



Colorado Alternative Sentencing Programs

Program Guidelines

October 1988

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Preface

This technical assistance activity was jointly funded by the Community Corrections Division of the National Institute of Corrections and the Adjudication Technical Assistance Project of the Bureau of Justice Assistance. Both the Bureau and the Institute are federal agencies established to provide assistance to state and local justice system agencies.

This technical assistance was done on a contractual basis, at the request of the Colorado Alternative Sentencing Programs and through the coordination of the National Institute of Corrections and the Adjudication Technical Assistance Project. It is intended to assist the Colorado Alternative Sentencing Programs address the issues outlined in its original technical assistance request and in its efforts to enhance the effectiveness of the agencies involved.

The contents of this document reflect the views of Ms. Cres Van Keulen. The contents do not necessarily reflect the official views or policy of the National Institute of Corrections or the Bureau of Justice Assistance.

Introduction

In preparing this document, it was our desire to provide useful public service and alternative sentencing programs in Colorado with a practical tool for the implementation or refinement of program procedures. This was often a difficult task, given the diverse range of types of programs throughout the state.

It should be noted that these guidelines are offered for voluntary adoption by programs. Although the Program Guidelines Committee strongly encourages use of the guidelines, they are not mandatory in any way. Depending on individual programs' needs and structure, part or all of the guidelines may be adopted as written or revised as necessary with one exception: programs are asked to follow the categories set out in the Statistics section so that statewide data may be compiled annually.

We are confident that programs which adopt the guidelines will not be disappointed. As a risk management tool, guidelines can be of great help in a defense against liability. The guidelines will also promote professionalism and increase program credibility, facilitating program marketing.

It is also hoped that the guidelines will assist community service programs in other states and jurisdictions in their continual search for growth and excellence.

I am grateful for the assistance and support of committee members Dale Hancock, George Goodwin, Cathleen Goodwin and Darla Hofmeir. While many lively debates ensued during the drafting of these guidelines, in the end each person willingly set aside their own personal desires for the good of all Colorado programs.

We are thankful for the support of the Community Corrections Division, National Institute of Corrections and the Bureau of Justice Assistance's Technical Assistance Project, administered by the EMT Group, Inc. Their assistance provided an opportunity to survey Colorado programs for the first time and to produce a document geared specifically to the needs and desires of our programs.

Lauri Skala, President
Colorado Alternative Sentencing Programs

Foreword

This manual sets out guidelines for program administration in seven different areas: Program Goals and Objectives, Sentencing Guidelines, Risk Management and Insurance, Statistics, Case Management, Worksite Management and Interprogram Transfers.

These areas were selected after careful deliberation by the CASP Guidelines Committee, and consultation with programs through an extensive survey administered in early 1988. Survey results also guided the development of several specific sections, such as the sentencing guidelines. In other cases, it was apparent from survey responses that consistent gaps existed in critical areas of many programs. In these cases, guidelines such as the one on risk management were developed to address specific issues.

For the convenience of programs, several guidelines are supplemented by additional information and reproducible forms. By providing these appendices, it is hoped that some cycles of "reinventing the wheel" can be broken.

While the use of community service as a sentencing option continues to expand, many critical questions and issues are raised regarding appropriateness and application. Concurrently, there is widespread interest in promoting the professionalism of program staff. Readers who are interested in these issues are encouraged to contact the National Community Service Sentencing Association (NCSSA), a non-profit coalition of administrators, staff and supporters formed in 1984. NCSSA operates a resource center, publishes a quarterly newsletter, *Alternative Sentences* and sponsors an annual conference. For more information, contact NCSSA at 1368 Lincoln Avenue, Suite 108, San Rafael, CA 94901. Telephone (415) 459-2234.

Colorado Alternative Sentencing Programs and the Program Guidelines Committee in particular are to be commended for their foresight in developing self-improvement measures such as these guidelines. While their dedication is characteristic of many in the field of community service sentencing, their willingness to grow is exemplary.

Cres Van Keulen
Project Consultant

Colorado Alternative Sentencing Programs Guidelines Committee

Chairperson

Lauri Skala, Coordinator
Mesa County Alternative Sentencing Program

Members

Darla Hofmeir, Director
Arapahoe County Alternative Services Unit

Dale Hancock, Director
Garfield County Community Corrections

Cathleen Goodwin & George Goodwin, Coordinators
Fremont County Alternative Sentencing, Inc.

Statement of Program Goals and Objectives

The importance of developing and distributing a statement of clear and consistent program goals and objectives is often misunderstood by community service programs. Like reports that gather dust on bookshelves in every office, goals and objectives are often seen as ‘nice, but useless” extra work that has little to do with the business of running a community service program.

Nothing could be further than the truth! Goals and objectives are a way of stating a program’s philosophy or orientation. Developed in cooperation with the courts and the community served by the program, goals and objectives serve several practical purposes. Goals and objectives insure that everyone involved in the community service process is in general agreement about the purpose of the program. When issues arise that need to be resolved, the goals and objectives can then serve as a focal point of discussion. For example, if program goals and objectives are clearly punitive or restitutional, yet judges frequently vacate community service orders after reports of noncompliance, the program can reiterate the goals and objectives and request the court’s cooperation in enforcing the orders. If there are consistent problems in meeting program objectives, the goals and objectives may need to be re-examined and possibly modified.

Clear goals and objectives are also critical to the development of program policies and procedures. For example, if a program goal is incapacitation (perhaps as an alternative to jail), the program would be designed to monitor the physical whereabouts of participating offenders very closely to insure that the offenders are involved in court-approved activities such as paid employment, community service or treatment.

Goals and objectives also play a critical role in evaluation by providing a standard against which to measure the program’s success. If the purpose of the program is to serve as an alternative to jail, the number of jail-bound offenders the program serves would be analyzed. If the program’s focus is to provide labor to community agencies, the number of hours worked by offenders would be examined.

Last, having a statement of goals and objectives will enhance your program’s credibility by showing that given careful thought has been given to what you are doing. Most successes cannot be credited to good luck or being in the right place at the right time, but to careful planning, meticulous execution of the plan and changes to the plan as required.

1.1 Program Goals & Objectives

Guideline

In consultation with the local criminal justice system and community, the program shall develop a written statement detailing program philosophy relative to the goals of sentencing, other program goals and specific objectives. The statement

shall guide program policies and procedures and be disseminated to all criminal justice actors and worksites. The statement shall be reviewed periodically and, if necessary, modified to address the current needs of the local criminal justice system and community.

