



## Court-Appointed Community Service Application

Please fill out this application if you are doing court-appointed community service. When you have filled out the form, you may email it to [volunteer@thefooddepot.org](mailto:volunteer@thefooddepot.org), drop it off or mail it to The Food Depot, 1222 A Siler Road, Santa Fe, NM 87507, or fax it to 505471-2025. Feel free to call the Volunteer Team with any questions at 505-471-1633 extension 130 or email us at [volunteer@thefooddepot.org](mailto:volunteer@thefooddepot.org).

***Please include a copy of your court documents and your vaccination card with your application.*** The Food Depot reserves the right to check for past, pending and current criminal charges and convictions prior to accepting community service workers.

### Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Emergency Information

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Court Related Information

Judge's Name \_\_\_\_\_ Case # \_\_\_\_\_

Judge's Phone: \_\_\_\_\_ Hours Required: \_\_\_\_\_ Deadline: \_\_\_\_\_

What crime(s) are you charged with? \_\_\_\_\_

Are you on an electronic monitoring system (ankle band)? \_\_\_\_\_

Probation Officer: \_\_\_\_\_ Probation Officer's Phone: \_\_\_\_\_

**YES NO**

- Have you ever been charged or convicted of a sexual offense?
- Are you required to register as a sex offender?
- Have you ever been charged with or convicted of attempted murder or murder (any degree)?

If you selected "yes" for any of the previous questions, please describe: \_\_\_\_\_

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## **Community Service Safety and Conduct Guidelines**

***Please initial on the line after each item to indicate you've read and understand each item.***

### **Warehouse Safety**

*You are permitted to work outside the designated volunteer areas only with the permission of The Food Depot staff. To work in the warehouse or agency pick up areas, you must have staff permission.*

Using common sense is the biggest factor in keeping safe in the facility. If something looks like a hazard or unsafe, it probably is! \_\_\_\_\_

We may request you to fulfill strenuous or physically demanding tasks. It is up to you to know your own limitations. If you need assistance completing a task, alert staff and we will get you the help you need.  
\_\_\_\_\_

Do not attempt to climb on or operate The Food Depot equipment such as the fork lift or electronic pallet jacks. Operating this machinery requires training and certification. Under no circumstances should you walk or stand under or next to a forklift in operation. \_\_\_\_\_

Do not climb on pallet racking (there are ladders and stairs to use for pulling items from upper racks).  
\_\_\_\_\_

All trash should go in one of the many trash cans around the facility. If a trash can is full, please throw full trash liner in the dumpster and replace the liner. \_\_\_\_\_

Please do not wear long dangly jewelry or any object that could get caught on something and present a safety issue. \_\_\_\_\_

Use caution when moving or working around empty pallets. Pallets may cause splinters or contain stray nails. Straps or shrink wrap attached to the pallet may present a tripping hazard. Remove and discard all of these safety hazards if you find them. \_\_\_\_\_

Absolutely no food or drink will be carried into or consumed in the facility. Please eat and drink in the break room. You will always find coffee and water to enjoy while you take a break. \_\_\_\_\_

Headphones are not to be worn in the facility. Hearing what is going on around you is a safety issue.

\_\_\_\_\_

Clean up as you perform your tasks so you do not create a safety hazard. Clean after task is completed. If something gets spilled or broken, please mop or clean it up right away so that no one falls or gets hurt.

\_\_\_\_\_

Keep debris and tripping hazards off of the floor. If you see a potential hazard that you cannot clean up or fix yourself, alert a staff member and they will take care of it. \_\_\_\_\_

Use shrink wrap to keep contents on full pallets from slipping or tumbling off. A staff member can show you how to effectively wrap a pallet. \_\_\_\_\_

### **General Guidelines**

If you are sick, please stay home and get well. We value your help, but we value your health and the health of the volunteers and employees more! \_\_\_\_\_

You are responsible for logging your hours in The Food Depot's Community Service binder (located at the front desk) as well as on any documents the court provides you. If the courts contact The Food Depot to confirm your hours, staff will reference the log sheet in The Food Depot's Community Service binder. \_\_\_\_\_

Please smoke in the designated areas 25 feet from the building. Smoke breaks are permitted once every two hours. \_\_\_\_\_

