

ENROLLMENT PACKET

MUST BE COMPLETED PRIOR TO VOLUNTEER SERVICE

INTRODUCTION

Welcome to ACE Community Service program. ACE is a subsidiary program of Oklahoma Court Services, Inc. Through partnership with Cleveland County Judges and Commissioners, ACE can provide incentives found no-where else in the county.

Our purpose is to provide an all-in-one solution for community service needs. This solution includes personnel specifically assigned to:

- * Location: Seeking and providing approved solutions for community service locations so you can get straight to work without spending time searching.
- * Tracking: Maintaining permanent record of community service you have conducted for your case.
- * Notification: Creating an official certificate of record to be dispersed to your probation supervisor, the courts, and your OCS file upon completion. †
- * Incentives: Incentives available only through ACE allowing you to receive extra credit time. ‡

Any ACE documentation, updated calendar, pre-scheduling option, service locations etc. may be found on our website at ocsinc.co under the “ACE Program” tab.

† Records are permanently kept by the ACE division of OCS, Inc. If you are a client of OCS, Inc. probation services, your hours will also be maintained in the database used by your assigned probation officer. Once you have completed community service hours ordered by Cleveland County courts, a completion letter will be created and disseminated to your ACE permanent file, your assigned probation officer, and filed with the Court Clerk and District Attorney's Office. A copy will be made available to you upon request. For those on probation with OCS for a case outside Cleveland County, a completion letter will be created and disseminated to your ACE permanent file and your assigned probation supervisor but, it will be YOUR RESPONSIBILITY to ensure a copy is provided to the county clerk and district attorney of your case.

‡ Incentives are typically not made available for those who are in “Specialty Courts” (i.e., PTR, MRC, Anna McBride, Drug Court, ROADS/MRT, Community Sentencing, Sanctions, and Out of County Cases that are not supervised through OCS, Inc. probation supervisors.) If you fall under one of these categories, you may request to receive incentives due to exigent circumstances. The request must be submitted in writing to your probation supervisor and must include the exigent circumstance requiring the need of incentive hours. Your probation supervisor will review then, approve, or deny your request and place it in your OCS file.

STRUCTURE

SPONSORED SERVICE LOCATIONS:

ACE program service locations are provided on our website under the ACE Program tab. These locations are specifically sponsored by ACE and are the only locations that you may receive incentives at. Community service conducted at any other approved locations will be counted as hour-for-hour only.

OUTSIDE SERVICE LOCATIONS:

You may conduct community service at locations outside of ACE sponsored locations. To be approved, these locations must:

1. Be a non-profit or government agency.
2. Provide typed proof on letterhead or official documentation that consists of:
 - a. Agency name and address
 - b. Supervisor name and contact information
 - c. Each date of service listed separately with time in and time out
 - d. Signature of supervising individual
3. If you are on probation through OCS, Inc., community service conducted outside of ACE sponsored locations will still be tracked by ACE program personnel and disseminated once complete as would if you conducted community service strictly through ACE.
4. You may conduct a mix of community service within ACE sponsored and outside locations as you wish.

INCENTIVES:

Those meeting criteria not omitted above shall receive incentives from providing community service at locations sponsored by ACE. To receive incentives, you must conduct a minimum of four (4) hours community service at a sponsored location within a 24-hour period. If requirements are met, incentives are as follows:

- Time-and-a-half given as standard.
- Dates on the calendar labeled with “DT” will provide double time that day only for that location.
- Dates on the calendar labeled with “TT” will provide triple time that day only for that location.
- Pre-Schedule: You may pre-schedule on our website for service you plan on attending. Pre-scheduling must be conducted at minimum the day prior to service and will provide two (2) hours extra in addition to your actual worked hours. *If you fail to show up three (3) times that you have pre-scheduled for, pre-scheduling incentives will no longer be made available to you.*

	4 hours worked
	4 hours received for incentive
Example for adding Double Time day	2 hours received for pre-schedule
	10 hours total credit received towards hours

CALENDAR:

A calendar will be released prior to the month beginning on the OCS website. The calendar is a “living calendar” meaning if a location has a big project or day they need service, particular days may be updated as soon as we are notified.