Commentary

Current criminal justice theory holds the goals of sentencing to be:

- Incapacitation (physical restriction to prevent further opportunities for lawbreaking);
- Rehabilitation (changing the offender's behavior or circumstances to reduce the possibility of further lawbreaking);
- Deterrence (discouraging the general public from lawbreaking by example);
- Retribution (punishment of the offender to discourage further lawbreaking);
- Restitution (compensation to the victim and/or community).

Each community service program should clearly identify which goals of sentencing the program is designed to meet. Other program objectives and goals should also be described. An example of a program goal is as follows:

To provide the municipal, county and district courts with a sentencing alternative beneficial to the community and appropriate for petty offenders, violators of municipal ordinances, misdemeanants and felons as an alternative to fines, incarceration, or probation; to assist nonprofit agencies in providing public services to the community while providing the community with the opportunity for involvement in corrections; to enhance opportunities for juvenile and adult offenders to make a positive contribution to the community.

Objectives spell out how goals are to be accomplished. Objectives are measurable: they identify what you want to accomplish within a specified time period. Examples of objectives are as follows:

The community service program will:

- (1) Interview a minimum of 1,000 offender each year.*
- (2) Place 90% of offenders referred with appropriate worksites.*
- (3) Achieve and maintain a compliance rate of 80%.*
- (4) Provide 50,000 hours of community service to 50 public and nonprofit agencies each year.*

Sentencing Guidelines

2.1 Number of Community Service HOURS

Guideline

To encourage the equitable assignment of community service hours, each community service program shall recommend adoption of the following sentencing guidelines by referring courts and probation departments.

Recommended Sentencing Range for Community Service Hours		
<u>Offense</u>	Minimum	Maximum
Petty Offense 1	8	24
Petty Offense 2	8	24
Misdemeanor 1	48	150
Misdemeanor 2	24	120
Misdemeanor 3	24	100
Felony 3,4, 5	48	300
Juvenile offenses	24	72

Commentary

The equitable assignment of community service sentences is of concern to both programs and worksites alike. While specific ranges of hours are mandated for drunk driving and other offenses, the number of hours assigned for other offenses is left to the court's discretion. Consequently, offenders with similar criminal records convicted of the same offense under similar circumstances often receive widely divergent sentences. These inequities pose problems for community service programs, and affect offender and staff morale at worksites.

Community service sentences of just a few hours also pose problems to worksites and are often seen as not worthwhile in relation to the benefit received. Even offenders with short sentences must be scheduled, familiarized with agency rules, and given work instructions and supervision. If an offender has only two or four hours of work, much of this time may be taken up by orientation with very little actual service performed for the worksite.

Community service program resources are limited and must therefore be allocated wisely. An eight hour sentence requires the same administrative process as an eighty hour sentence with the exception of additional periodic monitoring required for longer sentences. For these reasons, minimum assignments of eight hours are encouraged.

Long community service sentences can be equally problematic. **It is suggested that it is often not appropriate to convert a large fine or restitution order to community service at a standard dollar rate.** Often, offenders have significant life problems that reduce their likelihood of completing community service. While it may appear logical to convert \$8,000 restitution for welfare fraud to 2,000 hours community service, in most circumstances it is unrealistic to expect an unemployed, unskilled mother of four to perform such a large number of unpaid community service hours. The imposition of these large sentences often sets the offender up for failure while depleting valuable program resources. Therefore, it is suggested that a maximum of 120 hours of community service be ordered except in unusual circumstances where the offender has demonstrated an ability to complete a larger assignment.

2.2 Time Allowance Guidelines

Guideline

To encourage the equitable administration of community service hours, each community service program shall recommend adoption of the following time allowance guidelines by referring courts and probation departments.

Time Allowance Guidelines		
	<u>Level 1</u>	<u>Level 2</u>
<u>Number of Hours</u>	<u>(number of months for completion)</u>	
0 - 20	2	1
21 - 48	3	1.5
49 - 95	4	3
96 - 120	6	4
121 - 199	6	5
200 +	10	6

Level 1 includes those offenders who work full-time and those who work part-time and have extensive family obligations or other responsibilities.
Level 2 includes those offenders who are not working or who work part-time and have insubstantial family obligations or other responsibilities.

Risk Management and Insurance

The most effective method of risk management is to prevent the loss from happening in the first place. Clear and consistent policies and procedures, written down and disseminated to all involved parties, help prevent accidents and incidents and defend against litigation by proving that the community service is administered in a reasonably safe and responsible manner. Good policies and procedures might also help programs obtain advantageous insurance coverages by demonstrating that the program is aware of the risks involved in community service sentencing, and that efforts have been made to reduce exposure to risk.

Even with the best policies and procedures in place, accidents and incidents may occur. Once steps have been taken to avoid or reduce exposure to risk, programs should implement several measures to transfer risk. This can be done by purchasing insurance, self-insurance or participation in risk-pooling ventures.

A thorough discussion on risk management and insurance is beyond the scope of these Guidelines. Program administrators are encouraged to obtain a more thorough understanding of these issues by obtaining and reviewing information listed in Appendix A, [Risk Management and Insurance Resources](#).

3.1 Offender Screening

Guideline

All offenders shall be screened prior to referral to any worksite. The screening shall consist of a review of the convicting offense and prior offenses (if available) and a evaluation of the offender's attitude and health. If necessary, the interviewer shall consult with the offender's physician regarding the physical or mental health of the offender.

Commentary

The common practice of not obtaining criminal history records before placing offenders into community service poses a particular danger to programs. The program may be found liable if the incident could have been reasonably foreseen by program staff, and if the injured party relied upon information from the program regarding the offender's suitability.

As referring agencies, community service programs are clearly vulnerable in these two areas. For example, an accountant convicted of embezzlement should not be referred to do bookkeeping for a local fundraising event as the offense relates to the assignment and the worksite will probably rely on the program's assurances that the referral is appropriate.

In spite of a clear need for criminal history records, many community service programs - particularly nonprofit programs - have difficulty obtaining this information. Whether requested by computer link or mail, criminal records are time-

consuming to acquire and may delay offender placement. Many defendants are referred to community service programs for traffic offenses so criminal offense information is unlikely to be available to programs.

Once jurisdictions have recognized that criminal records are critical to risk management, many have implemented procedures that allow programs to obtain the information. In a few jurisdictions, staff of nonprofits have been appointed as sworn court officers and trained to operate county computers for the purpose of obtaining criminal records. The defendant may be required to sign a release of information (this may be worded to include medical information as well as criminal records).

Although it is a less desirable option, if it is not possible for a program to receive records directly, a sworn officer (such as a bailiff, probation or police officer) may be assigned as liaison to obtain and review records at the program's request. Without conveying the actual record contents, the officer may advise the program not to place the offender in certain situations.