If you are on an electronic monitoring system, you must stay on The Food Depot property for the duration of your agreed work schedule. Leaving the grounds will cause your monitor to alert police and result in your arrest. Also, if you are working a full day, please bring the charging cord for your ankle monitor. The time it takes to charge your monitor will be subtracted from your timesheet. \_\_\_\_\_

Wash your hands before starting work and after eating, using the bathroom or coming into contact with a cleaning material such as bleach. \_\_\_\_\_

### **Conduct**

*The following is a list of **unacceptable activities and conduct**. Note that the following list does not include all types of unacceptable activities and conduct that can result in disciplinary action, up to and including termination of court-appointed community service with The Food Depot.*

Violation of any company rule; any action that is detrimental to The Food Depot's efforts to operate productively. \_\_\_\_\_

Violation of security or safety rules or failure to observe safety practices. \_\_\_\_\_

Negligence or any careless action, which endangers the life or safety of another person. \_\_\_\_\_

Being intoxicated or under the influence of a controlled substance while performing your court-appointed community service at The Food Depot; use, possession or sale of a controlled substance in any quantity while on The Food Depot premises. \_\_\_\_\_

Unauthorized possession of dangerous or illegal firearms, weapons or explosives on The Food Depot premises or while performing your court-appointed community service at The Food Depot. \_\_\_\_\_

Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on The Food Depot premises or when representing The Food Depot; fighting or provoking a fight on The Food Depot premises, or negligent damage of The Food Depot property. \_\_\_\_\_

Insubordination or refusing to obey instructions properly issued by a supervisor pertaining to performance of your court-appointed community service at The Food Depot. \_\_\_\_\_

Engaging in an act of sabotage; negligently causing the destruction or damage of The Food Depot property, or the property of employees, volunteers, customers, suppliers or visitors of The Food Depot in any manner. \_\_\_\_\_

Theft or unauthorized possession of The Food Depot property or the property of employees, volunteers, customers, suppliers or visitors of The Food Depot; unauthorized possession or removal of any Food Depot property, including documents, from the premises without prior permission from management; unauthorized use of The Food Depot equipment or property for personal reasons. \_\_\_\_\_

Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs. \_\_\_\_\_

Obscene or abusive language toward any employee, volunteer, customer, supplier or visitor of The Food Depot; indifference or rudeness towards employees, volunteers, customers, suppliers or visitors of The Food Depot; any disorderly/antagonistic conduct on The Food Depot premises. \_\_\_\_\_

Failure to immediately report damage to, or an accident involving The Food Depot equipment or property. \_\_\_\_\_

### **Dress Code**

Please dress casually with safety in mind. Long pants or jeans are preferred. Close-toed shoes are required. If you wear flip flops, slippers or sandals, we will send you home to change. \_\_\_\_\_

You are required to wear a nametag. They will be located at the front desk. \_\_\_\_\_

Long hair should be tied back, and hairnets or hats are required when working with unpackaged or prepared foods. Bring a shade hat in case you are asked to work outside. \_\_\_\_\_

Please do not wear tank tops, spaghetti strap or strapless tops. We will send you home to change. \_\_\_\_\_

Do not wear clothing with offensive language or images. While you are working in our building you are representing The Food Depot. We reserve the right to send you home to change. \_\_\_\_\_

Please wear gloves for your own safety and to prevent the spread of germs and diseases. Work gloves and disposable gloves will be provided as needed. \_\_\_\_\_

*I certify that the information contained in this application is true and complete to the best of my knowledge. I have read and understand the **community service safety and conduct guidelines** and agree to the conditions therein.*

