



Northern Illinois Food Bank

Court-Compelled Individual (CCI) Form

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|------------------------|--|
| Entered in Computer By | |
| Date Entered | |

Contact Information (Required)

Date: _____

Yes, I am over 16 years old (Date of Birth: _____)

(As a minor, your parent/guardian must sign your intake form. The CCI participant must be responsible for communicating scheduling needs, verification of hours, and any unforeseen absences to the CCI Coordinator before the absence.)

Yes, I am over 18 years old

Applicant: _____ Male Female
First Middle Last

Address: _____
Street Apt. City State Zip Code

Telephone No.: (_____) _____ - _____ (_____) _____ - _____
Primary Secondary

County: _____ E-mail: _____

Court Mandated Community Service Information (Required)

Northern Illinois Food Bank Location where I wish to complete my court mandated hours:

- West Suburban Center – Geneva
- North Suburban Center – Park City
- Northwest Center – Rockford
- South Suburban Center – Joliet

Total Hours Due: _____ Due Date: ____/____/____

Next Court Date: ____/____/____

Case Number: _____

First Offense: Yes No

Description of the offense:

If this is not your first offense, please list any and all prior offenses:

The following items are required in order to start shifts with Northern Illinois Food Bank

If you are unable to provide these items, you will not be able to perform any scheduled hours.

- **A COPY OF A COURT DOCUMENT OR TICKET** stating your offense is required by your first volunteer shift.
- You **MUST** have a photo ID with you on your first shift.

Paperwork is included with this intake form: Yes No

Have you ever completed Court-Compelled Service at Northern Illinois Food Bank before: Yes No

If yes, when/location: _____

How did you hear about Northern Illinois Food Bank: _____

A letter verifying your hours may be provided upon request. You must contact Barb Lochmann at blochmann@northernilfoodbank.org or 630.443.6910 ext. 110 to receive a letter. Letters are ONLY sent out when requested by the CCI participant.

You MUST provide at least THREE business days to receive a letter.

Please provide the information below if you need a letter sent directly to someone other than yourself.

Name of Recipient of Court Letter: _____

Mailing Address or Fax Number for Court Letter: _____

Additional Information (Required)

Are you able to lift up to 30 pounds: Yes No

Do you have any physical limitations which might limit your ability to perform certain types of work: Yes No

If yes, please describe: _____

Vehicle Information (Required)

Make: _____

Model: _____

Year: _____

Color: _____

License Plate No.: _____

***All Court Compelled Individuals are required to complete brief safety training on the first scheduled shift.**

Safety Guidelines

Please be aware of your surroundings:

- * *Avoid areas when equipment is being used by staff*
- * *Do **NOT run** in the Warehouse*

To ensure safety please DO NOT:

- * *Step on wooden pallets*
- * *Lean into an empty tote (large box)*
- * *Balance a tote on its side*
- * *Perform a task you have not been trained on by staff*
- * *Attempt to operate any machinery*

YOU MUST ALWAYS:

- * *Be asked by Food Bank staff to perform a task – do not perform any tasks that you have not been asked to do*
- * *Please ask when you have questions – we are happy to assist you during your time here*
- * *Only perform the tasks that Food Bank staff have trained you to do*
- * *Notify us of any limitations or concerns you may have prior to performing a task*

The Food Bank wants to make your time with us as safe as possible. Take your time when performing your assigned tasks and please ask for any additional training if you need it.

Please use extreme caution while performing all tasks! Northern Illinois Food Bank DOES NOT ASSUME ANY RESPONSIBILITY IF YOU ARE INJURED at any time during your completion of your court mandated hours.

Northern Illinois Food Bank

Court-Compelled Individual (CCI) Consent Form

I understand my court hours at Northern Illinois Food Bank may involve working in warehouse conditions and may sometimes include but are not limited to: lifting, working around heavy moving equipment, cleaning, and/or handling food products. I am expected to follow safety rules and all other rules related to the warehouse, which include wearing the required safety vest and a name tag at all times when I am working in the warehouse. I hereby accept and assume full responsibility for any injury I might suffer while working at Northern Illinois Food Bank.