3.2 Referrals to Worksites

Guideline

Offenders shall not be placed in community service assignments where any foreseeable danger is posed to the offender, worksite staff, clients or members of the public.

Commentary

Colorado Revised Statute Section **42-4-1202(4)** states:

(g) (I) For the purposes of this section (4), "useful public service" means any work which is beneficial to the public and which involves a minimum of direct supervision or other public cost. "Useful public service" does not include any work which would endanger the health or safety of any person convicted of a violation of any of the offenses specified in subsection (1) of this section. (Emphasis added.)

Programs are also advised, if at all possible, to have each specific community service placement approved by the sentencing judge. Doing this will help remove program liability for certain aspects of community service placements, as judges are immune from liability for discretionary sentencing decisions. Staff of public agencies, particularly sworn officers, may also enjoy quasi-judicial immunity from liability for acts performed in the scope of their duties.

53 Worksite Safety

Guideline

The community service program shall conduct a site visit of each worksite and provide each worksite with safety guidelines and procedures for coping with

medical emergencies.

Commentary

Safety guidelines and procedures for medical emergencies are provided in Guidelines for Worksite Supervisors, Appendix B.

Ninety-eight percent of all accidents are caused by human error and are largely preventable. However, what is obvious to one person--for example, that inexperienced juveniles with histories of poor self-control and irresponsibility should not be allowed to cut wood with chainsaws--is not necessarily obvious to everyone. Although most program staff will not be qualified to conduct safety inspections and training, common-sense safety guidelines should be provided to worksites to spell out exactly what may or may not be done, and under what circumstances.

3.4 Insurance for Offender Injuries

Guideline

The community service program shall insure that a minimum of \$20,000 in coverage for medical treatment be available to offenders injured while performing community service. An insurance policy, workers' compensation, direct payment or medical treatment may be provided by the worksite, program, county or state.

Commentary

Like any citizen suffering a loss, an offender who is injured while performing community service may file a tort claim (sue) for damages, alleging negligence on the part of the worksite, staff and volunteers, the community service program, staff and volunteers, or the sponsoring county.

It is best to avoid costly and credibility-damaging lawsuits by providing reimbursement for medical costs or medical treatment to offenders injured while performing community service.

Low cost "no fault" accident/medical insurance policies are readily available. Medical bills are paid upon proof of an injury. While worksites, programs, staff and volunteers, and sponsoring counties are not completely protected from lawsuits (suits can still be filed for property damage or other damages, or for medical costs in excess of the policy limit), they are insulated from the most common type of risk associated with community service sentencing.

Workman's compensation is also available for community service workers in Colorado. Section 1.42-4-1202 (4) states:

(g) (III) For the purposes of the "Colorado Governmental Immunity Act", article 10 of Title 24, C.R.S. 1973, "Public Employee" does not include any person who is sentenced pursuant to this subsection (4) to participate in any type of useful public service.

"Public employee" means an officer, employee, or servant of the public entity,

whether or not compensated, elected, or appointed, but does not include an independent contractor or any person who is sentenced pursuant to section 42-4-1202 (4), C.R.S. 1973, to participate in any type of useful public service.

(IV) No governmental entity shall be liable under the ‘Workmen’s Compensation Act of Colorado’: articles 40 to 54 of title 8, C.R.S. 1973, or under the “Colorado Employment Security Act”, articles 70 to 82 of title 8, C.R.S. 1973, for any benefits on account of any person who is sentenced pursuant to this subsection (4) to participate in any type of useful public service, but nothing in this subparagraph (N) shall prohibit a governmental entity from electing to accept the provisions of the “Workmen’s Compensation Act of Colorado” by purchasing and keeping in force such a policy of workers’ compensation insurance covering such person.

(V) In addition to any other penalties prescribed in this subsection (4), the court shall assess an amount, not to exceed sixty dollars upon any person required to perform useful public service if such person will be covered by workmen’s compensation insurance pursuant to subparagraph (IV) of this paragraph (g) or liability insurance. The proceeds from such amounts shall be used to defray the cost to a governmental entity of purchasing and keeping in force a policy of workmen’s compensation insurance or liability insurance covering such person. (Emphasis added.)

3.5 Statement of Responsibility

Guideline

The community service program shall develop a clear statement of responsibility for offender injuries and shall disseminate a copy of the statement to all worksites and the sponsoring county agency.

Commentary

This is particularly important if the worksite is responsible for providing the insurance coverage. Often times worksites assume that the referring program or county will pay for accidents and are unaware of their own potential liability.

3.6 General Liability Coverage

Guideline

The community service program shall maintain general liability insurance with a minimum limit in an amount not less than the current limit of government liability under the “Colorado Governmental Immunity Act, Article 10 of Title 24, Colorado Revised Statutes.

Commentary

Although general liability coverage is not required by state law, the revised drunk driving statute 42-4-1202 and the misdemeanor statute 16-11-701 states:

(3) Any general public liability insurance policy obtained pursuant to this part 7 shall provide coverage for injuries caused by a person performing community service under this part 7 and shall be a sum of not less than the current limit on governmental liability under the "Colorado Governmental Immunity Act", article 10 of title 24, C.R.S.

The current limits of governmental immunity are \$150,000 per individual not to exceed \$400,000 for the aggregate total per incident. It must be noted that the governmental immunity act is protects only public agencies and is not applicable to private organizations.

General liability insurance provides coverage for bodily injury and property damage resulting from negligence. Unlike workers' compensation and accident/medical policies, it is not "no-fault" - the injured party must file a lawsuit against the insured, alleging negligence. The insurance company can choose to settle out of court, or defend the suit. The insurance company must pay the costs of any settlement, the defense and and damages awarded.

If there is no insurance coverage the cost of defense, settlements or damages must be paid by the worksite, program or county.

Unless it is specifically excluded, community service programs operated by public agencies are included in whatever insuring mechanism the parent public agency maintains.

Most nonprofit agencies purchase commercial insurance policies or participate in risk-pools formed specifically for nonprofits. However, most general liability policies are written as "owners, landlords and tenants" policies that provide coverage only for accidents/incidents that occur on the agency's premises. Because much community service program activity (and therefore exposure to risk) occurs at worksites, programs should attempt to purchase the more extensive, broader form of general liability coverage called a "commercial package policy" or "comprehensive business policy" which will provide coverage for off-premises activities.

3.7 Professional Liability Coverage

Guideline

The community service program shall maintain a minimum of \$500,000 in coverage for professional liability.

Commentary

Individuals employed by community service programs may be personally liable for certain acts or omissions relating to job activities such as discrimination, libel or deprivation of civil rights.

