Chattanooga Law Project

2013

A Comprehensive Guide to Area Employment, Training, Community and Legal Resources
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Introduction and Overview

Congratulations! You’ve taken the first step in opening new brighter doors of opportunity in your life. Sometimes it is difficult to find opportunities, especially when you have made a few regrettable mistakes in the past. BUT... change is possible and you can move forward. There are many success stories and despite a tough economy there are still a large number of assistance programs in the Chattanooga/Hamilton County area to help. Any significant life change will feel intimidating and even scary. Putting a tough past behind you is worth it for you as an individual and your family. This guide is meant to promote awareness of some of those resources.

What this guide IS meant to be:

This resource guide will provide awareness and information of a variety of employment, training and education opportunities and seek to promote awareness of some of the general expectations of individuals dealing with certain matters in area courts.

Chattanooga has made great economic strides and as a proud City resident, law student, future attorney and former journalist, I firmly believe that improved overall access to employment will also help resolve these court matters, assist individuals in complying with court orders and only further improve our quality of life here.

This guide was first made available in the Fall of 2012. A special effort was made to offer it virtually both as a PDF and online via a Facebook Group called “Chattanooga Law Project.” That is an open group and this guide can be accessed from that site. Much of the information is provided directly from the primary sources related to each area in an effort to simplify and promote accuracy. An intentional effort will also be made to update and expand information about available resources. I hope individuals who specialize in related services will share their resources and information and others will be inspired to expand this initial effort. I encourage you to join this group and stay updated.

What this guide is NOT meant to be:

This is a resource guide not legal advice. It also does not provide a list of all available services. Any omission of a particular provider is not intentional. Please feel free to contact me at chattanoogalawproject@gmail.com if you have questions and/or would like to be included in a future updated edition.

Special Thanks:

Special thanks to the Tennessee Access to Justice Initiative for providing assistance in gaining resources which helped create this resource guide. Also deep gratitude to the
Memphis Bar Association Leadership Forum for sharing materials included in the Shelby County Reentry Resource Guide in 2011.

A Final Note:

It is my sincere hope the Chattanooga Law Project improves awareness and helps a great many people in Chattanooga and the Hamilton County Area. Please share it with others that may benefit from its information. It is my hope that this guide will be improved and expanded in the years ahead. I welcome your questions and suggestions and most importantly success stories!

Thank you and best wishes,

Nancy Grimes Cogar
Chattanooga, Tennessee
Fall 2012
Contact me at: chattanoogalawproject@gmail.com
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<th>New and Noteworthy</th>
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| **Help Cleaning Up Criminal Records**  
New Criminal Expungement Statute  
As of July 1, 2012 those convicted of certain non-violent, non-sexual, misdemeanors and Class E felony offenses can have those criminal records expunged at local clerk of court for $350 fee and subject to judicial approval. For offenses committed on or after November 1, 1989 | T.C.A. § 40-32-101 Amends TCA Title 40, Chapter 32.  
See Hamilton County Criminal Clerk of Court for local implementation. |
| **New Help in Regaining Driver’s License**  
Northgate Park Driver Service Center in Chattanooga. Open as of Monday, June 4 2012  
Drivers may also renew or replace lost or stolen driver licenses at the Hamilton County Clerk’s Office located in the Hamilton County Courthouse, 625 Georgia Avenue, Room 201 | 2120 Northgate Park, Suite 100.  
8:30 a.m. - 5:00 p.m., Monday through Friday. |
| **Tennessee Supreme Court Approves New Forms for Use in Certain Divorce Cases**  
As of July 2011, the Tennessee Supreme Court adopted a new Rule that allows the high court to make certain court forms universally accepted in courts across Tennessee. The Court also filed a second order today approving eight plain-language forms that can be used in uncontested divorces without minor or dependent children. | Beginning September 1, the forms will be available for download at tncourts.gov and on the Court’s new Justice for All website, justiceforalltn.com, which will be launched in September. |
| **New Legal Help For Emergency Responders**  
Wills for Heroes programs provide essential legal documents free of charge to our nation’s first responders, including wills, living wills, and powers of attorney. By helping first responders plan now, they ensure their family’s legal affairs are in order before a tragedy hits. The 501(c)(3) charitable non-profit Wills for Heroes Foundation supports these Wills programs, protecting those who protect us." Created shortly after September 11, 2001, terrorist attacks Wills for Heroes has programs in ten states including Tennessee. | Website: www.willsforheroes.org/ |
Emergency and Other Important Phone Numbers

See forms section for more useful resources.

Emergency-Police-Fire-Ambulance 911
City of Chattanooga Police Dept – (Non-emergency) 423-698-2525
Hamilton County Sheriff’s Office (Non-emergency) 423-622-0022
Hamilton County Emergency Management Services 423-209-6900
North Georgia Emergency Management Services 706-935-2003

Chattanooga-Hamilton County Health Department 423-209-8000
Chattanooga-Hamilton County Air Pollution Control 423-643-5970
Bureau Chattanooga Human Services Department 423-757-5544
City of Chattanooga Service Requests and Reporting 311
Chattanooga Area Family Domestic Violence Hotline 423-755-2700

Other Area Agencies

United Way Hot Line 211
Senior Neighbors 423-755-6100
Red Cross for Southeast Tennessee 423-265-3455
Red Cross for Northwest Georgia 706-278-5144
Salvation Army 423-756-1023
Partnership for Families, Children and Adults 423-697-7130
PFC Emergencies -(Confidential 7 Days a week/24 hours a day) 423-755-2700
Can I (or should I) represent myself in court?

Deciding Whether To Represent Yourself:
Going “Pro Se” and “Pro Se” Resources

Some important things to remember:

The courts call the term “pro se” for those who chose to represent themselves without the representation or assistance of a licensed lawyer. Everyone has a right to represent themselves, but you will want to think carefully about this decision. The law is a very complicated matter and is always changing. You should always make every attempt to find licensed professional legal representation. In addition, there are vast rules of conduct, evidence and procedure including:

- Rules of Civil Procedure
- Rules of Evidence
- Local Rules of Court
- Understanding the Law and Precedent
- Legal Terminology
- Specific guidelines about case filings and pleadings

Legal Help:

There are a variety of resources available if you chose to represent yourself “pro se” in a legal matter. Here are some of those in Tennessee. More information may be found in the Legal Resources section which follows on the next page.
### Tennessee Access to Justice
Initiative of the Tennessee Supreme Court. Includes general legal help, forms, booklets on specific legal issues and court information, alternative resolutions and a program allowing individuals to email an attorney for assistance via onlinejustice.org

**Website:** [www.justiceforalltn.com/content/pro-se-guide](http://www.justiceforalltn.com/content/pro-se-guide)

### OnlineTNJustice
A joint project of the Tennessee Alliance for Legal Services and the Tennessee Bar Association. Special thanks to Microsoft, Dell, and to the Tennessee Supreme Court’s Access to Justice Commission for their critical support of this project. These entities share the goal of increasing access to legal advice to those who cannot afford it.