I also understand that I am required to complete a full shift even on my last day of service. This means I may serve more than what is required of me by the court. I realize the Food Bank is counting on me to support its operations with my service so I agree to work a 4-hour shift, even if I only have 3-hours of service remaining.

Northern Illinois Food Bank will take all precautions to provide and maintain a safe environment for all Court-Compelled Individuals. Participants are expected to follow safety rules and all other rules related to the warehouse. Northern Illinois Food Bank accepts no liability for individuals who are completing hours with this program. If at any time you cannot complete the task given, you must report it to your direct supervisor.

I acknowledge having read and understood the above consent form on this date:

_____, 20_____.

Court-Compelled Individual Signature

Parent or Guardian signature, if under 18

In case of emergency, please contact:

Name: _____ **Primary Phone:** _____
PLEASE PRINT

Relationship: _____ **Secondary Phone:** _____
PLEASE PRINT

Northern Illinois Food Bank

Court-Compelled Individual (CCI) Guidelines

Northern Illinois Food Bank provides the opportunity for individuals to complete their mandated community service hours at our facilities. Northern Illinois Food Bank has the right to preclude you from completing hours at our site if you do not comply with the following guidelines.

1. Requirements:

- You must meet the following three requirements to complete hours at the Food Bank:
 - i. Be 16 years of age or older.
 - ii. Be able to complete physical tasks, including but not limited to: standing on your feet in excess of four hours and/or lifting boxes of up to 30 pounds.
 - iii. Be completing hours for an accepted offense. Per our program policy, **we do not allow individuals to complete hours at our sites for offenses related to theft or those of a violent or sexual nature.**

2. Scheduling:

- a. **You MUST schedule your hours with the CCI Coordinator.** You cannot schedule shifts online. It is not acceptable to show up unannounced and expect to work that day. You will need to set up your schedule by calling or emailing the CCI Coordinator to arrange a schedule.
- b. **One “No Call - No Show” day automatically precludes you from completing your mandated hours at Northern Illinois Food Bank. Repeated changes to your schedule or cancelling of shifts will also preclude you from completing your mandated hours.**
- c. If you choose to complete hours at a different location, please contact the volunteer coordinator to let them know you will no longer be serving hours at the Food Bank.
- d. You will follow the agreed-upon schedule and notify the CCI Coordinator of any changes at least 24 hours in advance, unless it is an emergency. Call if you will be late for any reason. **You must confirm with or leave a message for the CCI Coordinator.** In the event that the CCI Coordinator is not in the office, call the main number and leave a message with the receptionist to ensure your supervisor is aware of the change. **Please be sure that both the CCI Coordinator and Front Desk have received your message.**
- e. **You MUST sign IN and OUT on the CCI sign-in sheet,** listing the time you arrive and the time you depart. If you do not sign in/out, your hours will not be recorded. Any fraudulent recording will preclude you from completing your mandated hours at Northern Illinois Food Bank.
- f. After signing in, you will report to the appropriate supervisor to receive your assigned task for the day. Each task will be done in a timely manner. You should report back to your supervisor after completing each task or if you have questions regarding it.

3. In the case of inclement weather, you may access our emergency/weather advisory extension by calling our main headquarters at 630/443-6910 ext. 183. A message will then advise you of the Food Bank’s operational status. Unless the Food Bank is closed for the day, you must call the CCI Coordinator to cancel your scheduled shift.

4. On-site guidelines:

- **No matter your project, your supervisor must know where you are at ALL times while you are completing your mandated hours at Northern Illinois Food Bank.**
- If you are observed by any Food Bank employee loitering, not working on the task assigned to you, taking excessive breaks, or simply wasting time, you will be asked to leave the Food Bank and will not be permitted to return to complete your mandated hours. Your community service supervisor will be notified accordingly.