Probation officers or other sworn correctional staff named in civil liability suits are likely to be covered if the officers were acting within the scope of their duties and in "good faith." However, policies differ from county to county and from state to

state. Officers are advised to review the local policy to see if defense counsel and any damages awarded are provided directly or on a reimbursement basis.

Nonprofit community service programs may purchase professional liability policies in tandem with general liability policies discussed in Guideline 3.6 above. If the program is unable or unwilling to provide professional liability insurance, staff are advised to obtain professional liability policy available through many professional associations.

Statistics

Increasingly, community service programs are finding that they must compete with other worthy programs for increasingly scarce funding resources. In order to compete programs must document their impact on the justice system, whether it be the reduction of the local jail population, the savings afforded by an alternative to supervised probation or the streamlining of court processes resulting from the availability of an intermediate sanction.

Program evaluation is the process that provides this documentation by measuring the program's success in meeting its objectives. Statistical collection is the first step in evaluation. By collecting statistics from each program throughout the state, CASP is able to compose a statewide profile of community service sentencing in Colorado - information unavailable from other sources - and address critical statewide issues. Programs similar in scope and size can compare results and share innovations and approaches.

4.1 Statistics

Guideline

The community service program shall collect and compile the following data utilizing the Statistical Logs provided in Appendix C. The program shall annually provide the data to CASP and to every justice agency and worksite within the program's jurisdiction.

Intake Statistics:

- Offense;
- Number of hours assigned;
- Referral sources;
- Offender Demographic/Characteristics:
 - Age
 - Sex
 - Employment;
- Percent of fees collected;
- Amount of fees collected;
- Total number of intakes.

Optional - Programs are encouraged, but not required, to maintain the following intake statistics:

- Type of sentence;

- Type of Probation;
- Offender Demographic/Characteristics:
 - Ethnicity
 - Health
 - Transportation.

Closure Statistics

- Number of cases closed,
- Number of hours worked;
- Percentage of successful/unsuccessful completions.

Optional - Programs are encouraged, but not required, to maintain the following closure statistics:

- Number of months case open;
- Number of extensions granted;
- Types of tasks performed;
- Percent of offenders who may be employed as a result of the community service;
- Number of worksites utilized;
- Type of worksites (public, private or nonprofit).

Commentary

The collection of statistics is often confused with the collection of case management information. In order to make appropriate placements - part of the case management process - program staff must evaluate certain criteria such as the offender's age and health status. In contrast, statistics are gathered for overall program evaluative purposes.

Some types of information are used for both case management and program evaluation. A client's offense, for example, may be a placement criteria and a program statistic. When designing program forms and incorporating the Statistical Logs into case management processes it is important to ascertain the potential uses of each piece of information to reduce repetitious and unnecessary collection of information.

Case Management

For the purposes of this guideline, case management is defined as the screening, placement, monitoring of offenders and the provision of a final report to the court.

5.1 Administration

Guideline

All community service sentences shall be administered through a formal program. No offender shall place himself or herself into a community service position without a formal screening interview and referral by a community service program.

Commentary

Much confusion and loss of credibility occurs when community service sentences are handled informally. Most offenders do not have the resources to locate an appropriate worksite, and will not provide adequate information to the worksite regarding the nature of the assignment. Timesheets or letters of verification are easily fabricated and the non-profit, public benefit nature of the worksite cannot be verified. Worksites recruited by legitimate community service programs become confused and frustrated by “walk-ins” and mistakenly perceive the existing program as incompetent.

Without program supervision, most offenders will not complete the assignment. Worksites have no liaison within the justice system. “Community service” is then considered a failure by the courts and community when in fact it is the informal- administration process that has failed.

5.2 Case Records

Guideline

A written record of each case shall be maintained. At a minimum, the record shall include the court order, intake form, offender agreement, case notes detailing all contacts relative to the case, copies of all correspondence including progress and final reports and timesheets. The record shall be opened at the time of referral or interview, and shall be preserved at least five (5) years after case closure.

Commentary

Documentation is critical to case management. Records may be needed to defend against litigation arising from an accident or incident. Program staff may be called upon to give evidence in court regarding offender compliance with the community service order. Good recordkeeping will also prove invaluable in case of an unanticipated staff absence.

5.3 Offender Screening (see Risk Management and Insurance, Guideline 3.1).

Guideline

Prior to acceptance into the program and referral to any worksite, each offender shall be interviewed and screened to determine suitability for placement in the community. The screening shall consist of a review of the convicting offense and prior offenses (if available) and a evaluation of the offender's attitude and health. Program staff shall complete an intake form during the course of the interview. If necessary, staff shall consult with the offender's physician regarding the physical or mental health of the offender.

Commentary

The screening interview is the mechanism used to determine offender suitability for community service placement, including offender attitude and demeanor. In some cases, interviews may be conducted by telephone.

The intake form should include:

- Client information such as name, address, phone number, hours assigned, etc;
- Demographic and other data suggested in the Statistics guideline;
- Placement criteria information (see Guideline 5.5 below).

The common practice of not obtaining criminal history records before placing offenders into community service poses a particular danger to programs (see discussion on foreseeability and reliance in Risk Management and Insurance, Guideline 3.1).

5.4 Offender Agreement

Guideline

If the offender is accepted into the program, the offender shall be required to review and sign an agreement delineating conditions of participation in the program before referral to a worksite. The offender shall be provided with a copy of the agreement.

Commentary

Because many offenders cannot read or understand English adequately, program staff should verbally review the information on this form to ensure the offender's understanding of his/her obligations. The conditions should include the following:

- The statement that the offender is to maintain specified behavioral standards;

- The consequences of noncompliance, which may include the return of the case to court for another disposition that could include a sentence to a period of incarceration;
- The total number of hours to be performed, as well as a recommended minimum number of hours to be completed each month;
- A medical information statement relating any allergies or existing medical problems. This statement shall be so worded as to function as a medical release of information form which can be used to verify the offender's report;
- A release of information from the program to the placement site and the court;
- Notice that the offender is covered for medical care for injuries incurred while performing community service;
- The signature of the offender, which indicates understanding and acceptance of the terms and conditions in this document.

5.5 Placement criteria

Guideline

Criteria for placement shall include offense, prior offenses, number of hours assigned, completion time allowed, attitude, available time, transportation, area of work/residence, mental and physical health, and skills and interests.

Commentary

The community service assignment should generally:

- Not interfere with the offenders' paid employment;
- Meet the needs of worksites;
- Not be made to any organization which employs the offender (paid or volunteer) or any friend or relative of the offender;
- Appeal to the offender. Experience has shown that offenders are more successful when they are assigned to work that is of interest and offers a convenient location and schedule;
- Be accessible by public transportation, or within walking distance of the offender's residence or place of work, if the offender is unable to drive.