**Website:** [www.onlinetnjustice.org](http://www.onlinetnjustice.org)

### Tennessee Alliance for Legal Services
TALS is an alliance of legal aid providers and notes that anyone seeking legal assistance should contact local Legal Aid Offices. See contact information below.

**Website:** [http://www.tals.org/](http://www.tals.org/)

### Legal Aid of East Tennessee
535 Chestnut Street Chattanooga, TN 37402
(423) 756-4013
**Website:** [www.laet.org](http://www.laet.org)

### Southeast Tennessee Legal Services
821 Houston Street Chattanooga, TN 37403
(423) 756-0128
Forms and Other Resources are available on the website at: [www.selegal.org/self-help.htm](http://www.selegal.org/self-help.htm)
# General Legal Resources including Assistance and Forms

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<th><strong>Legal Aid of East Tennessee</strong></th>
<th><strong>Chattanooga Office</strong></th>
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| This mission of Legal Aid is to ensure equal justice for elderly, abused, and low income persons, providing a wide range of civil legal assistance and advocacy. LAET has been part of the community structure of East Tennessee for over 40 years, serving 26 counties. | Chattanooga Office  
535 Chestnut Street, Suite 360  
Chattanooga, TN 37402  
423-756-4013  
Website and resources: [http://www.laet.org/](http://www.laet.org/) |

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<td>A public interest law firm seeking justice and opportunity for Tennesseans Legal Forms available on website related to property, estates, conservatorships, divorce, housing, consumer, general sessions, juvenile court, circuit and chancery court, protective orders, family issues.</td>
<td>Website: <a href="http://www.selegal.org">www.selegal.org</a></td>
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<tr>
<th><strong>Tennessee Alliance for Legal Services</strong></th>
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<td>Also features many free booklets in both English and Spanish on a variety of topics.</td>
<td>Website: <a href="http://www.tennlegalaid.com/Library/">www.tennlegalaid.com/Library/</a></td>
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<th><strong>Tennessee Access to Justice</strong></th>
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<td>This website is a project of the Tennessee Supreme Court. The Tennessee Supreme Court hopes that everyone will get help from a lawyer for their legal questions. The best thing you can do if you have a legal problem is to talk with a licensed lawyer. But the Court realizes that sometimes people cannot get help from a lawyer because they cannot afford one or they decide they want to represent themselves. Because of this, the Court created this website. Most of the information on this website is for people who cannot afford a lawyer and need legal help in civil cases (cases that do not have to do with a crime). You can use this website to find a lawyer to help you with all or part of your case, to find an agency to help you with your legal problems, or find information to help you understand what you need to do to represent yourself.</td>
<td>Website: <a href="http://justiceforalltn.com/">http://justiceforalltn.com/</a></td>
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## Special Assistance for Veterans

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<th><strong>Hometown Support: Legal Help For Our Military</strong></th>
<th><strong>Legal Aid of East Tennessee Chattanooga Area</strong></th>
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| Hometown Support is a program that makes free legal help available to service members and their families with limited income who are facing legal problems. | Contact: Charlie McDaniel  
423-756-4013 |
Frequently Asked Questions About Voting:

1. **Why is voting important?**
   
   **Answer:** President Abraham Lincoln called democracy “government of the people, by the people and for the people.” It means that we are not here to serve our government, but that our government is here to serve us — and we have the right to decide who will represent us and how we want to be represented. It means that we have one of the greatest rights any free people can have: the right to vote. Just as important as representative government is the idea of being an active citizen. Our government and country is only as healthy as the investment we are willing to put into it.

2. **Why should I vote?**
   
   **Answer:** Maybe you’re asking yourself, “With all the millions of people who vote in any given election, does my vote really count?” Or perhaps you believe like you can’t really make a difference, so why bother? The truth is that your vote does count and you do make a difference every time you vote! Your vote holds your local and national leaders responsible for the decisions they make. Your vote sends a message about the issues you think are important. Your vote affirms our rights as free citizens to elect our government and take part in democracy. Without voting, there could be no democracy.

3. **What is the significance to young people?**
   
   **Answer:** In 1971, the 26th Amendment to the United States Constitution gave everyone 18 years of age or older the right to vote. As more young people register to vote and head out to the polls, the more you will see your elected officials taking an active interest in what’s important to young voters. This is already happening and you can make a difference by casting your vote and encouraging your friends to do the same.

4. **What are the specifics of Tennessee’s new “Voter Photo ID” Law?**
   
   **Answer:** Starting in 2012, registered voters in Tennessee will have to show government-issued photo identification in order to cast a ballot at the polls. 
   
   **Acceptable forms of ID include:** Tennessee driver license with a photo (current or expired); a driver license issued by another state (current or expired); U.S. passport; Federal employee ID with photo; State employee ID with photo (including those issued by state universities); U.S. military ID; or Gun permit card with a photo. **Student ID cards from state universities are**
NOT acceptable. The new law requiring a government-issued photo ID to vote applies only to those voting at polling places. It does not apply to those casting absentee ballots under state law, including those age 65 or older who wish to vote absentee or those voting at licensed nursing homes.

5. Does Tennessee law allow restrictions on the right to vote?
   Answer: Yes. See the following section for more information and information about restoring revoked voting privileges.

**Tennessee and Legal Restrictions on Right to Vote**

Article 4, §2 of the Tennessee Constitution provides that the Tennessee legislature may deny the right to vote to persons convicted of "infamous" crimes. Pursuant to this provision in the Tennessee Constitution, the Tennessee legislature has excluded individuals convicted of various felonies from the right of suffrage.

However, the legislature has also established conditions and procedures through which individuals who have lost their voting rights may regain them. The manner in which a person may restore a lost voting right depends upon the crime committed and the year in which the conviction occurred.

**Registering to Vote and Restoration of Voting Rights**

One of the goals of the Hamilton County Election Commission is to encourage every eligible citizen to register to vote. See links below for more information about registering to vote and upcoming elections.

Tennessee law does allow for former offenders can have voting rights restored. In order to do that must meet very specific criteria. To learn more there is a form available which must be completed in order to restore voting rights. The state link to access this form is below which also includes specific instructions about completing the form. Also important to note the state requires this form to be completed by an agent of the pardoning authority or an agent or officer of the incarcerating authority or probation/parole officer of the supervising authority.