The calendar provides structure and volunteer staffing to complete projects at specific locations on a given day. You may, if you feel more comfortable, conduct community service at another location besides what is listed on the calendar that day. Basic incentives shall still apply but, if double and/or triple time are listed for a particular day, it will only be given for qualified service provided at the location on the calendar.

ACE TIME SHEET:

ACE Time Sheets are provided and kept by sponsored service locations. These may be digital or physical sheets. Upon arrival for service, a time sheet will be made available for you to complete. It is YOUR responsibility to complete the required information. ACE nor service locations are responsible for incomplete or illegible information provided on the time sheet. While the service location will keep the time sheet, it is highly recommended you keep track of your time in case of any mishaps. ACE personnel typically retrieve time sheets from service locations the following Monday from service. ACE personnel are NOT responsible for fast tracking hours our pickup from service conducted last minute. A good rule of thumb is to allow one week for the service to be placed into the database.

OCS PERSONAL TIMECARD:

OCS, Inc can provide personal timecards upon request to individuals who would like to keep documentation on their own of their service. Upon exigent circumstances, personal timecards may serve as proof of service if all information requested on the timecard is completed by the volunteer and community service location.

COMPLETION LETTER:

An ACE completion letter will be created to reflect service conducted through ACE (and outside approved locations if the volunteer is on probation through OCS, Inc.). Completion letters will be disseminated to the Cleveland County Court Clerk and District Attorney's Office, your probation supervisor and personal OCS file.

Completion letters may also be provided to those who are attempting to conduct community service prior to their court order. To receive the completion letter, you must specifically request your letter when you are ready from ACE Personnel.

LEGAL RESTRICTION NOTICE

The ACE Program offers services to many locations. It is your responsibility to maintain awareness of the type of location and work being performed. Participation in OCS, Inc. and or the ACE Program does not take away the legal force, annul, or override orders issued by a magistrate or those set forth by the local, state, or federal law. Volunteers who may have legal restrictions and have questions are encouraged to contact their attorney and / or probation supervisor for guidance. Special plans for community service may be developed and approved at the discretion of the Community Service Coordinator upon request. The site supervisor and Community Service Coordinator reserve the right to deny volunteer participation at specific locations until further guidance is sought to ensure the safety of staff, volunteers and the public.

LIABILITY WAIVER

22 O.S. § 991 a-4.1

I. All state and local government agencies, community service agencies, nonprofit organizations, education programs and other treatment programs participating in the Program are hereby immune from liability for any offender participating in the Program under the Worker's Compensation Act, Section 1 et seq. of Title 85 of the Oklahoma Statutes, and for torts committed by or against any offender participating in the Program to the extent specified in Section 227 and 228 of Title 57 of the Oklahoma Statutes.

Cleveland County Pretrial Services LLC ACE ("ACE") in exchange for participation in the activity of completing Court Ordered Community Services Hours requests that any individual that signs this form will:

- * Agree to observe and obey all rules and warnings associated with this activity, and further agree to follow any oral instructions or directions given ACE, or the employees, representatives or agents of ACE.
- * Understand the Inherent risks that are associated with this activity and perform this activity in a manner that is not only safe and secure for not only myself but for any individual that may be in my proximity.

TETANUS IMMUNIZATION

Oklahoma Court Services, Inc, the ACE Program, and Cleveland County recommend that community service volunteers who are going into the field work be current on their tetanus immunization. Tetanus is a serious disease caused by bacteria, caused when the bacteria release a toxin, or poison, into a person's body. Tetanus gets into a person's body through cuts and/or wounds.

If it's been more than ten years since you've received a tetanus shot, the CDC (Center for Disease Control) recommends a booster shot. If you have never received tetanus shot during childhood, it is highly recommended to receive the tetanus vaccine as you may be at high risk for infection. Cleveland County offers free tetanus vaccinations at both its health department locations in Moore and Norman. If you are covered by health insurance, you must bring your insurance card with you. The shot will still be free to you. The addresses and phone numbers are listed below along with the hours of operation. If you have any questions, please refer them to a staff member of the Cleveland County Health Department.