5.6 Monitoring System

Guideline

The community service program shall monitor each offender's progress towards the completion of the community service assignment at least once each month. The results of the monitoring shall be recorded in the case record.

Commentary

Offender monitoring will increase compliance with the community service order and enhance program credibility within the justice system by demonstrating that the offenders are expected to complete the assignments.

5.7 Marginal Noncompliance

Guideline

An offender shall be termed marginally noncompliant if the offender:

- Is repeatedly tardy;
- Is marginally uncooperative in any other way.

Marginally noncompliant offenders shall be contacted and counselled regarding the consequences of noncompliance.

Commentary

Enforcement of the court order will increase successful completions. Most people are sentenced to community service because of some degree of irresponsibility and require firm direction.

5.8 Failure to Comply

Guideline

Offenders who have been removed or rejected from two (2) or more worksites shall be returned to court. An offender shall be removed or rejected from the worksite if the offender:

- Appears to be under the influence of alcohol or unprescribed drugs;
- Behaves uncooperatively or has committed a serious infraction of worksite rules;
- Has two (2) or more unexcused absences;

- Fails to adhere to program requirement after one (1) warning regarding marginal behavior (see 5.7 above).

Commentary

Worksites can reject an offender following the initial interview. Worksites are also directed to dismiss or reject an offender who has failed to report as scheduled, behaved inappropriately or disruptively while in the process of working at the site.

Should an offender be returned to court as inappropriate after having been rejected by two (2) or more placement sites, it is recommended that the order for community service be removed by the court except in cases where the community service is mandated by law.

5.9 Final Reports

Guideline

The court or probation officer shall be provided with a written final report regarding the offender's successful or unsuccessful completion of hours. The report shall state the number of hours completed, the nature of the work performed, brief evaluation of performance by the program staff and any comments provided by the worksite.

Commentary

At the discretion of the program, in the final report staff may also advise the court of the program's recommendations regarding the offender.

5.10 Timesheet Verification

Guideline

The community service program shall verify each timesheet submitted for community service credit. The program shall advise the court not to accept any verbal assurances, timesheets or other documentation that has not been verified by the program. Any fraudulent timesheets or documentation submitted as proof of community service shall be reported to the court and district attorney for possible action.

Commentary

In order to develop and maintain credibility with offenders and the justice system, programs must demonstrate their ability to monitor offenders and their interest in enforcing court orders.

5.11 Reduction of Hours

Guideline

No community service program shall commute or reduce a community service sentence or allow a worksite to commute or reduce a community service sentence through extra credit, exchange for material goods or any other means, without the express permission of the sentencing court.

Commentary

It is the exclusive prerogative of the court to vacate or amend a court order.

Worksite Management

Community service programs have two partners: the courts (and their agents, probation officers) and worksites.

Good worksites are critical to the success of every community service program. Without the cooperation of worksites, programs would have to provide supervision and work projects at a cost that would be prohibitive to most programs. Many worksites actively support community service programs by providing testimony to funding agencies and encouraging positive coverage of the program by the news media.

Experience has shown that good worksite-program relations can be credited to several factors: a good understanding of the purpose of community service and the roles and responsibilities of each partner; frequent and effective communication; and mutual trust and respect.

This section suggests several measures which help programs develop optimal worksite relationships.

6.1 Worksite Agreement

Guideline

The program shall develop a formal working relationship with each worksite. Community service program and worksite rights and responsibilities shall be delineated in a Worksite Agreement which shall include the following elements:

- Community service program goals;
- Purpose of agreement;
- Community service program responsibilities;
- Worksite responsibilities;
- Signatures of worksite and program representatives.

The Agreement shall be signed by an authorized worksite representative and the community service program supervisor.

Commentary

A sample Worksite Agreement may be found in Appendix D. Worksite agreements serve several valuable functions. By formalizing worksite relationships, the importance of the worksite is acknowledged while reinforcing worksite responsibilities. The Agreement also includes an indemnity clause and specific instructions to the worksite regarding offender screening, training, supervision and injuries. These

provisions help insulate the community service program from liability for offender incidents and accidents.

6.2 Worksite Liaison

Guideline

The community service program shall appoint a staff member to serve as liaison to each worksite.

Commentary

Just as it is important to have a specific worksite contact person, the program should appoint a contact person for the worksite who may answer questions, address concerns, give guidance and conduct worksite visits.

6.3 Worksite Visits

Guideline

Worksite visits shall be conducted at the time the worksite is recruited and at least once annually thereafter, or when a new contact person is appointed or upon request of the worksite.

Commentary

Worksite visits are necessary to develop and maintain optimal worksite relations. During the initial site visit the liaison should

- Provide an overview of community service program goals and functions;
- Describe the offender population including common offenses, work histories and hour assignments;
- Describe court and program processes and procedures;
- Discuss worksite needs and limitations;
- Review and complete the Worksite Record;
- Explain recordkeeping and reporting requirements;
- Inspect the worksite in order to become familiar with worksite activities, general atmosphere and any safety hazards posed by work assignments and the environment;
- Obtain worksite brochures or other descriptive material;

- Explain and execute the Worksite Agreement form.

6.4 Worksite Record

Guideline

A record for each worksite shall be maintained by the community service program.

Commentary

A sample Worksite Record card may be found in Appendix E.

Worksite records should detail:

- Worksite name and names of programs or projects commonly identified with the worksite;
- Address, including street address and mailing address, if different;
- Phone number, including any after hours or emergency numbers;
- Contact person as designated by the agency, and other supervisors of offenders;
- Method of referral preferred, i.e. "Call to make appointment;"
- Brief description of worksite services and clients;
- Work assignments offenders may be referred to perform, such as "unskilled clerical," "skilled typist," "warehouse assistant," "clothes sorter," "maintenance," etc... If appropriate, the following information should be noted for each work assignment:
 - Days and times the work may be completed
 - Number of hours and/or offenders required for the assignment;
- Offenses that may not be referred to the worksite;
- Other worksite limitations or special conditions;
- Program liaison, date of site visit and any comments;
- Worksite code number.

Interprogram Transfers

7.1 Courtesy Transfers

Guideline

Offenders referred by other community service programs shall be considered for acceptance by the community service program. The actual acceptance of specific offenders is subject to the discretion and limitations of each program.

Commentary

Transferring programs should refer to the annual CASP Directory of community service programs. Referrals to out of state programs may be obtained by calling the National Community Service Sentencing Association in California, phone number (415) 459-2234.