Currently, in Tennessee persons convicted of any of the following, CANNOT have his or her voting rights restored:

- Between July 1, 1986, and June 30, 1996 - first degree murder, aggravated rape, treason, or voter fraud
• Between July 1, 1996, and June 30, 2006 - murder, rape, treason, or voter fraud
• On or after July 1, 2006 – Any of the above, or any degree of murder or rape or any felony offense under TCA Title 39, Chapter 16, parts 1, 4, or 5; or any sexual offense under TCA § 40-39-202(17) or any violent sexual offense under TCA § 40-39-202(25) designated as a felony and where the victim of such offense was a minor.

**Important Note about Voting Eligibility and Outstanding Child Support Obligations**

A person is not eligible to apply for a voter registration card and have their voting rights restored unless the person is current in all child support obligations. Before restoring the voting rights of an applicant, the Coordinator of Elections will verify with the Department of Human Services that the applicant does not have any outstanding child support payments or arrearages. Refer to the section on Child Support Obligations for more information.
### Voting Resources

| Hamilton County Election Commission | Phone: (423) 493-5100  
Email: Vote@hamiltontn.gov  
Or simply click on the following link to connect with applications for voting registration. [http://elect.hamiltontn.gov/citizen/voter_registration.htm](http://elect.hamiltontn.gov/citizen/voter_registration.htm) |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| **American Civil Liberties Union (ACLU)** | Voting Rights: A How-To Brochure for Former Felons in Tennessee  
| **Tennessee Division of Elections** | Provides information that explains how individuals convicted of felonies in Tennessee can have their right to vote restored.  
312 Rosa L. Parks Avenue  
Snodgrass Tower, 9th Floor  
Nashville, TN 37243  
Phone: 615-741-7956 or 877-850-4959  
Website: [www.tn.gov/sos/election/restoration.htm](http://www.tn.gov/sos/election/restoration.htm) |
## Assistance for Veterans

### Hometown Support: Legal Help For Our Military

Hometown Support is a program that makes free legal help available to service members and their families with limited income who are facing legal problems in Tennessee.

**Legal Aid of East Tennessee**

Chattanooga Area: Charlie McDaniel
423-756-4013

### Tennessee Career Centers

All Tennessee Career Centers provide priority of service to Veterans. Make sure to notify them of your military service and ask to speak to the representative who assists veterans.

**TN Career Center – Chattanooga**

5600 Brainerd Road, Suite A-5
Chattanooga, TN 37411
(423) 643-2312
Lawrence, Angela - DVOP
Angela.Lawrence@tn.gov
Website:

<p>| afterdeployment.org Wellness Resources for the Military Community | <a href="http://www.afterdeployment.org/web/guest/home">http://www.afterdeployment.org/web/guest/home</a> |
| Career One-Stop for Military and Spouses | <a href="http://www.careeronestop.org/militarytransition/">http://www.careeronestop.org/militarytransition/</a> |
| DD214 Requests from National Archives | <a href="http://www.archives.gov/veterans/vetrecs/index.html">http://www.archives.gov/veterans/vetrecs/index.html</a> |</p>
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<td>G.I. Jobs Magazine</td>
<td><a href="http://www.gijobs.com/">http://www.gijobs.com/</a></td>
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<td>Goodwill Online Learning</td>
<td><a href="http://www.gcflearnfree.org/default3d.aspx">http://www.gcflearnfree.org/default3d.aspx</a></td>
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<td>Military Handbooks</td>
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<td>Military Onesource</td>
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<td>Newslink to Newspapers Nationwide</td>
<td><a href="http://www.newspaperlink.org/">http://www.newspaperlink.org/</a></td>
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<td>Occupational Net Online</td>
<td><a href="http://online.onetcenter.org/">http://online.onetcenter.org/</a></td>
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<td>Transition Assistance</td>
<td><a href="http://www.turbotap.org/register.tpp">http://www.turbotap.org/register.tpp</a></td>
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<td>US Department of Labor - Veterans</td>
<td><a href="http://www.dol.gov/vets/">http://www.dol.gov/vets/</a></td>
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<td>USA Jobs (Employment with Federal Government)</td>
<td><a href="http://www.usajobs.opm.gov/">http://www.usajobs.opm.gov/</a></td>
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<td>VA - National Center for PTSD</td>
<td><a href="http://www.ptsd.va.gov/">http://www.ptsd.va.gov/</a></td>
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<td>Veterans Administration</td>
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Earning Your GED
Also known as a High School Equivalency Diploma

General Information:
All persons wishing to take the GED in Tennessee must complete an Official GED Practice Test (OPT), and present a notarized copy of their OPT scores to the GED Testing center. FREE OPT testing and GED preparatory classes are available throughout the state of Tennessee.

Frequently Asked Questions:

1. What are GED Tests?
   Answer: GED Tests are designed to measure the skill and concepts generally associated with four years of regular high school instruction. The GED Test is a battery of five tests which can be administered only through an official GED Testing Center. The GED Tests provide an opportunity to earn a high school equivalency diploma in an alternative mode, a credential recognized as a key to educational and financial awards.

2. Who is eligible to take GED?
   Answer: An applicant must be at least 18 years of age and not have received a high school diploma or high school equivalency certificate. Individuals who are seventeen (17) may be tested, providing the applicant presents to the Test Examiner an age waiver signed by the superintendent of the school system where the applicant resides, and is not presently enrolled in high school, or currently enrolled in a state approved GED Option Program.

3. What are the requirements needed to earn a GED or High School Equivalency Diploma?
   Answer:
   To earn a High School Equivalency Diploma the applicant must have an average score of 450 on the total test (total standard score of 2250) with no score below 410 on any of the five tests.

4. Do they offer GEDs in other languages and are they available for individuals with certain disabilities?
Answer: Yes. The GED is available in English, Spanish, or French. Also, special tests for the visually impaired may be provided. Special Testing Needs - To ensure that handicapping conditions of some candidates do not prevent their being tested or tested fairly; special testing accommodations have been made available. Extended time, individualized testing, frequent breaks, use of a calculator, adjustable furniture. Please contact your local testing center for further information.

5. Are classes available to prepare for GED?
Answer: Yes. See listings below for area locations.

Area GED Preparation Classes

General Education Development (GED®) classes are designed to prepare students to successfully pass the GED® tests as well as to assist them in setting and meeting personal, educational and employment goals. Class structure is self directed in an effort to cultivate an environment where learners accept responsibility for their learning and progress. Most classes are offered at both the Chattanooga State Eastgate Campus and at the St. Andrew's Center site, with both morning and evening schedules available.

