sheet for their work with you/San Rafael. They should bring the same timesheet with them each time they work. Your department staff who supervise them can *initial* daily hours the CSV does on their court issued timesheet at the time of service.
5. All CSV mandated hours must be completed before hours can be signed off. No agreements to “initial now, volunteer later” may be made with CSVs.
6. When the CSV finishes all their hours, he/she must schedule with an Authorized Agency Representative staff have their completed timesheet signed and the agency stamp printed on the form.
7. The following staff are Authorized Agency Representatives who can sign and stamp CSVs timesheets at the conclusion of their service: Volunteer Program/Events Ann Bauer, Cory Bytof and Brian Auger. Staff listed next typically only sign for work done in their department.
Community Service staff: B Street Community Center: Ashley Howe, Rochelle Grechman – Dibley, Chris Master and Jason Fong; Terra Linda Community Center: Debbie Younkin; Albert J. Boro Community Center: Steve Mason and Juan Carlos Sorto; San Rafael Public Library for Youth only: William Calhoun.