

**Cobb County Public Library System**  
**Court-ordered Community Service Workers**  
**Policy and Procedures**

Approved: November 30, 2015 and February 26, 2018

The Cobb County Public Library System is a department of Cobb County Government, and is not a non-profit.

The Cobb County Public Library System will only accept persons who are Cobb County residents and 18 years old or older with misdemeanors in the following categories:

- 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)
- Minor in possession of alcohol

Approved: Library Board of Trustees  
February 26, 2018

## PROCEDURES:

The community service worker will contact Library Supervisor to make the necessary arrangements. The community service worker will provide the library supervisor with a copy of the paper work indicating the charges and amount of hours to be completed.

The Library Supervisor will do the following:

- Maintain contact with branches regarding which branches are accepting CS Workers at any given time and indicating to the CS Worker which libraries can accept hours
- Determine if the individual is suitable to work in the library environment or if staffing is not available for supervision of the community service worker
- Obtain proper documentation from the CS worker prior to their being assigned to a branch. Proper documentation is paperwork indicating charge and hours ordered by the court. Proper documentation insures that the CS Worker is completing hours within the library's parameters
- Provide a list of non CCPLS Community Service options to workers if their violations do not fall within the library system's accepted list
- Request removal of a community service worker who becomes unreliable or requires more supervision than library can manage
- Maintain all records in an organized manner and retain for 2 years after completion of work completed.

The Branch level Community Service Supervisor will do the following:

- Provide an orientation/training session for the CS worker
- Review relevant policies and procedures with the community service worker or case manager (Community Service worker packet available via the staff page)
- Review the community service worker's schedule and approve an agreeable schedule
- Provide a list of tasks, such as: shelving of library materials, shelf reading, light cleaning, trash removal, etc.
- Insure the proper maintenance of records
- Forward completed paperwork to the Library Supervisor (whether completed or not completed by the CS worker)
- Report any worker related issues to the Library Supervisor for resolution

The library system does not accept community service workers under the advice of their attorney. The library system is under no obligation to take a community service worker, even if their misdemeanor falls within the accepted categories. Community Service workers do not work directly with the public (do not work at service desks).

Community Service workers should not anticipate that the library system to accommodate their hours when given a short turnaround time frame of hours completion by the community service worker.