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<th>Chattanoog...</th>
<th>Visit the following link for general and registration information: <a href="http://www.chattanoogastate.edu/student-support/outreach-programs/adult-education-ged.html">www.chattanoogastate.edu/student-support/outreach-programs/adult-education-ged.html</a></th>
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| Chattanooga State Community College | - Adult Basic Education (Basic Skills) Classes  
- GED® Preparation Classes  
- GED® FAST TRACK and Official GED Practice Test to qualify for the GED® exam  
- English as a Second Language (ESL) Classes  
- English as a Second Language classes with focus on English Literacy and Civics |
| Re:Start The Center for Adult Education | 1501 Riverside Drive, Suite 260  
Chattanooga, TN 37406  
P 423.855.4443 |
At Re:Start - The Center for Adult Education, we believe educated adults have greater economic opportunity, are less vulnerable to those who would take advantage, are less likely to live in poverty, make more productive citizens and better parents therefore making Chattanooga a better community.

**General Help Finding Employment/Jobs**

- Explore Training Opportunities
- Skills Assessments

The Southeast Tennessee Career Centers receive new job listings from local employers every day. Visit any of our locations to browse through the most recent job postings from employers in your area.

At any time, we may have job openings available in a variety of occupations such as administrative, maintenance, business and financial operations, social services, information systems, food and lodging, health care, production, sales, and distribution.

Job seekers can also self register at eCMATS (https://ecmats.state.tn.us/eCMATS/) and look for job listings through the Tennessee Career Center at Chattanooga or at other offices throughout the state.
| **AIM Center (For Individuals with Mental Disabilities)** | 472 West MLK Blvd. Chattanooga, TN 37402  
(423) 624-4800  
[www.aimcenterinc.org](http://www.aimcenterinc.org)  
AIM Center helps people with mental illnesses reclaim their lives, teaching them to manage their condition across their living, working, learning and social environments. |
|---|---|
| **First Things First** | 620 Lindsay Street, Suite 100  
Chattanooga, TN 37403  
P 423-267-5383  
Website: [firstthings.org](http://firstthings.org)  
FTF is a not-for-profit organization dedicated to strengthening families in Hamilton County, Tennessee through education, collaboration and mobilization. FTF is a community resource that collaborates with and is supported by a broad cross-section of community organizations, groups and individuals. |
| **Hope For Chattanooga** | 2517 McCallie Avenue  
Chattanooga, TN 37404  
423) 756-4222  
Website: [www.hope4theinnercity.org/](http://www.hope4theinnercity.org/)  
Hope for the Inner City is a Christian ministry in East Chattanooga that helps the urban poor to become self-sufficient. |
| **Urban League of Greater Chattanooga** | 730 Martin Luther King Jr. Blvd.  
Chattanooga, TN 37403  
(423) 756-1762  
Website: [www.ulchatt.net/](http://www.ulchatt.net/)  
The mission of the Urban League is to enable African-Americans and other disadvantaged persons to secure economic self-reliance, parity, power and civil rights. |
| **Goodwill Industries (For Individuals with Physical Disabilities)** | 3500 Dodds Avenue  
Chattanooga, TN 37404  
(423) 629-2501  
[www.goodwillchatt.org](http://www.goodwillchatt.org)  
Goodwill Industries (For Individuals with Physical Disabilities) |
<table>
<thead>
<tr>
<th><strong>United States Department of Veterans Affairs – Chattanooga Vet Center</strong></th>
<th>951 Eastgate Loop Road Bldg. 5700 - Suite 300 Chattanooga, TN 37411 Phone: 423-855-6570 Or 877-927-8387 Website: www2.va.gov/directory/guide/facility.asp?id=479</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans of the United States armed forces may be eligible for a broad range of programs and services provided by the VA. Eligibility for most VA benefits is based upon discharge from active military service under other than dishonorable conditions, and certain benefits require service during wartime.</td>
<td>200 West 38th Street Chattanooga TN 37410 (423) 266-1384 Website: <a href="http://www.thebeth.org">www.thebeth.org</a></td>
</tr>
<tr>
<td><strong>The Bethlehem Center</strong></td>
<td></td>
</tr>
<tr>
<td>The Bethlehem Center's vision is to transform the Alton Park community and beyond into literate, spiritually enriched and economically self-sufficient neighborhoods, that are safe and enjoyable for all residents to live, work and play.&quot;</td>
<td></td>
</tr>
</tbody>
</table>
Restoring Driving Privileges and Gaining Driver’s Licenses

General Information: Remember driving is not a right. It is a privilege. The State has the right to revoke those privileges for a variety of reasons, many of which are listed below. Driver’s licenses can also be restricted.

The Tennessee Financial Responsibility Division administers the Financial Responsibility Law by coordinating all cancellation, suspension, and revocation actions against driving privileges arising from crashes and/or moving traffic violations. This division maintains information on out-of-state traffic violations by Tennessee licensed drivers, as well as offenses committed in this state.

The Financial Responsibility Division is responsible for processing the reinstatement of driving privileges by seeing that an individual has met all requirements of the law.

Frequently Asked Questions:

1. What are some of the reasons I might lose my driving privileges in Tennessee?

   Answer: In Tennessee a driver license may be revoked or suspended for the following situations:
   
   - Driving under the influence of alcohol or drugs, including the failure to submit to a test to determine the blood/alcohol level. (Implied Consent)
   - Allowing unlawful use of a driver license, including fraudulently altering a driver license or allowing another individual to use your license or identification.
   - Mental or physical difficulties that interfere with a driver’s ability to safely operate a vehicle (e.g., Alzheimer’s disease, seizures and loss of consciousness).
   - Leaving the scene of a personal injury or fatal crash; failure to stop and render aid in a vehicle crash.
   - Perjury or giving false information on the use or ownership of a vehicle, or for the issuance of a driver license.
   - A felony that involves the use of a vehicle.
   - Evading arrest while operating a motor vehicle.
- Manslaughter/vehicular homicide involving the operation of a vehicle.
- Two reckless driving violations within 12 months.
- Drag racing.
- Habitual recipients of moving traffic violations.
- Not complying with the terms of a judgment found against the driver for damages resulting from a motor vehicle crash.
- Purchasing or possessing any alcoholic beverage, if under 21 years old.
- Failure to comply with child support requirements.
- Driving a motor vehicle away from a gas station without paying for dispensed gas or diesel fuel.
- Failure to show evidence of vehicle insurance/financial responsibility to an officer when involved in a crash or charged with a moving violation.
- Possession by a driver of five or more grams of methamphetamine in a vehicle.
- In addition, persons under the age of 18 may lose their driving privileges for:
  - Convictions of any drug or alcohol offense, whether or not the offense occurred while driving;
  - Dropping out of school (which is defined as having 10 consecutive or 15 total days in a semester of unexcused absences);
  - Failure to make satisfactory progress in school (which, in general, means passing three subjects per grading period); or
  - Possession or carrying weapons on school property.

