



## Community Service Work Program

### **PARTNERSHIP**

The North & East Lubbock CDC (“NELCDC”) established a partnership with the Lubbock-Crosby County Community Supervision and Corrections Department (“CSCD”) to alleviate the presence of trash and debris in the north and east regions of Lubbock. As an approved partner, the NELCDC will work to identify areas in need of cleanup and on an ongoing basis, coordinate with DSCD to dispatch community service workers to clean up trash and debris.

### **PARTICIPATION PROCESS**

1. Workers must have permission from a probation officer or the Lubbock-Crosby County Community Supervision and Corrections Department (“CSCD”) to participate in this program. Written approval must be sent via email to [assistant\\_nelcdc@outlook.com](mailto:assistant_nelcdc@outlook.com).
2. Workers must fill out the [Community Service Work Program Application](#). The application packet must be filled out completely including: the application; the hold-harmless liability waiver; the emergency contact form; and the photo release form. All forms must be completed and turned in before work can begin.
3. Workers must call the NELCDC office at **(806) 747-5937** before each clean-up occurrence. NELCDC staff must be available and prepared with cleanup materials. Drop-ins may be turned away. NELCDC staff is unavailable at times, so please call to make an appointment. **The NELCDC Office is located at 1708 Crickets Ave. Lubbock, TX 79401** – *the NELCDC office suite is located inside the Lubbock Housing Authority building.*
4. NELCDC staff will provide trash bags, gloves, and if available trash grabbers. NELCDC will also provide maps for assigned cleanup areas. NELCDC staff will not supervise workers but will likely make one or more unannounced site visits during the course of each work occurrence.

### **ITEMS TO AVOID (DO NOT PICK UP THESE ITEMS)**

Workers should NOT pick up:

✓ Furniture

✓ Mattresses

✓ Tires

NELCDC staff will take pictures of illegally dumped furniture or bulky waste and share that information with the City of Lubbock Code Enforcement Department so these items can be disposed of properly.

## **FREQUENTLY ASKED QUESTIONS:**

### ***What Should a Community Service Worker wear?***

- Workers should wear weather-appropriate attire. No open-toe shoes are allowed. Even in hot conditions long sleeves, pants, and boots might be ideal for outside cleanup. Workers should bring water and sun screen, if needed.

### ***Do I need transportation?***

- Yes. Workers should arrange for drop-off and pick-up transportation to the NELCDC office AND to the assigned cleanup area. NELCDC will not provide transportation.

### ***Should I check-in and check-out for each cleanup occurrence?***

- Yes. Workers need to retrieve cleanup supplies, maps, and instructions from the NELCDC office. The work area or demand may change daily or weekly. NELCDC staff will fill out the tracking form as needed and make a copy at the beginning of each work occurrence. We will initial as needed before and/or after each work occurrence, so workers will receive credit for the cleanup service hours performed.

### ***Eligibility. How do I get approved for this program if I need to work off court-ordered community service hours?***

- Check with the CSCD or a probation officer first. They will determine eligibility based upon the approved application submitted by the NELCDC.

### ***Are there other community service job opportunities with the NELCDC?***

- No (not for court-ordered/required community service work requirements). This program (“The Community Service Work Program”) was created specifically for court-ordered community service workers, which will help clean up north and east Lubbock. Office work or other accommodations (for court-ordered community service work requirements) will not be arranged or permitted through the NELCDC.

### ***Where do I place a full bag of trash?***

- Tie the bag and place it in the nearest trash receptacle (dumpster). **Call NELCDC staff at (806) 747-5937 (main office line) or (806) 701-0916 (NELCDC cell phone) if help is needed.**