Signature

Date

### **Your Legal Rights as Court-Appointed Community Service**

#### **New Mexico Statute 31-12--3 . Paying fines, fees or costs in installments; community service option.**

- A.** Any person sentenced to pay a fine or to pay fees and costs in any criminal proceeding against him, either in addition to or without a term of imprisonment, may in the discretion of the court be allowed to pay such fine, fees or costs in installments of such amounts, at such times and upon such conditions as the court may fix. The defendant may also be required to serve a period of time in labor to be known as "community service" in lieu of all or part of the fine. If unable to pay the fees or costs, he may be granted permission to perform community service in lieu of them as well. The labor shall be meaningful, shall not be suspended or deferred and shall be of a type that benefits the public at large or any public, charitable or educational entity or institution and is consistent with Article 9, Section 14 of the constitution of New Mexico. Any person performing community service pursuant to court order shall be immune from civil liability arising out of the community service other than for gross negligence, shall not be entitled to wages or considered an employee for any purpose and shall not be entitled to workers' compensation, unemployment or any other benefits otherwise provided by law. Instead, a person who performs community service shall receive credit toward the fine, fees or costs at the rate of the prevailing federal hourly minimum wage. Unless otherwise provided, however, the total fine, fees and costs shall be payable forthwith.
- B.** The court may at any time revise, modify, reduce or enlarge the amount of the installment or the time and conditions fixed for payment of it.
- C.** When a defendant sentenced to pay a fine in installments or ordered to pay fees or costs defaults in payment, the court, upon motion of the prosecutor or upon its own motion, may require the defendant to show cause why his default should not be treated as contumacious and may issue a summons or a warrant of arrest for his appearance. It shall be a defense that the defendant did not willfully refuse to obey the order of the court or that he made a good faith effort to obtain the funds required for the payment. If the defendant's default was contumacious, the court may order him committed until the fine or a specified part of it or the fees or costs are paid. The maximum term of imprisonment for such contumacious nonpayment shall be specified in the order of commitment.
- D.** If it appears that a defendant's default in the payment of a fine, fees or costs is not contumacious, the court may allow the defendant additional time for payment, reduce the amount of the fine or of each installment, revoke the fine or the unpaid portion in whole or in part or require the defendant to perform community service in lieu of the fine, fees or costs.

## COVID-19 SAFETY

**COVID safety is more important than deadlines. Please keep COVID safety a priority and be honest when answering the daily screening questions. A staff member can help communicate with the courts if there are issues or concerns.**

Thank you so much for choosing The Food Depot to complete your Court-Appointed Community Service. The Food Depot has been rapidly adapting to continually serve as a disaster relief organization in response to COVID-19. The health and safety of our community are a top priority—and that includes providing access to food while protecting the well-being of all people involved. To help keep Northern New Mexico healthy and safe, please carefully review the information and follow the instructions within this packet.

### Making the Decision to Work

Carefully review the following to determine whether you are able or should work:

- ➔ **SYMPTOMS:** All individuals who are sick and/or showing flu-like symptoms, you may not work for food and personal safety reasons. Please stay home and get well.
- If you have common symptoms of COVID-19 (fever, dry cough, shortness of breath, and muscle pain or fatigue), you may not work until you have gone 3 days without a fever AND respiratory symptoms have improved AND it has been 10 days since your first symptoms appeared, according to the CDC's "When You Can Be Around Others" Guide: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/endhome-isolation.html>
  - If you have a less common symptom (such as a sore throat, headache, productive cough or GI symptoms), monitor your symptoms and do not work for five days. If your symptoms have stopped after five days and you would like to work, please alert staff. For an updated list of symptoms (common and less common), please check the Johns Hopkins Coronavirus COVID-19 Guide: [https://www.hopkinsguides.com/hopkins/view/Johns\\_Hopkins\\_ABX\\_Guide/540747/all/Coronavirus\\_COVID\\_19\\_SARS\\_CoV\\_2\\_](https://www.hopkinsguides.com/hopkins/view/Johns_Hopkins_ABX_Guide/540747/all/Coronavirus_COVID_19_SARS_CoV_2_)
  - If you have been in regular direct contact or share a household with someone who has a confirmed or suspected case of COVID-19, you may not work for two weeks after exposure. For more information, refer to the CDC's "When You Can Be Around Others" Guide: <https://www.cdc.gov/coronavirus/2019ncov/if-you-are-sick/end-home-isolation.html>
- ➔ **TRAVEL/EXPOSURE:** If you have traveled or been in regular direct contact or share a household with anybody who has traveled out-of-country in the past 14 days, you may not work for two weeks upon return (as per the New Mexico Department of Health's [DOH] travel recommendations: <https://cv.nmhealth.org/travel-recommendations/>). You may provide a negative test result upon return to begin work sooner.