2. **How do I gain potential restricted driver’s license privileges?**

**Answer:** The State of Tennessee says individuals are eligible for a restricted license after being revoked or suspended for certain violations. Any other cancellations, suspensions, or revocations must be reinstated before eligible for a restricted driver license. The following links will provide more information on requirements for obtaining a restricted license, violations in which a restricted license can be applied for, and common reasons for being denied a restricted license.
3. Why was my application for restricted driver’s license privileges denied?
Answer: When an application is received by Financial Responsibility, the application and driving record are reviewed. The State of Tennessee gives the following common reasons that a restricted driver license will be denied:

1. A subject DUI occurred on or after July 1, 2000 and there is a prior conviction of DUI, Child Endangerment -DUI, Allowing an Intoxicated Person to Drive, within 10 years, or Vehicular Homicide, Intoxication Proximate Cause, Aggravated Vehicular Homicide, Vehicular Assault, or Adult Driving While Impaired on the driver's record.

2. The order is issued for a suspension/revocation for which we do not have the authority to issue a restricted license.

3. The requested route is not for a location designated by law (alcohol program, school, work, or interlock appointment).

4. The order does not have the violation, date of violation, conviction date, and disposition.

5. The order is not signed by the judge or if Driver Improvement Section approval not been granted.

6. A check of the driver records shows person has other revocation/suspension/cancellations. Person must reinstate everything on driver record except for the violation for which the restricted license is being requested. If person has a violation that cannot be reinstated, a restricted license cannot be issued.

7. If the person has a revocation/suspension in another state, a check is done to determine the problem in the other state. If person has a problem other than the violation for which the restricted is being issued, the person is denied the restricted until the problem in the other state is cleared.

8. The SR-22 is not for the State of Tennessee or the company is not licensed in Tennessee.

4. How do I apply to have my driver’s license privileges reinstated?
Answer: Steps you need to follow to have your driver license reinstated depend on several factors, including why you lost your license and what else is on your record. To clear your record, you must contact:

Tennessee Department of Safety
Financial Responsibility
5. Answers to more frequently asked questions are available online at: [www.tn.gov/safety/driverlicense/dlfags.shtml](http://www.tn.gov/safety/driverlicense/dlfags.shtml)

**Local Driver’s Service Centers**

<table>
<thead>
<tr>
<th>State of Tennessee Department of Safety Motor Vehicle Local Driver’s License Reinstatement Office ONLY</th>
<th>2120 Northgate Park Lane, Suite 100 Chattanooga, TN 37415 423-875-4215 Reinstatements Only Monday thru Friday 8:30 a.m. to 5:00 p.m. (Eastern Time) Website: apps.tn.gov/tndlr/</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications, request forms, affidavits and other information are available on the State’s website listed in the next column.</td>
<td></td>
</tr>
</tbody>
</table>

| State of Tennessee Department of Safety Motor Vehicle Driver’s License Bureaus | Full Service Driver Service Centers in Hamilton County - 6502 Bonny Oaks Drive and 4873 Dayton Blvd Driver’s Manual Available at Website: [www.tn.gov/safety/driverlicense/license.shtml](http://www.tn.gov/safety/driverlicense/license.shtml) |
Is My Car a Lemon?

Your Rights Under Tennessee's Lemon Law

To view the law in its entirety, please visit www.michie.com and search for [Title 55, Chapter 24 - Motor Vehicle Warranties, Part 2].

WHAT IS A LEMON?

A "Lemon" is a motor vehicle sold or leased after January 1, 1987, that has a defect or condition that substantially impairs the motor vehicle; and the manufacturer, its agent, or authorized dealer cannot repair the vehicle after three attempts or the vehicle is out of service for repairs for a cumulative total of 30 or more days during the term of protection. This Law is only applicable if the vehicle was bought new. Under the statute, the manufacturer must replace the motor vehicle or refund the purchase price (less a reasonable allowance for use).

"Substantially impair" means to render a motor vehicle unreliable or unsafe for normal operation, or to reduce its resale market value below the average resale value for comparable motor vehicles.

The term of protection is defined as one year from the date of original delivery or the term of the warranty, whichever comes first.

The Law is unclear about whether you have to have reported your problem during the "term of protection" in order to have a claim under the "Lemon Law." The Division has adopted the view that the problem essentially has to be reported within the first year or within the term of the warranty, whichever comes first.

WHAT SHOULD I DO IF I HAVE A LEMON?

If you have a lemon, you must notify the manufacturer of the problem in writing by certified mail. The manufacturer has an additional opportunity to repair your car within 10 days. If the manufacturer cannot repair your car and the manufacturer has an informal dispute settlement procedure that complies with Federal Trade Commission regulations, the refund and replacement provisions of the Lemon Law won't apply until you submit to the procedure. You are not bound by the decision and can still seek available legal remedies, including asking a court to award a replacement vehicle or reimbursement of the purchase price (less a reasonable allowance for use), plus attorney fees and court costs.
WHEN CAN I TAKE ACTION?

You can file a lawsuit at anytime within one year from the date of original delivery of your car or within six months from the expiration of your expressed warranty, _whichever is later_. Extended warranties are not considered. You should consult an attorney well before the expiration of your time limit to be sure of preserving your legal rights.

More info visit Tennessee website at: [http://state.tn.us/consumer/lemon.shtml](http://state.tn.us/consumer/lemon.shtml)

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**Getting Around Without a Car: Transportation Assistance and Options**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>MegaBus</td>
<td>1-800-GO2-MEGA or 1-877-462-6342</td>
<td><a href="http://www.megabus.com">www.megabus.com</a></td>
</tr>
<tr>
<td></td>
<td>Driver does not accept cash and all reservations must be made in advance.</td>
<td></td>
</tr>
<tr>
<td>Greyhound</td>
<td>1-800-231-222</td>
<td><a href="http://www.greyhound.com">www.greyhound.com</a></td>
</tr>
<tr>
<td>CARTA</td>
<td>Website: <a href="http://www.carta-bus.org/#routes">www.carta-bus.org/#routes</a></td>
<td></td>
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</tbody>
</table>
**Dressing For Job Success**

The following groups provide clothing assistance to eligible individuals seeking employment but without career style clothing.

