

### **Court Ordered Community Service and Required Community Service**

MPL will accept various court ordered community service volunteers, however certain court ordered offenses will not be permitted. All court ordered offenses will be reviewed by the director and it is up to his/her discretion to accept or deny any person of volunteer service. Upon the director's approval, the community worker will work one probationary shift to determine if they are a good fit for community service.

MPL will accept persons with misdemeanors in the following categories:

- Driving under the influence of alcohol
- Under-age drinking of alcohol
- Traffic violations such as driving with no insurance, speeding, parking tickets, not paying traffic fines
- Trespassing in lawful locations
- Curfew violations
- Any other misdemeanors or crimes deemed acceptable by MPL

MPL will not accept individuals who have been charged with the following:

- Theft of any kind, including larceny, embezzlement, shoplifting, etc.
- Violence of any kind including assault, child abuse, fighting, etc.
- Illegal drug charges of any kind
- Sexual charges of any nature, including indecent exposure, etc.
- Harassment
- Vandalism of any kind, including destruction of property, arson, etc.
- Fraud
- Any other felonies or crimes deemed unacceptable by the MPL

While on library premises, community service workers will agree to abide by all of the rules of conduct governing the staff and employees of the library in performing services. Community service workers will also follow these guidelines:

- If you show up to work without being scheduled, understand that the library will not have work for you. You must call or make arrangements ahead for your scheduled time.
- When you are working, you are expected to be working....not using the computer, talking with patrons or staff, using your cell phone or hanging around.
- When you are assigned a task, you are expected to work on that task and not walk away from your work.
- Workers are not permitted in staff only areas or behind the circulation desk.
- Workers are expected to treat all library staff with courtesy and respect and cooperate with them at all times.

- Personal items should be left at home. MPL is not responsible for lost or stolen items.
- Workers should be neat, clean and dressed in appropriate clothing. Shorts, tank tops, swimsuits, bare midriffs, clothing with rips, holes or tears are not permitted. Apparel portraying drugs, alcohol or other questionable pictures or language is also not permitted.
- Volunteers are limited to work 3 hours per day. Hours may only be extended with the permission of the library director.

Community service work is a privilege and not a right and a community service worker can be dismissed for not following worker guidelines, policies and procedures.