COVID-19 Update:

Currently the Cleveland County Health Department is still offering immunizations by appointment only.

Cleveland County Health Department
(405) 794-1591
424 Eastern Ave
Moore, Oklahoma

Cleveland County Health Department
(405) 321-4048
250 12th Ave NE
Norman, Oklahoma

HOURS OF OPERATION
0800-1700hrs Monday – Friday

HARASSMENT AND DISCRIMINATION

Oklahoma Court Services, Inc (OCS) is committed to creating and maintaining a work environment that is free of all forms of discrimination and discriminatory harassment, including sexual harassment and retaliation. This commitment extends protection employees, clients, volunteers, site staff, etc. OCS has zero tolerance for discrimination and/or harassment in any form. OCS will take preventative and corrective action for any behavior that violates our policy or the rights and privileges it is designed to protect.

Discrimination:

Discrimination involves:

- * **Unfair treatment** because of your race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age (age 40 or older), or genetic information.
- * **Harassment** by managers, co-workers, or others in your workplace, because of your race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age (age 40 or older), or genetic information.
- * **Denial of a reasonable workplace change** that you need because of your religious beliefs or disability.
- * **Improper questions about or disclosure of** your genetic information or medical information.
- * **Retaliation** because you complained about job discrimination or assisted with a job discrimination proceeding, such as an investigation or lawsuit.

Sexual Harassment:

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. It is unlawful to harass anyone because of that person's sex. Sexual Harassment includes but, is not limited to the following:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Additional Considerations:

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards.

Process for Filing a Complaint:

Complaints shall be promptly and thoroughly investigated. Employees who experience or witness sexual or other unlawful harassment from another OCS employee, client, or service provider of OCS, should report it immediately to the office supervisor. If the office supervisor is unavailable, or the employee feels uncomfortable reporting to the office supervisor or believes it would be inappropriate to contact that person, the employee should immediately contact the Director or HR Coordinator.

Allegations of sexual harassment will be promptly and discreetly investigated. To the extent possible, employee confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. Upon completion of the investigation employees shall be informed of the outcome.

Retaliation:

OCS encourages reporting of all perceived incidents of discrimination or harassment. OCS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Employees may file discrimination complaint with the following resources listed below:

- 1 Executive Coordinator Oklahoma District Attorneys Council
421 N.W. 13th Street, Suite 290 Oklahoma City, OK 73103
Phone: 405-264-5000
Fax: 405-264-5099
<http://ok.gov/dac/>
- 2 United States Department of Justice, Office of Justice Programs, Office for Civil Rights
810 Seventh Street NW, Washington, DC 20531,
Phone: 202-307-0690
<https://www.ojp.gov/program/civil-rights/overview>
- 3 Oklahoma Equal Employment Opportunity Office
215 Dean A McGee Ave, Oklahoma City, OK 73102
(405) 231-4911 OR 1 (800) 669-4000
<https://www.eeoc.gov/federal-sector/filing-formal-complaint>

If you have questions about the laws EEOC enforce or would like general information you can contact an EEOC representative on their toll-free number at 1-800-669-4000. Assistance is provided in both English and Spanish. For individuals who are deaf or hard of hearing and whose primary language is American Sign Language (ASL) EEOC provides access through Videophone at 844-234-5122. EEOC can also be reached via TTY at 1-800-669-6820. Information Nondiscrimination Act (GINA), except the Equal Pay Act EPA), require filing a charge with EEOC before a private lawsuit may be filed in court.

RULES AND CONDITIONS

DRESS:

Dress for community service must be weather appropriate considering service is frequently conducted outside. Shoes must be closed-toe type with ankle support for safety. All clothing must be worn in a conservative manner. No clothing exhibiting symbols, pictures, gestures, or sayings that may be considered offensive. Loose clothing that could compromise safety is not permitted. OCS, Inc. nor service locations and/or representatives are not responsible for tears, rips, frays, stains, etc. that may occur during normal service operations. The on-site community service supervisor is tasked with the responsibility of determining compliance with dress requirements. No weapons of ANY KIND are allowed at service locations.

