

Community Service Operations Agreement

This Operations Agreement is made and entered into by and between Community Supervision and Corrections Department (“El Paso CSCD”), and

_____ (“AGENCY”)

_____ Address

_____ City, State, Zip

_____ Phone

_____ Fax

as of the _____ day of _____, 2017.

The AGENCY certifies and will provide proof of 501.C3, non for profit, or tax exempt status.

The AGENCY agrees to have the following people as primary contacts and representatives of the AGENCY. It is required that each site have a contact person available for any questions or problems that may arise. The AGENCY must notify El Paso CSCD of changes with these authorized personnel.

1. _____ Title: _____

2. _____ Title: _____

3. _____ Title: _____

4. _____ Title: _____

5. _____ Title: _____

AGENCY agrees to the following days and time for community service hours to be preformed.

Duties and assignments community service workers will be performing:

AGENCY would like Special Projects to be publicized: ____Yes ____No

AGENCY is in compliance with Title II of the Americans with Disabilities Act (ADA) to ensure that individuals with disabilities have access to reasonable accommodations.

Community Service Operations Agreement

AGENCY agrees to the following terms:

In regards to Timesheets

1. The El Paso CSCD's staff will speak to and screen each and every community service worker and give them specific instructions to report to the AGENCY. Do not accept any community service workers that have not been assigned to the agency by El Paso CSCD. Please do not accept any unapproved timesheet which may be presented by the community service worker. The only valid time sheets accepted are the Community Service Official timesheet. (copy enclosed)
2. The AGENCY is required to have all community service workers sign the official timesheet as they report to and as they leave the AGENCY site. The AGENCY must submit the timesheet(s) on a weekly basis, either by e-mail, fax, or delivery. If the agency fails to comply with this requirement they will be removed from the Community Service Site list. Please note that the AGENCY should not have separate sheets for different workers or for different days. One timesheet can reflect several workers performing community service that week.
3. Community service workers should not have access to the timesheet. Only AGENCY personnel authorized to supervise community service workers should sign the timesheet at the bottom. The agency must advise the Community Service Staff of any changes in personnel or other changes affecting community service.

In regards to Incidents:

1. Community service related incidents should be reported immediately to the Community Service Supervisor. The incident must be documented in writing and a copy must be forwarded to the Community Service Supervisor. In the event that the community service worker is intoxicated, belligerent, or disruptive, the AGENCY is encouraged to call law enforcement to avoid further disturbance and to ensure the safety of others.

In regards to Special Projects:

- 1 Any special projects within the AGENCY must be requested through the Community Service Staff. The special project will be announced and other community service workers not assigned to that particular site will be given the opportunity to participate in the special project. It is the Community Service Program's policy that no one is to authorize to award double time or any additional amount of hours without the consent of the Community Service Supervisor.
- 2 It is required that each site have a contact person available for any questions or problems that may arise while at the AGENCY site.
- 3 Probationers shall in no way experience any loss of material or financial resources while performing community service.

It is the Community Service Program's intention to serve the community through its court ordered community service. However, it is very important that proper communication be established to further provide efficient and effective service to the community and to the courts. It is important to follow all guidelines and procedures established within the El Paso CSCD's Community Service Program.

I AGREE TO ABIDE BY THE FOREGOING GUIDELINES AND UNDERSTAND THAT THE RECORDS OF THE COMMUNITY SERVICE MAINTAINED BY THIS DEPARTMENT ARE CONFIDENTIAL AND CONSIDERED OFFICIAL COURT RECORDS.

AGENCY Representative

El Paso CSCD, Director

Date