5. Breaks

- Shifts are arranged in three to four hour increments. **You are allowed one 15-minute break per 4 hours of work.**
 - Break times are scheduled halfway through your shifts and are to be taken in the break room or the smoking area outside.
 - No additional smoke breaks are allowed.
- **Individuals working a full day are required to take a mandatory thirty minute lunch.** You must sign in and out for lunch, as you do not receive credit for this time. You may either take your lunch in our break room or leave the building during this time. It is your responsibility to report to your supervisor **before and after** each break or lunch.

6. Dress Code

- You must wear appropriate attire, including close-toed, rubber soled shoes, while performing community service hours pursuant to our dress code requirement.

Requirements include:

- No sandals, flip-flops, heels, slippers, or open-toed shoes.
- No clothing with obscene slogans/logos or controversial messages.
- No excessively baggy/loose clothing or dangling jewelry.
- No visible undergarments.
- Shorts are permitted, but should be mid-length to the knees. Short shorts are not allowed.

Our warehouses are not temperature controlled. Please be sure to dress comfortably and appropriately for the current weather conditions. Please bring a sweater in the event that you work in the cooler.

Individuals who do not adhere to this policy will not be allowed to complete service hours that day. Continued failure to adhere to this policy will result in dismissal from the worksite.

7. Warehouse Rules:

- a. **There is absolutely NO SMOKING in the building at anytime.** You may only smoke in the outside designated smoking area during your designated break or lunch.
- b. **Absolutely no food and/or other products are to be taken from the Food Bank for your personal consumption or use.** If you are in need of food assistance, we will gladly direct you to a pantry in your area. Water and coffee are available for you during your break/lunch. These items can be found in the break room and may only be consumed during these designated times.
- c. Absolutely no food and/or beverages are allowed in the warehouse. These items can only be consumed in designated areas during your designated break/lunch.
- d. You are responsible for cleaning up after yourself after lunches and breaks. You are also responsible for performing any clean-up duties as they pertain to specific tasks that you are asked to complete.
- e. **No iPods, MP3 players, or any other devices using headphones** are permitted to be used during the work day.
- g. **Cell phone use is only permitted during break time or during the lunch hour.** Cell phones are to be turned off during the work shift and are not allowed in the warehouse or any work areas.
- h. There is **ABSOLUTELY** no use of any alcoholic or non-prescription substances on Northern Illinois Food Bank premises. If you are suspected of being under the influence of a substance, you will be asked to leave the premise and will not be permitted to return to any Northern Illinois Food Bank location.

- i. **Any illegal acts are subject to being reported to the appropriate authorities.** Theft will not be tolerated. If you are suspected of taking any products from the warehouse, office area, or Food Bank vehicles, you will be asked to leave the premise and not be permitted to return to any Northern Illinois Food Bank location.
- j. Due to a lack of storage space, we suggest keeping all personal items (wallets, cell phones, etc.) either with you or at home/in your personal vehicle. A locked closet is available for you to store your personal items; however, Northern Illinois Food Bank is not responsible for any lost or stolen items.
- k. Participation in any type of offensive or harassing behavior will prohibit you from completing your mandated hours at our sites. Northern Illinois Food Bank is committed to providing an environment that is free from harassment based upon a person's status (ie: gender, sexual orientation, race, religion, age, disability, and additional categories protected under law.) Offensive and harassing behavior will not be tolerated.

I have read the guidelines to fulfill my hours at Northern Illinois Food Bank. I agree to adhere to all guidelines as stated. **I understand that I will not be allowed to complete my mandated hours at Northern Illinois Food Bank if I fail to comply with any of these guidelines.**

Court-Compelled Individual

Date

Parent or Guardian signature if under 18 years old

Date

CCI Coordinator

Date