CONDUCT:

Conduct at service locations will fall under the same expectations of paid employees of the service location. Actions deemed by the on-site community service supervisor to either be a potential safety risk damaging to the company's reputation will not be tolerated.

DRUG USAGE:

Drug usage (including alcohol) of any kind is not permitted at service locations without written physician advisement. The on-site community service supervisor reserves the right to dismiss volunteers if current or previous drug usage is suspected, observed, or interferes with the volunteer's ability to cognitively conduct required tasks given by the service location.

SAFETY:

Volunteers are to adhere to any safety requirements set by the service location. (This includes wearing PPE.) Volunteers are responsible for any issued equipment during service. Worksite equipment is to be operated by authorized personnel only and in accordance with manufacturer guidelines. If a volunteer is unfamiliar with the operation of equipment to which they are assigned, notify the on-site community service supervisor immediately for instruction or re-assignment. Volunteers are encouraged to report any unsafe conditions and injuries to the on-site community service supervisor immediately.

MEDICAL RESTRICTIONS:

Service locations may require volunteers to conduct various physical activities. If you are unable to engage in certain activities due to physical or medical limitations, notify the ACE Community Service Coordinator. A review will be conducted, and an alternate plan of service may be developed. Such request shall be permanently notated in your ACE program file.

BREAKS:

Breaks will be scheduled by the on-site community service supervisor. Volunteers may not claim lunch hours as community service hours. OCS, Inc. has no legal responsibility to re-imburse for money spent while conducting community service. Tobacco use will comply with each service location's policies and procedures.

FAILURE TO COMPLY WITH RULES:

Volunteers who fail to comply with the above stated rules may be dismissed from the service location they are serving. ACE Personnel and/or services location representative reserve the right for dismissal and reporting. Violation of rules and conditions may be grounds for temporary or permanent termination from a service location, permanent ban from ACE program incentives, and/or written notification to the volunteer's probation supervisor and/or governing court.

COMPLETION OF PACKET:

Upon completion and return of the enrollment form (located on the last page of this packet) you may begin to conduct community service at locations sponsored by ACE. You will not receive verification of enrollment. Hours reflected for each location are typically the location's hours of operation. Unless otherwise stated on notes below the location information, you may show up and serve at any point throughout business hours. Keep in mind, any service that amounts to less than four (4) hours for the day only count as hour for hour.

RIGHTS RESERVED

OCS, Inc. reserves the right to alter, change, eliminate, limit, or add condition requirements for community service at any time without notice to the volunteer.

OPEN TIME CLOCK

ACE is in the process of transferring to digital time clock logging. Some locations may have this new system. Your credentials for digital time logging will be entered upon the receipt of your enrollment information form (last page of this packet). If you have failed to turn in the enrollment information form you will NOT be able to conduct community service at locations using the digital time clock system. To use the system, please follow the steps listed below. If there is an issue with the digital time clock, the location will have an ACE Time Sheet to sign in on.

1. Enter the last four of your SSN for the pin and click "GO".

2. Select the location you are serving at. Leave a note if needed and click "CLOCK IN".

Volunteer Location Information

ACE currently offers incentives at seven (7) locations around Cleveland County area. Any community service conducted outside of these seven locations will be given hour for hour credit upon pre-approval.

1. Cleveland County Courthouse

At the Cleveland County Courthouse location, you will be working with Cleveland County Maintenance conducting service that includes ground and building maintenance.

Location: Meet inside the Oklahoma Court Services, Inc. building @ 316 S. Peters Ave. Norman OK, 73160.

Availability: You may serve at the Cleveland County Courthouse only when posted on the calendar.

Hours: Anytime between 0800-1700

2. Cleveland County Fairgrounds

While serving at the Cleveland County Fairgrounds, you will work with the team to maintain grounds and buildings, set up and clean up from shows, exhibits, markets, and parties held at the CC Fairground location.

Location: 615 E Robinson St. Norman OK, 73071.

Phone: (405) 360-4721

Availability: You may serve at the CC Fairgrounds when posted on the calendar OR upon approval from Fairground Staff.