7.2 Inter-County Referral Form

Guideline

Each interprogram transfer of an offender shall be made by use of the Inter-County Reciprocal Referral form.

Comment

The Inter-County Reciprocal Referral form may be found in Appendix F.

7.3 Monitoring and Reporting

Guideline

Each community service program that accepts an offender referred from another program shall provide monitoring and final reports to the referring program in a timely manner.

Comment

Specific procedures for monitoring and reporting are described in Guideline 5, Case Management.

7.4 Offender Fees

Guideline

The referring program may collect and retain an offender fee up to the amount of \$60. If the referring county has charged the offender less than \$60, the

receiving county may charge the offender the balance of the fee providing that the offender is not charged a total fee exceeding \$60.

Risk Management and Insurance Resources

What if Something Happens? A Guide to Risk Management and Insurance Options for Community Service Programs. Cres Van Keulen, 1988.

Liability Issues in Community Service Sanctions. Rolando V. del Carmen, et al., 1986.

Legal Liabilities, Representations, and Indemnification of Probation and Parole Officers. Rolando V. del Carmen, et al., 1983.

All three publications are available without charge from:

National Institute of Corrections
Information Center
1790 30th Street
Boulder, CO 80301
Phone (303) 939-8877

Am I Covered For...? A Guide to Insurance for Non-Profits. Mary L. Lai, et al., 1984.
Available for \$11.50 from:

Consortium for Human Services, Inc.
P.O. Box 1183
San Jose, CA 95108
Phone (408) 297-0755

Monetary Restitution and Unpaid Community Service For Juveniles: Liability and Legal Issues. Howard F. Feinman. Available without charge from:

RESTTA Project
Pacific Institute for Research and Evaluation
1777 N. California Blvd.
Walnut Creek, CA 94596
Telephone (415) 939-6666

Community Service Liability Issues. Carlie Christensen, 1987. Technical assistance report to the National Community Service Sentencing Association. Included in ***Proceedings of the 1987 National Community Service Symposium***. Available for \$15 from the National Community Service Sentencing Association (address on following page).

Guide to Risk Management for Non Profit Organizations. 1988. Publication #0559, available for \$22 from:

United Way of America
Sales Service Division
701 N. Fairfax
Alexandria, VA 223 14-2045
Phone (703) 836-7100

Civil Liability in Criminal Justice. H.E. Barrieau 3d., 1986. A 105 page handbook on misconduct and negligence lawsuits against criminal justice agencies and individual practitioners with suggestions to minimize liability risks. Available for \$12.95 from:

Anderson Publishing Company
646 Main Street
Cincinnati, OH 45201
Phone (513) 421-4143

All About OSHA and numerous safety publications including Job Hazard Analysis, Personal Protective Equipment, Hand & Power Tools, Excavating & Trenching Operations, Safety Standards for Scaffolds, and How to Prepare for Workplace Emergencies are available from the Occupational Safety and Health Administration. Request a complete list of available publications and order form by writing:

OSHA Publications Distribution Office
US Department of Labor
200 Constitution Ave NW
Washington, DC 20210
Phone (202) 523-9667

Basic Risk Management Handbook for Local Governments, Pooling: An Introduction for Public Agencies many other helpful publications and a Risk Watch information-sharing service are available from the Public Risk Insurance and Management Association. Contact:

PRIMA
1120 G St NW
suite 400
Washington, DC 20005
Phone (202) 626-4650

Risk Management and Business Insurance an introduction to the risk management process and basic business coverages, and other informational publications, are available from:

Insurance Information Institute
110 William Street
New York, NY 10038

For more information about community service sentencing and insurance/liability please contact:

National Community Service Sentencing Association
1368 Lincoln Avenue, Suite 108
San Rafael, CA 94901
Phone (415) 459-2234

Guidelines for Worksite Supervisors

Guidelines for Worksite Supervisors

Agreement. Your agency and the community service program have signed an agreement which details the responsibilities of each party. In order to fully understand your agency's role in the community service process, you may wish to review the agreement.

Contacts. Your agency has also appointed a representative to the community service program referred to as the "contact person," and the community service program has appointed a "liaison" to your worksite. General questions or concerns should be discussed by the worksite contact and program liaison. Only the liaison is authorized to sign timesheets. Problems with specific community service workers may be referred directly to the community service program staff who referred the worker to your agency.

Screening. All community service workers have been screened prior to referral to your agency. Your agency is also asked to interview the community service worker to make sure the community service worker is appropriate and that your agency can benefit from the community service worker's service. You are under no obligation to accept someone who is inappropriate or uncooperative.

New Assignments or Special Projects. If you would like to request community service workers for new assignments or assistance for special short-term projects, ask your agency contact to submit a request to the community service program. Although we are not able to guarantee an appropriate referral for your agency, we will do our best to meet your needs.

Confidentiality. The majority of workers are given community service for traffic violations and misdemeanors such as drunk driving. In cases where the offense is more serious or when the offense is related to the community service assignment, your agency contact will be notified. The contact will also be advised of any behavioral problems, disabilities or other special conditions the community service program is aware of. While this information may be related to the community service worker's immediate supervisor on a "need to know" by basis, all information concerning the community service workers should be kept strictly confidential. It is not necessary for other staff, volunteers and clients to know the court-referred status of community service workers. To be characterized as an "offender" may be embarrassing and cause undue concern by others and affect agency morale.

Work Schedule. It is vital that the work schedule you set up with the community service worker is one that is workable for both you and the worker and that allows the worker to complete the community service hours by the court-ordered completion date.

Once a schedule has been set be firm in expecting the community service worker to adhere to the schedule. Community service sentences are obligations that must be taken seriously. The only acceptable excuse for absence is illness or paid employment. Frequent illnesses and last minute employment conflicts must be verified by the community service program. If a community service worker has two or more unexcused absences, you must dismiss him/her and refer them back to the program.

In general, workers are expected to complete 20 hours each month if the

community service worker is employed and 30 hours per month if the community service worker is not working.

Recordkeeping. Accurate records of hours worked by the community service workers is vital. The court is depending on you to make a complete and accurate report. Record the hours worked on the timesheets provided by the community service program each time the community service worker reports. Do not rely on your memory to record hours the next day or week!

The community service program will request progress reports on community service workers periodically. Workers who are not reporting as scheduled may be disciplined or returned to court. This is why it is so important that your records are accurate.

Keep all timesheets in one place, especially if community service workers are assigned to different supervisors. This will prevent reports being given that a community service worker has not shown up when in fact he has.

When providing updates or final reports, take the time to comment on the community service worker's performance and attitude - both positives and negatives. This information is very helpful to the community service program and the court.

