



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, drop it off or mail it to The Food Depot, 1222 A Siler Road, Santa Fe, NM 87507, or fax it to 505-471-2025. Feel free to call the Volunteer Team with any questions at 505-510-5837 or email us at volunteer@thefooddepot.org.

Please include a copy of your court documents 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. We also reserve the right to deny your application or terminate your service at any time.

Contact Information

First Name: _____ Last Name: _____ DOB: ____/____/____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Phone: _____

Email: _____

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? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you required to register as a sex offender? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you ever been charged with or convicted of attempted murder, murder, or manslaughter (any degree)? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does your current charge involve weapons of any kind? | <input type="checkbox"/> | <input type="checkbox"/> |

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

Community Service Safety and Conduct Guidelines

Warehouse Safety

You are permitted to work with designated volunteer areas while volunteers are present only with the permission of The Food Depot staff.

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 electric 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 the 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 or lobby. 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 tasks are 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 staff 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. If you take a lunch or leave, you will need to sign out, otherwise your hours will be invalid.

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 organizational 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 or marijuana 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.

Possession of ANY 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 of The 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 at all times. They will be issued at the front desk at the beginning of your shift. You are not permitted to leave the lobby area without a nametag.

Long hair should be tied back, and hair nets 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.*