<table>
<thead>
<tr>
<th>Group</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider the Lilies</td>
<td>739 E. 11\textsuperscript{th} Street Chattanooga, TN 37403 423-756-4222</td>
</tr>
<tr>
<td>Junior League Bargain Mart</td>
<td>3935 Hixson Pike Chattanooga, TN 37343 423-870-9686</td>
</tr>
<tr>
<td>Ladies of Charity</td>
<td>1800 E. Main Street Chattanooga, TN 37404 423-624-3222</td>
</tr>
<tr>
<td>Northside Neighborhood House</td>
<td>211 Minor Street Chattanooga, TN 37405 423-267-2217</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>800 McCallie Avenue Chattanooga, TN 37404 423-756-1023</td>
</tr>
</tbody>
</table>
Child Support Enforcement

General Information:

Information below comes from the Tennessee Child Support Handbook which is produced by the Tennessee Department of Human Services. The booklet is available in its entirety along with additional information about Child Support and Enforcement issues in Tennessee. Copy or click the following link for more information:  [http://tn.gov/humanserv/cs/cs_main.html](http://tn.gov/humanserv/cs/cs_main.html)

In Tennessee, child support enforcement services are available locally through the district attorney’s office, a state DHS office, or private agencies under contract with the state. The services available through these local offices are:

1. Locating a child’s parent(s) for the purpose of obtaining support or establishing paternity.

2. Establishing paternity of a child.

3. Establishing and enforcing child support orders.

4. Establishing and enforcing orders for medical support, including health insurance coverage and cash medical support. Medical support will be sought in every child support case, to include a money amount or percentage to be paid where there is no insurance available and for uncovered medical expenses.

5. Modifying child support orders.

6. Enforcing spousal support orders if child support is also involved.

Child support offices CANNOT perform the following services:

- Assist in resolving custody or visitation issues,

- Handle restraining orders, protective orders, or harassment issues.

- Handle divorce proceedings.
Special Assistance Programs for Those with a history of Criminal and Felony Records

Employment (including unemployment benefits)

General Information:

Remember getting (and keeping) a job is perhaps the best way to avoid returning to incarceration.

“I served my time. Why can’t I be a full member of society? I am living in a community where I cannot exercise my right to vote to challenge decisions that affect my life.”

- Tim convicted of two felonies.

Good news Tennessee offers more alternatives than most states. In a recent national report by the Legal Action Center, Tennessee ranks in the top 20 of all states in the United States in the least number of reentry roadblocks for former offenders.

Former Felons Face Special Challenges in Finding A Job

The following is an excerpt from National Report on Roadblocks to ReEntry

People with criminal records seeking reentry face a daunting array of counterproductive, debilitating and unreasonable roadblocks in almost every important aspect of life. In 2004, the Legal Action Center (LAC) completed and published After Prison: Roadblocks to Reentry, a comprehensive analysis and grade report of state laws and policies that serve as legal barriers to reentry in the areas of employment, public housing, public benefits, voting, access to criminal records, adoptive and foster parenting, and drivers’ licenses. In 2009, LAC issued the After Prison Report: 2009 Update to highlight states’ progression or regression in improving opportunities for people with criminal histories to successfully reintegrate into society to become productive, law-abiding citizens.
For More information or to view the report in its entirety go to the following website http://lac.org/roadblocks-to-reentry/

Even though the economy has strained agencies and other groups who provide assistance, there are any programs in Hamilton County and across Tennessee offer career guidance. Importantly, many of these programs also enjoy connections to employers. Take advantage of these opportunities to see if something fits with your interests.

Some Frequently Asked Questions:

1. Are Employers Permitted to Ask Applicants about Arrests on Job Applications? Answer: In Tennessee, Yes. Laws vary from state to state on whether and to what extent an employer may consider an applicant's arrest and/or conviction history in making hiring decisions. Some states prohibit employers from asking about arrests, convictions that occurred well in the past, juvenile adjudications or sealed records. Some states allow employers to consider convictions only if the crimes are relevant to the job. Ordinarily, however, employers are permitted to ask job applicants about their conviction history.

2. How can I find a job with a criminal record? Answer: A criminal record's effect on employment varies greatly from state to state. Some states prohibit or limit what employers are entitled to ask about a job applicant's criminal record. However, few states actually prohibit employers from obtaining, asking about, or considering arrests that did not lead to conviction. Moreover, mostly all of the states permit employers to ask about and consider convictions. Juvenile cases are usually treated with some exception. Knowing the rights and obligations of job applicants who have criminal records will help these individuals prepare to answer pre-employment inquiries completely, directly, and honestly. There are many ways to find assistance. Many of those resources follow. In addition, there are opportunities for eligible individuals to have criminal records expunged. The Tennessee legislature just passed a new law which will assist with certain expungements. For more information see section on new and noteworthy programs.

3. How do I complete job applications with a criminal record?
Answer: Always best to be honest. In addition, many resources are listed in this guide. Additional job success strategies are available at www.hirenetwork.org/employment_apps.html. Experts at Hirenetwork suggest you should be prepared to discuss their convictions during a job interview, including a brief summary of the circumstances surrounding the conviction. Individuals should highlight any successes and accomplishments since the conviction and present evidence of rehabilitation. For example, if convictions were drug-related letters from treatment providers/counselors confirming successful recovery would be of value.

Remember – the key to success is preparation!
## Former Offender Resources

| **Chattanooga Endeavors Program** | **Chattanooga Endeavors Program**
|---------------------------------|----------------------------------
| Offering Employment Options for Former Offenders & Other Resources. Assists recently released individuals through a number of services including preparation for employment. Assistance includes assessment, re-socialization, soft skills training, skill acquisition (applications, interviewing; and retention), extensive case management, group sessions and positive reinforcement. Computerized software is used to increase job skills and for educational purposes. | Chattanooga Endeavors
P.O. Box 3351
Chattanooga, TN 37404
423-266-1888
423-266-2196 fax
Web Site: [www.chattanoogaendeavors.com](http://www.chattanoogaendeavors.com)

| **National H.I.R.E. Network** | **National H.I.R.E. Network**
|-------------------------------|-------------------------------
| Established by the Legal Action Center, the National Helping Individuals with criminal records Re-enter through Employment Network is both a national clearinghouse for information and an advocate for policy change. The goal of the National H.I.R.E. Network is to increase the number and quality of job opportunities available to people with criminal records by changing public policies, employment practices and public opinion. The National H.I.R.E. Network also provides training and technical assistance to agencies working to improve the employment prospects for people with criminal records. | Web Site: [www.hirenetwork.org/](http://www.hirenetwork.org/)

| **Project Return** | **Project Return**
|-------------------|-------------------
| Provides a number of programs that assist individuals with criminal histories. The Jobs & Futures Program is available to any adult who has been incarcerated or is currently incarcerated and is planning for release. | 1200 Division St., Suite 200
Nashville, TN 37203
615-327-9654
615-327-3881 fax
Web Site: [www.projectreturninc.org](http://www.projectreturninc.org)
by providing: life skills and job readiness training; employment placement services; direct aid (bus passes, emergency food boxes); and information and referral to support services, as well as on-going follow-up and job counseling. Pre-Release Activities/Job Readiness Program is an intensive four-week program that prepares inmates for a productive job search. The curriculum includes instruction in the application process, want ads, networking.