Supervision. Many community service workers have unsuccessful employment histories and lack good work habits. Most have never volunteered before. You will have the most success if you can interest the worker in the mission of your agency and if you set and adhere to specific rules and expectations.

Community service workers are most successful when they are given clear directions, are shown how to do a job and have a supervisor close at hand to give assistance. However, if the community service worker requires such close supervision that the supervisor's effort is not worth the service derived, you must consider alternatives such as another work assignment or dismissal of the community service worker. Except in unusual circumstances approved in advance by the community service program, community service workers should not be allowed to work alone without frequent supervision.

Community service workers should be subject to the same rules and expectations, and receive the same courtesy and respect as employees and volunteers. The worker should not be assigned work that is demeaning or that employees or volunteers would not be asked to do. Punishment is the court's job, not the work supervisors. Community service workers must also not be discriminated against on the basis of race, sex, age, marital status, color, political affiliations, national origin, religion, handicap, or any other nonmerit factor.

Many worksites report great progress by community service workers during the course of their assignments. Some community service workers find their volunteer assignments rewarding and continue to volunteer when the community service sentence is completed. Some are even offered paid employment as a result of the community service.

Disabled Workers. On occasion a mentally or physically disabled person may be referred to your agency. When given a suitable work assignment, most disabled workers are--for all practical purposes--not disabled. As with other workers, the key is to match the abilities of the person to an appropriate job. Allow the disabled person

to observe another person doing the job and discuss any accommodations that may be necessary.

Stay Neutral. Avoid getting involved in community service workers' personal problems. Many community service workers will want to discuss their court cases with you and other staff and volunteers. This should be discouraged. The worker's energies should be directed toward your agency's mission, not on the community service worker's problems.

Avoid giving advice. Questions about other conditions of the sentence and extensions of time should be directed to the community service program or the worker's probation officer. Circumstances vary from case to case; what might have applied to the last community service worker will probably not apply to the next one.

Problems. It is best to deal with any problems such as poor performance, attendance or attitude promptly. Do not let the situation get out of hand before you deal with it.

Advise the community service program of any persistent performance problems including two or more absences or consistent tardiness or behavioral problems such as a poor attitude or inappropriate language. If you are uncomfortable in the role of disciplinarian, program staff can counsel the community service worker regarding expectations and compliance with the court order.

Promptly dismiss a community service worker and immediately notify the program if a worker:

- (a) Appears to be under the influence of alcohol or unprescribed drugs.
- (b) Commits a serious infraction of worksite rules.
- (c) Is repeatedly tardy, rude or uncooperative.
- (d) Has two or more unexcused absences.

If you run **out of work** return the timesheet and direct the worker to contact the community service program. Another worksite will be arranged for the worker.

Lunch/break credit may be given. For shifts of five hours or more, a 30 minute break is acceptable. For every two hours worked, a 10 minute break may be taken.

Extra credit for special work or travel time is strictly prohibited without the prior approval of the community service program. Exception: If a community service worker has reported for work but no work is available you may give credit for travel to and from the worksite, generally about one hour.

Do not sign-off hours. If a community service worker has not finished the hours by the completion deadline the worker may ask you to sign-off the hours and promise to return later to complete them. Do not sign-off hours. Even if the community service worker is sincere at the time, it is quite unlikely he or she will return. Advise the community service worker to contact the community service program regarding an extension of time.

Program Support. Community service program staff are available for consultation on recordkeeping, ways to use community service worker volunteers and how to deal with persistent problems such as absenteeism. The program also offers a training workshop for worksite staff at least once each year.

In case of an accident or emergency, insure that proper medical care is provided. If necessary, call an ambulance or arrange transportation to an emergency care facility. Injured community service workers should not be allowed to drive. Notify the community service program immediately. While the incident is still fresh in your memory, write a brief report describing the circumstances of the injury and note any witnesses. Accident/medical insurance is provided by the community service program; the worker will be reimbursed for the costs of any medical care resulting from an injury.

Statistical Logs

	Last Name					Number of Hours Assigned			Offense	Referral Source	Type of Sentence	Type of Probation	Age	Sex	Employment	Ethnicity	Health	Transportation
1																		
2																		
3																		
4																		
5																		
6																		
7																		
a																		
9																		
10																		
11																		
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17																		
1a																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		

1	Last Name	Number of Hours Worked	Number of Months Open	Number of Extensions Type of Worksite	Worksite Code	Task Performed	Employment Probable	Regular Fee Schedule	Actual Fee Paid	Final Dispo
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
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22										
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25										
26										
27										
28										
29										
30										

CLOSURE LOG/PAGE _____

INTAKE LOG CODES

<u>Offense</u>	
Petty Offense 1	1
Petty Offense 2	2
Misdemeanor 1	3
Misdemeanor 2	4
Misdemeanor 3	5
Felony 3,4, 5	6
Juvenile Offenses	7
Unknown	9

<u>Type of Sentence</u>	
Alternative to Fine	1
Alternative to Jail	2
Alternative to Juvenile Detention	3
Alternative to Prosecution	4
Alternative to Supervised Prob	5
From Other County/State	6
Unknown	9

<u>Age</u>	
17 or younger	1
18-25	2
26-40	3
41 - 60	4
61 or older	5
Unknown	9

<u>Ethnicity</u>	
White	1
Black	2
Hispanic	3
Asian/Pacific Islander	4
Native American	5
Other	0

<u>Health</u>	
Good	1
Physical Disability	2
Mental/Emotional Disability	3
Unknown	9

<u>Referral Source</u>	
Municipal	1
County	2
District	3
Juvenile	4
Federal	5
Other Colorado County	6
Other State	7
Unknown	9

<u>Type of Probation</u>	
Conditional Release/Summary	1
Supervised Probation	2
None	3
Other	0
Unknown	9

<u>Sex</u>	
Male	1
Female	2
Unknown	9

<u>Employment</u>	
Student	1
Employed	2
Unemployed	3
Other (AFDC, retired, disabled)	0
Unknown	9

<u>Transportation</u>	
Car	1
Public	2
Other	0
Unknown	9

CLOSURE LOG CODES

<u>Task Performed</u>	
Unskilled Labor/Clerical	1
Skilled Labor/Clerical	2
Staff Aide	3
Professional in Capacity	4
Referred Out of County	6
Other	0
Unknown	9

<u>Regular Fee Schedule</u>	
(enter criteria such as number of hours and corresponding fee below)	
\$	
\$	
\$	
\$	
\$	
\$	

<u>Employment Probable Through Community Service</u>	
Yes	1
No	2

<u>Type of Worksite</u>	
Nonprofit	1
Public	2
For profit (convalescent home etc.)	3

<u>Worksite Code</u>	
Enter Worksite Code from Worksite Record	

<u>Final Disposition</u>	
Successful Termination	1
Unsuccessful Termination	2
Neutral Termination (order vacated, appeal upheld etc.)	3

Worksite Agreement

Worksite: Contact:

Worksite Agreement

Introduction

The community service program serves as a broker between the courts and community by administering community service sentences imposed in lieu of or in addition to fines, restitution and jail terms; or as a condition of probation. The goal of the community service program is to assist the court in the administration of justice by coordinating the performance of community service by offenders to the mutual benefit of the courts, community agencies and offenders.