Hours: 0800-1700

3. Community Service Building

During service at the Community Service Building, you will assist in maintaining grounds and building.

Location: 1185 E Main St. Norman OK, 73071

Phone: (405) 701-2009

Availability: You may serve at the CSBI when posted on the calendar OR upon approval from CSBI Staff.

Hours: 0800-1700

4. Habitat for Humanity

Service at the Habitat for Humanity consists of building maintenance, and assistance with everyday duties. This includes the receipt, cleaning, testing, and/or disposal of donated product. Organizing, displaying, and moving items on the sales floor. Must be able to interact with the public and lift 25lbs. or more. H4H also sponsors large projects once in a while where they need assistance dismembering or building structures. These projects typically are given extra incentives for those who participate and/or have beneficial skills to assist.

Location: 1100 W. Main St. Norman OK, 73069

Phone: (405) 360-7868

Availability: Anytime during business hours

Hours: 0900-1800 Monday – Saturday

Notes: You MUST conduct orientation with Habitat for Humanity prior to volunteer service. Orientation is conducted at Habitat for Humanity on

Tuesdays @ 1630hrs

Thursdays @ 1000hrs

Saturdays @ 1000hrs & 1230hrs

You may pre-register for orientation on their website at:

<https://cleveland-county-habitat-for-humanity.volunteerlocal.com/volunteer/>

5. Norman Animal Welfare

At Norman Animal Welfare you will assist with building and grounds maintenance. You will also assist with tasks in caring for animals within the custody of NAW.

Location: 3428 Jenkins Ave, Norman OK, 73072

Phone: (405) 292-9736

Availability: Anytime during business hours

Hours: 0800-1700hrs Monday – Sunday

Notes: NAW opens for business typically at 1000hrs. Monday – Saturday. If you plan on serving all day, you must be there at 0800hrs. If you show later than 0800hrs. the gate will be closed and you will not be able to serve until business hours (1000hrs).

6. Moore Animal Shelter

At Moore Animal Shelter you will assist with building and grounds maintenance. You will also assist with tasks in caring for animals within the custody of Moore Animal Shelter.

Location: 3900 S I-35 Service Rd., Moore OK, 73129

Phone: (405) 793-5190

Availability: Anytime during business hours

Hours: 0800-1700hrs Monday – Friday

0800-1200 Saturday

7. The Virtue Center

At the Virtue Center location, you will be working with staff conducting service that includes ground and building maintenance.

Location: 215 W. Linn St., Norman OK, 73069

Phone: (405) 321-0022

Availability: As posted on the calendar

Hours: 0800-1830hrs Monday – Thursday

Notes: In order to serve at the Virtue Center, you must not have been a client within the previous six (6) months. Also, you may not show up to serve any later than noon (1200hs).

ATTENTION:

YOU KEEP ALL PAGES UP TO THIS POINT FOR PERSONAL REFERENCE

ONLY TURN IN THE FOLLOWING PAGE LABELED

“ENROLLMENT INFORMATION”



ENROLLMENT INFORMATION

Today's Date: _____ Volunteer Name: _____ Phone #: _____

County/Jurisdiction of Issuing Court: _____ Case #: _____

Charge(s): _____ Required Hours: _____

Probation Supervisor (if applicable): _____ Assigning Judge: _____

Are you a veteran of the United States military forces? Y / N Last for of Social: _____

Emergency Contact:

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

Preferred Hospital for service: _____

Pertinent Medical Information: _____

Special service requests may arise throughout your time conducting community service where certain skills are needed or required. These requests while rare may provide you with the opportunity to complete some of your community service utilizing a trade or skill set that you possess. Please list below any skills or trade certifications you may have and would be willing to offer for community service. PRINT LEGIBLY

Attestation: I _____,
print name

have reviewed the entire ACE Enrollment Packet which includes Introduction, Structure, Legal Restriction Notice, Liability Waiver, Tetanus Immunization, Harassment and Discrimination, Rules and Conditions, and Rights Reserved sections. I have been given the opportunity to ask any questions concerning information provided within. All information provided by myself regards to enrollment requirements are true and genuine to the best of my knowledge.

Signature: _____

Date: _____