**Free-Enterprise**

The Free-Enterprise program was established in 1994 for skilled workers who have served their sentences and can no longer work for TRICOR industries. The program utilizes the Work Opportunity Tax Credit program and information about the federal bonding program as incentives to for-profit business to hire individuals with criminal records. Job placement coordinators cover the entire state. Workers must meet the following eligibility criteria: complete at least one year of successful training in a TRICOR program within three years of release; be within six weeks of release if the sentence does not involve parole; be approved for release by the Board of Probation and Parole and the employment requirement is the only factor that prevents release; have a high school diploma or G.E.D.; completed a TRICOR Life Skills program prior to

release; completed a TRICOR Date Sheet and Resume indicating skills acquired and the number of years in training; and, agree to communicate with TRICOR staff regarding employment status after release for a period not to exceed three years.

**Families of Incarcerated Individuals, Inc. (FII)**
FII provides referrals to various organizations that help with rent, utilities, mental health counseling, bus passes, clothes, food, ID's, personal hygiene products, healthcare, VA assistance, ITA vouchers for school, job lead list for ex-offenders, Cover Kids, Food Stamps, prescription discount cards, cell phone, housing lists, shelters for both men and women, support groups and more.

| 1380 Poplar Avenue  
Memphis, TN 38104  
(901) 726-6191  
www.familiesofincarcerated.org |

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**Former Offender Transition Resources**

**Criminal Record Repository**
This is the agency individuals may contact to obtain a copy of their state rap sheet. The criminal record repository can also tell the individual who else is legally entitled to have access to his or her record. Tennessee is considered a "closed record" state, i.e. the Tennessee Bureau of Investigation will not provide criminal history information. The subject of a criminal record may go to any County Court Clerk and request a criminal history background check to be

| Tennessee Bureau of Investigation  
901 R.S. Gass Blvd.  
Nashville, TN 37216  
615-744-4000  
Web Site: [www.tbi.state.tn.us/divisions](http://www.tbi.state.tn.us/divisions) |
run in that particular county.

<table>
<thead>
<tr>
<th>Tennessee Attorney General</th>
<th>Office of the Attorney General</th>
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</thead>
</table>
| Employers and service providers may obtain information from the state attorney general regarding occupational bars, the licensing of individuals with criminal records in certain jobs, and whether the state has laws that limit what employers may ask job applicants or protections against employment discrimination based on a criminal record. | 425 5th Ave. North  
Nashville, TN 37243  
615-741-5860  
Web Site: [www.attorneygeneral.state.tn.us](http://www.attorneygeneral.state.tn.us) |

| Prison Industry Program: The Tennessee Rehabilitative Initiative in Correction (TRICOR) is responsible for oversight of prison industries in Tennessee. Manufactured products include office furniture, institutional furniture and bedding, custom wood and metal fabrication, textiles, institutional clothing, license plates, signage, paint, office panel and furniture refurbishing and agricultural products. Services include data processing, printing, janitorial, TennCare Information Line and office relocation. TRICOR offers a life skills program where participants receive training to improve interviewing skills and acquire certificates for completion of training or job achievement. | TRICOR  
240 Great Circle Rd., Suite 310  
Nashville, TN 37228  
615-741-5705  
615-741-2696 fax  
Web Site: [www.tricor.org/](http://www.tricor.org/) |

### Pre-Release Offender Resources

| Work Release Program | Tennessee Department of Correction  
Ground Floor, Rachel Jackson Building  
320 6th Ave. North  
Nashville, TN 37243  
615-741-1000 |
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<tbody>
<tr>
<td>Work release is available to inmates in Tennessee when they are within 24 months of release. Once an inmate</td>
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</table>
obtains employment, he or she is required to pay room and board fees in addition to any court ordered restitution
due.

<table>
<thead>
<tr>
<th>Pre-Release Program</th>
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<tbody>
<tr>
<td>Pre-release programming begins 90 days prior to release and includes 80 hours of classroom instruction and community service work. Classroom instruction relies mainly on video tapes and volunteers. Job readiness, family reintegration, parenting skills, financial planning, domestic violence, survival skills, housing, AIDS awareness, public assistance coping skills and decision making are topics covered. Tennessee Women’s Prison contracts with YWCA’s Project NewStart for pre-release services. The Board of Probation and Parole mandates New Start participation before any woman can be paroled.</td>
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<table>
<thead>
<tr>
<th>Tennessee Board of Probation and Parole</th>
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<tbody>
<tr>
<td>Probation and parole officers are responsible for supervising and investigating the conduct, behavior, and progress of probationers and parolees assigned to them for supervision from the court and by the Board. Officers provide supervision progress reports to the court and board.</td>
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<table>
<thead>
<tr>
<th>Legal Assistance</th>
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<tbody>
<tr>
<td>Free or low-cost legal resources, both in civil and criminal law.</td>
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</tbody>
</table>

Web Site: [www.state.tn.us/correction/](http://www.state.tn.us/correction/)

Tennessee Department of Correction
Ground Floor, Rachel Jackson Building
320 6th Ave. North
Nashville, TN 37243
615-741-1000
Web Site: [www.state.tn.us/correction/](http://www.state.tn.us/correction/)
Other Training and Assistance Resources for Former Offenders