Purpose of Agreement

The purpose of this agreement is to formalize the working relationship between, and clarify the roles and responsibilities of, the community service program ("program") and the public and nonprofit agencies ("worksite") that receive the community service.

Community Service Program Responsibilities

The community service program or representative will:

- (1) Provide an accident/medical insurance policy that covers the cost of injuries to \$20,000 for all offenders performing community service;
- (2) Designate a community service program liaison person for the worksite;
- (3) Complete a thorough screening of all offenders prior to referral for placement and advise the worksite of the convicting offense, if so requested;
- (4) Adhere to worksite guidelines and requests when referring offenders;
- (5) Advise the worksite of any special conditions of the case such as current or past offenses which relate to the proposed service, mental or physical disabilities, alcohol or drug problems or a poor attitude;
- (6) Deal with any problems such as poor performance, attendance or attitude in a prompt and affirmative manner;
- (7) Conduct a worksite visit at least once annually, or when a new supervisor is appointed or upon the request of the worksite;

(8) Coordinate a training workshop for worksite staff at least once annually;

(9) Inform worksites of potential inclusion in news stories.

(10) Other:

Worksite Responsibilities

The worksite or worksite representative will:

(1) Not discriminate in serving clients or accepting offender volunteers on the basis of race, sex, age, marital status, color, political affiliations, national origin, religion, handicap, or any other nonmerit factor.

(2) Designate a specific staff person through whom referrals will be made.

(3) Keep all information concerning the offenders strictly confidential. Certain information may be related to the offender's immediate supervisor on a "need to know" basis (see Worksite Guidelines).

(4) Provide descriptions of available work assignments (see Worksite

(5) Interview/screen each offender volunteer referred to the worksite to determine if the offender is appropriate for the worksite, and if the worksite can benefit from the offender's service.

(6) Establish a work schedule and assignments, if the offender is accepted by the worksite. If the offender is not accepted the worksite will advise the community service program.

(7) Familiarize the offender with the mission/activities of the worksite, and give a clear explanation of expectations and rules.

(8) Assign a supervisor to:

(a) Provide the offender with any instructions or training required for the job assignment.

(b) Supervise the actual performance of work by the offender.

(9) Not assign offenders to perform any tasks which pose any obvious danger to the offender. Offenders are forbidden to operate any power tools including chain saws and lawn mowers without the prior permission of the community service program.

(10) Not allow offenders to drive worksite vehicles without the prior permission of the community service program.

- (11) Not allow offenders to drive their own vehicles from one work assignment to another.
- (12) Keep accurate records of hours worked by the offenders on timesheets provided by the community service program.
- (13) Provide progress reports on offenders when contacted by the community service program.
- (14) Take the initiative to advise the program of any persistent performance problems.
- (15) Promptly dismiss an offender and immediately notify the program if an offender:
 - (a) Appears to be under the influence of alcohol or unprescribed
 - (b) Behaves uncooperatively or has committed a serious infraction of worksite rules.
 - (c) Is repeatedly tardy, rude or uncooperative.
 - (d) Fails to report as scheduled more than twice.
- (16) Provide a final report by completing and returning the timesheet by the date specified on the timesheet.
- (17) Ensure that offenders performing community service will in no way replace paid staff nor preclude the hiring of additional personnel.
- (18) Immediately advise the community service program in case of any incident or injury involving an offender.
- (19) Insure that proper medical care is provided, if an injury occurs.
- (20) Indemnify and hold harmless the county, court, community service program and any and all officers, employees or agents thereof from any damage, injury or claim of any kind whatsoever caused by or caused to any offender performing community service for the worksite.
- (21) Other:

Agreement

The undersigned representatives have read and accept the provisions of this Agreement.

Worksite Representative _____

Name/Title _____ Date _____

Agency/Worksite _____

Program Representative _____

Name/Title _____ Date _____

<p><i>office use only</i> Date copy to worksite: Liaison: Site visit date:</p>

Worksite Record
(5"x8" index card)

<p>Worksite</p> <p>Projects</p> <p>Address (street)</p> <p>Address (mail)</p> <p>Description</p>	<p>Phone</p> <p>Contact Person</p> <p>Supervisors</p> <p>Refer by <input type="checkbox"/> phone <input type="checkbox"/> timesheet <input type="checkbox"/> drop-in <input type="checkbox"/> other</p> <p>Liaison</p> <p>Site Visit Dates</p>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Work Assignments</th> <th style="width: 20%;">Days/Times</th> <th style="width: 20%;">#Hours/Vols</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Work Assignments	Days/Times	#Hours/Vols	1				3				4				<p>Comments</p>
	Work Assignments	Days/Times	#Hours/Vols														
1																	
3																	
4																	
<p>Exclusions/Limitations/Special Conditions</p> <p>Cross Reference</p>	<p>Worksite Code</p> <p>Emergency Phone</p>																

Inter-County Reciprocal Referral Form

INTER-COUNTY RECIPROCAL REFERRAL

TO: _____

FROM: _____

ADDRESS: _____

ADDRESS: _____

City/State _____ Zip _____

City/State _____ Zip _____

CONTACT/PHONE: _____

CONTACT/PHONE: _____

Name of Offender _____, Street Address _____ City/State _____ Zip _____

was sentenced on _____, by Judge _____, _____
DATE JUDGE'S NAME Division

_____ for _____ . He/She is being referred
County Case B Offence

for _____ hours of useful public service to be completed by / / . The Offender is/is not
red under a special medical and/or liability policy and has paid \$ _____ as a
premium. If he/she has not contacted your office by _____ please notify us.

COMMENTS: (prior record, health limitation, pertinent information) _____

=====

Upon completion or termination of this placement, please indicate:

Successfully completed Total hours completed: _____ Date: _ / _ / _.

Did not complete Comments (if any): _____

No Contact _____

BY _____ Date _____
Authorized Agency Signature

=====

PLEASE RETURN TO REFERRING COUNTY, ATTENTION OF _____
Coordinator Date _____