



Court Ordered Community Service Policy

TVC is committed to its vision of helping people from all walks of life. Our doors swing open to those who have been convicted and/or previously incarcerated. The following process, which will be under the direction of the Office Manager, will be used for those seeking to volunteer their Community Service time at TVC:

- All applicants must fill out a Court Ordered Community Service Application
- All applicants must provide a statement of their “conditions of probation” from the court
- All applicants must have a background check.
- TVC reserves the right to reject the applicant’s request to serve, based on information given in the application and/or background check. We will not discriminate any applicant, but we will apply wisdom in certain cases, where needed, to ensure proper safety and protection for our campus, staff, and its volunteers.
- Volunteers will be under supervision at all times and will have to meet the schedule of the person assigned to oversee them.
- No keys are to be given to volunteers under any circumstances.
- In cases of violent felonies or sexual convictions, the Office Manager will do the following:
 - Contact the Safety Director for review and approval before engaging the person in community service
 - Notify the appropriate supervising Staff Leader
 - Keep written documentation of the above notification, for legal purposes