



STATE OF RHODE ISLAND

RIVMC Rhode Island Veterans Memorial Cemetery

OFFICE OF VETERANS SERVICES

POLICY 22-01 COMMUNITY SERVICE

1. **PURPOSE:** To provide guidance for community service at the Rhode Island Veterans Memorial Cemetery (RIVMC).
2. **AUTHORIZED PERSONNEL:** For the purpose of this policy, the Administrator of the RIVMC is the “designated person in-charge” unless otherwise stated. The Administrator may delegate responsibilities as necessary.
3. **RESPONSIBILITIES:** All employees of RIVMC will adhere to the procedures set forth below. Unless authorized by the Administrator, community service at RIVMC consists of outdoor work improving or cleaning our cemetery grounds.
4. **VOLUNTARY COMMUNITY SERVICE:**
 - a. To ensure the safety of staff, volunteers and the community, RIVMC welcomes volunteers above the age of 16, or above the age of 13 with a legal guardian present.
 - b. All prospective volunteers will meet with the Administrator to schedule volunteer service projects and discuss the type of work to be performed.
 - c. All volunteers will be asked to assist within normal business hours of the Administration Office, Monday to Friday 9:00am to 3:00pm.
 - d. All volunteers will complete a Community Service Request and the Acknowledgment & Waiver of Liability.
 - e. To receive an acknowledgement letter from RIVMC, all volunteers must sign in and out at the Administration Office on the day(s) community service is completed.
5. **MANDATORY COMMUNITY SERVICE:**
 - a. The RIVMC also allows community service required by courts, schools, and service organizations.
 - b. All individuals requesting to perform community service at RIVMC will meet with the Administrator to schedule the service and discuss the work needed.
 - c. To meet legal, school or organizational requirements, all paperwork must be provided at the time of the meeting, to include:
 - i. A completed Community Service Request and the Acknowledgment and Waiver of Liability.
 - ii. Paperwork from the court, school, or organization.
 - iii. For court-ordered community service, include documentation from probation officer or attorney, as applicable, stating: individual’s name and the specific offense(s) committed.
 - iv. Name and contact information of the responsible official (i.e. attorney,

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- probation officer, school, or organizational leadership).
- v. Time sheet provided by the court, school, or organization.
 - d. Mandatory community service will be completed within normal business hours of the Administration Office, Monday to Friday 9:00am to 3:00pm. Mandatory community service will not be permitted during RIVMC-hosted events such as the Memorial Day Ceremony. Individuals must sign in and out at the Administration Office.
 - e. To receive an acknowledgement letter from RIVMC, the timesheet must be completed, signed by an RIVMC employee, and provided to the Administrator. The letter will be available on RIVMC letterhead within ten (10) business days after the completion of the required hours.
6. **AGENCY RIGHTS:** The RIVMC provides equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The RIVMC reserves the right to deny community service for certain offenses, or if unable to accommodate due to staffing or operations.
7. **CONTACT:** For questions concerning this policy letter, contact the RIVMC Administrator at 401-268-3088.



James A. Bessel

Administrator, RIVMC

**Enclosures: Community Service Request Form
Acknowledgment & Waiver of Liability**



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REQUEST FOR COMMUNITY SERVICE

Please provide the following information:

DATE: _____ NAME _____ HOURS REQUESTED: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

REQUIRED BY (Court, School, or Organization): _____

SUPERVISOR NAME: _____ PHONE: _____

General Instructions:

- Call 401-268-3088 to schedule a time to meet with the RIVMC Administrator.
- Check-in at the RIVMC Administrative Office upon arrival.
- Bring any paperwork you received from the courts, school, or organization, along with a picture ID and a sheet to track hours.
- Community service hours are: Monday to Friday, 9:00am to 3:00pm. Weekends hours are not generally permitted unless authorized by the Administrator.
- The minimum age for community service is 16 years old. Minors above the age of 13 may be allowed if a parent or legal guardian is present.
- **Cellular phone use is not permitted while performing community service on the RIVMC grounds.**
- Waste receptacles are placed throughout the cemetery for trash.
- Acceptable clothing for community service includes gloves, safety glasses, closed-toed boots/shoes, workwear, and weather appropriate outerwear.
- Notify the Administrator of any schedule changes, including any departure from the cemetery grounds during service hours.
- You will not be allowed to re-schedule community service hours if you fail to arrive on the designated day/time without prior notification.
- Smoking is only permitted in the designated areas.
- Be respectful of grave marker stones, visitors and funeral processions at all times.
- Be mindful of any hazards. When in doubt, ask!
- Failure to adhere to the above instructions, or direction from an RIVMC employee, may result in removal from the grounds and forfeiture of community service hours.



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ACKNOWLEDGMENT AND WAIVER OF LIABILITY

Please read the statements below and provide your signature:

- ❖ I understand that any community service is at the discretion of the RIVMC Administrator, and subject to change if circumstances warrant.
- ❖ I understand that no monetary compensation will be awarded.
- ❖ I understand that community service done at the RIVMC may be in the outdoor environment with inherent hazards, including, but not limited to: walking, bending, lifting 50lbs or more, tripping, use of tools and small power equipment, etc.
- ❖ I agree that I will not take any legal action against the cemetery, its employees, or the State for any reason, including, but not limited to, personal injuries.
- ❖ I pledge to notify RIVMC of any and all damage to the property that is of my doing.
- ❖ By signing below, I acknowledge that I have no known impairments that might impact my safety or the safety of others around me.
- ❖ I am 16 years old or older. For minors above the age of 13, I acknowledge the below as the legal parent or legal guardian.

By signing below, I agree that I have read and understand all the terms and instructions identified above.

Name: _____ **Date:** _____

Signature: _____

IF REQUIRED:

Parent/Guardian Name: _____ **Date:** _____

Signature: _____