



# Court-Ordered Community Service Workers Policy and Procedures

<b>Owner</b>	Cobb County Public Library
<b>Reviewer(s)</b>	CCPL Administrative Staff
<b>Approver(s)</b>	Cobb County Public Library Board of Trustees
<b>Related Policies</b>	
<b>Related Standards</b>	N/A
<b>Storage Location</b>	Library Administration, IConnect, Cobbcat.org
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<b>Next Review Date</b>	February 2022
<b>Review Cycle</b>	Every two years
<b>Review History</b>	November 30, 2015; February 26, 2018; and February 24, 2020

The Cobb County Public Library System is a department of Cobb County Government, and is not a nonprofit.

The Cobb County Public Library System will only accept persons who are Cobb County residents, 18 years old or older, and mandated by a Cobb County Court to perform service for the following misdemeanors:

- Traffic violations, such as: parking tickets, driving without insurance, non-payment of traffic fines, speeding, failure to yield, etc.
- Driving under the influence of alcohol (does not include driving under the influence of illegal substances)
- Persons ages 18-21 in possession of alcohol

The library system is under no obligation to take a community service worker, even if their misdemeanor falls within the accepted categories.

The library system does not accept community service workers under the advice of their attorney.

Community Service Worker applicants must allow sufficient time to complete required hours by the court-ordered deadline. Applicant should contact the library no less than two weeks prior to the desired START date and will work with a library supervisor to determine a schedule that accommodates both parties. Applicants should not anticipate the library can accommodate hours in a short turnaround.

Community Service workers do not work directly with the public.