➔ **HIGH RISK POPULATIONS:** If you are at high risk of contracting the virus, (such as older individuals and/or those with underlying health conditions), we strongly encourage you to NOT work. For a complete list of updated risk factors, please check the Center for Disease Control and Prevention's List: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

➔ **CONTINUAL ASSESSMENT:** Please assess whether it is safe for you to work on a continual basis. Although The Food Depot is employing significant measures to increase sanitization and social distancing in all activities, being around others (while completing community service hours) carries inherent risk in terms of contracting COVID-19.

## Safety Measures

**Measures The Food Depot is taking to protect staff, volunteers, community service workers and this hunger relief work include (and are not limited to):**

- Community service communications facilitate informed consent (based on the CDC's and NM DOH's recommendations).
- All volunteers, community service workers and visitors are screened using an adapted NM DOH's Facility Screening Questionnaire before each shift.
- Staff sanitizes high-touch surfaces throughout the day.
- New community service workers are provided a safety training before their first shift, including:
  - Hygiene and safety practices
  - How to properly use personal protective equipment (PPE)
  - Social distancing instructions
- Community Service workers are required to wash hands regularly (or use hand sanitizer if sinks are not available) and wear face masks. Gloves are provided if needed or desired.
- Staff may make the decision to ask community service workers to opt-out from their shift for any safety concern that may arise (too little space, excessive coughing, etc.)
- The HVAC air filters in all zones of The Food Depot's warehouse (1222 A Siler Rd.) have been upgraded to a 0.03-micron rating.
- The Food Depot is NM Safe Certified; all members of the Leadership Team have completed the NM COVID Safe Training Program (<https://nmsafecertified.org/>).
- Staff are routinely trained in COVID safe practices, and have committed to comply with current Public Health Orders and the Santa Fe Promise (<https://www.santafenm.gov/promise>).
- An "Organizational COVID-19 Sustainability Plan" has been developed to ensure the continuity of hunger relief services in the event that an employee, volunteer, or community service worker tests positive for COVID-19.

## COVID-19 Vaccination

**Full Vaccination is REQUIRED for community service as of June 1, 2021.**

- For more information about getting vaccinated, please refer to the NM DOH: <https://cv.nmhealth.org/covid-vaccine/>
- You will be required to show proof of vaccination with a copy placed in your file.
- No exceptions will be made.

## Staying Informed

Your knowledge and behavior affects both your health and community health.

- The Food Depot expects community service workers to stay informed about COVID-19 and take steps to help prevent the spread of the virus, both while working and in their personal life. Community service workers' daily precautions will help safeguard The Food Depot's ability to continue feeding those in need.
- Great resources to check regularly include:
  - The World Health Organization: <https://www.who.int/emergencies/diseases/novelcoronavirus-2019>
  - The Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019ncov/index.html>
  - State of New Mexico Department of Health (NM DOH): <https://cv.nmhealth.org/>

## Enrollment and Scheduling:

- The regular hours for community service work are from 9:00 AM to 12:00 PM and 1:00 to 4:30 PM, Monday through Friday. You can work as many or as few hours within that time frame. There may be additional opportunities for hours, it just depends on the staff and projects available. Please let us know if you need additional opportunities.
- Community Service workers do NOT have to schedule beforehand, as long as they come within the above time periods.

## Contact Information:

Volunteer Program Team: [volunteer@thefooddepot.org](mailto:volunteer@thefooddepot.org), (505)471-1633 x130

Steven Bolin, Volunteer Program Manager: [sbolin@thefoodepot.org](mailto:sbolin@thefoodepot.org), (505)471-1633 x115

## Sickness Disclosure Agreement:

If I begin showing common symptoms for (fever, dry cough, shortness of breath, and muscle pain or fatigue) or are screened for or diagnosed with COVID-19 within 14 days of working at The Food Depot,

I agree to disclose this information with staff. I understand that if I test positive to a COVID-19 screening, The Food Depot staff will anonymously inform workers I shared workspace with in the previous 14 days. I understand my identity will not be disclosed.

Please initial to confirm that you have read and agree to follow these instructions: \_\_\_\_\_.

*I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that my actions affect the health of others. I understand and will abide by the instructions in this packet, including the Sickness Disclosure Agreement.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_