<table>
<thead>
<tr>
<th>Tennessee Career Center</th>
<th>Andrew Johnson Tower, 8th Floor 710 James Robertson Pkwy. Nashville, TN 37243 615-741-6642 615-741-5078 fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennessee Career Centers are one-stop career centers operated by the Tennessee Department of Labor and Workforce Development. There are 14 comprehensive career centers located across Tennessee. These centers provide comprehensive employment and training services for job seekers and employers on a regional basis. Each center offers access to a resource room which allows both print and electronic access to relevant information. Computers, telephones and fax machines are provided. Free workshops in areas such as computer training, resume writing, and financial management are also available. Affiliate sites offer basic employment and training services. Access to other services is offered electronically on a limited basis. Local offices can provide one or more services and are able to make electronic referrals. A complete listing of career centers is available on the web site listed below.</td>
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<thead>
<tr>
<th>Chattanooga location: Eastgate Town Center:</th>
<th>See General Employment Resource and Training Section for more information.</th>
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<tbody>
<tr>
<td>The Federal Bonding Program provides fidelity bonding insurance coverage to individuals with criminal histories and other high-risk job applicants who are qualified, but fail to get jobs because regular commercial bonding is denied due to their backgrounds.</td>
<td></td>
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</table>
FORMS
Domestic Violence Protection
Personal Safety Plan Worksheet

Area Domestic Violence Protection advocates with Catholic Health Initiatives created the following template as a Personal Safety Plan worksheet. Every individual is strongly encouraged to complete this form as a means of preparing and protecting yourself in the event of an emergency. There are also shelters available in the area.

You might consider saving and printing this worksheet and storing it in a secure location once it is completed.

In such an emergency, call the Domestic Violence/Sexual Assault Hotline at:
423-755-2700

To increase my safety, I can do some or all of the following:

1. When I have to talk to my abuser in person, I can

2. When I talk with my abuser on the phone, I

3. I will make up a “code word” for my family, co-workers, or friends so they know when to call for help for me. My code word is:

4. When I feel a fight coming on, I will try to move to a place at home or work or in public that is lowest risk for getting hurt such as

5. I can tell my family, co-workers, boss or a friend about my situation. I feel safe telling _________________________________.

6. I can use an answering machine or ask my co-workers, friends or other family members to screen my calls and visitors. I have the right not to receive harassing phone calls. I can ask ________________________________ to help screen my phone calls.

7. I can call any of the following people for assistance or support if necessary and can ask them to call the police if they see my abuser bothering me.
Friend/Phone #: __________________
Relative/Phone#: __________________
Co-Worker /Phone #: __________________
Counselor/Phone #: __________________
Shelter/Phone #: __________________
Other: __________________________

8. When walking, riding or driving home, if problems occur, I can __________________________

9. I can attend a support group for women who have been abused. (Confidential support groups are available through the Family Violence Hotline.)

10. Telephone Numbers I need to know:

   Police/Sheriff's Department: ____________________________
   Probation Officer: ____________________________
   Counselor: ____________________________
   Clergy Person: ____________________________
   Attorney: ____________________________
   Domestic Violence/Sexual Assault Hotline: 423-755-2700
# Job Search Activity Log

<table>
<thead>
<tr>
<th>Worksheet No.</th>
<th>Date</th>
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<tr>
<th>Performed By</th>
<th>Week Ending</th>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Company Name/Location</th>
<th>Job Title</th>
<th>Contact Name/Email</th>
<th>Interview/Follow Up Status and Date</th>
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</table>
Sample Resume Template
Your Name
Address
City, STATE Zip
Phone Number
Email address

PROFESSIONAL EXPERIENCE

Company Name, City, STATE
Position Title, Month Year – Present
• List Accomplishment/Achievement; quantify and illustrate scale/scope
• List Accomplishment/Achievement; quantify and illustrate scale/scope
• List Accomplishment/Achievement; quantify and illustrate scale/scope
• List Accomplishment/Achievement; quantify and illustrate scale/scope
• List Accomplishment/Achievement; quantify and illustrate scale/scope
• List Accomplishment/Achievement; quantify and illustrate scale/scope

Company Name, City, STATE (Create Listing for Each Job Listed)
Position Title, Month Year – Present
• List Accomplishment/Achievement; quantify and illustrate scale/scope
• List Accomplishment/Achievement; quantify and illustrate scale/scope
• List Accomplishment/Achievement; quantify and illustrate scale/scope

EDUCATION

School Name, City, STATE
Degree in Subject, Year Graduated
• List Positions held in Student Associations, Awards Won, Deans List, etc.
• List Positions held in Student Associations, Awards Won, Deans List, etc.
TECHNICAL SKILLS
• Enter one per line
• Enter one per line
• Enter one per line

LICENSED
• Enter one per line

ADDITIONAL SKILLS
• List Certifications, Licenses (e.g.; Series 7 for Finance, DEA License for Nurses, etc)
• List Foreign Languages
• List Software/Hardware

Professional References
• Name, Phone Number, How do you know this person?
Family Emergency Plan and Contact Form:

Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster. Available to download/copy at the following link:

# Emergency Contact and Medical Information for a Child

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Date of Birth</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent’s/Guardian’s Name</td>
<td>Parent’s/Guardian’s Name</td>
<td></td>
</tr>
<tr>
<td>( ) ( )</td>
<td>( ) ( )</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City, ST ZIP Code</td>
<td>City, ST ZIP Code</td>
<td></td>
</tr>
</tbody>
</table>

## Alternative Emergency Contacts

<table>
<thead>
<tr>
<th>Primary Emergency Contact</th>
<th>Secondary Emergency Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) ( )</td>
<td>( ) ( )</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Work Phone</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>City, ST ZIP Code</td>
<td>City, ST ZIP Code</td>
</tr>
</tbody>
</table>
# Medical Information

<table>
<thead>
<tr>
<th>Hospital/Clinic Preference</th>
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</thead>
<tbody>
<tr>
<td>Physician’s Name</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Insurance Company</td>
</tr>
<tr>
<td>Policy Number</td>
</tr>
<tr>
<td>Allergies/Special Health Considerations</td>
</tr>
</tbody>
</table>

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

<table>
<thead>
<tr>
<th>Parent’s/Guardian’s Signature</th>
<th>Date</th>
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</thead>
</table>

I give permission for my child to go on field trips. I release [Organization] and individuals from liability in case of accident during activities related to [Organization], as long as normal safety procedures have been taken.

<table>
<thead>
<tr>
<th>Parent’s/Guardian’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Witness Signature</th>
<th>Date</th>
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</thead>
</table>

- 48 -
EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: ____________

PARAMEDICS: ____________

AMBULANCE: ____________

POLICE: ____________

FEDERAL PROTECTIVE SERVICE: ____________

SECURITY (If applicable): ____________

BUILDING MANAGER (If applicable): ____________

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: ____________

WATER: ____________

GAS (if applicable): ____________

TELEPHONE COMPANY: ____________