



Community Alternative Sentencing Program

Agency Questionnaire

Agency Name: _____

501 C3 Non-Profit

City/Governmental

Legal Name (If different) _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Executive Director or Department Supervisor: _____

Contact Person for CASP: _____

Phone # for Contact Person: _____ Fax# _____

Cell number: _____ Email: _____

We prefer that schedules be sent to us by:

E-mail to (please print): _____ Fax: _____

Work Skills Needed:

List days of the week/hours a supervisor will be available to supervise community service workers:

Monday _____ a.m. to _____ p.m.

Friday _____ a.m. to _____ p.m.

Tuesday _____ a.m. to _____ p.m.

Saturday _____ a.m. to _____ p.m.

Wednesday _____ a.m. to _____ p.m.

Sunday _____ a.m. to _____ p.m.

Thursday _____ a.m. to _____ p.m.

Special hours/days: _____

Number of workers needed per shift: _____

Dress requirements: _____

Agency Comments/additional information (directions if agency is hard to find):

Offenses to disqualify: Check all that apply

No Violent Offenses No Sex Offenses No Drug Offenses No Theft Offenses

Agreement to Accept Community Service Workers

This agreement is entered into this ____ day of _____, 2014 between _____, hereinafter “Agency” and Community Alternative Sentencing Program, hereinafter “CASP”.

Whereas Agency asserts that it is either: a non-profit or charitable organization, in good standing, and duly organized under the laws of the United States, or a government or subdivision thereof.

Whereas Agency asserts that it needs and will accept individual volunteer workers.

Whereas Agency asserts that it will only use individuals sent to it by CASP for tasks that directly advance the charitable missions of the Agency, (i.e. that these individuals will not be diverted to private use).

Whereas Agency asserts it will refrain from requiring CASP volunteers to perform tasks that are inherently dangerous.

Whereas Agency agrees to follow the policies of CASP, *a copy of such current policies is attached*. Such policies may be updated by CASP from time to time and will be provided in writing to Agency at which time they will be incorporated in this agreement without further action of the parties.

Whereas CASP asserts that it will add Agency to its list of recipients receiving probationers for the purpose of completing their court ordered community service.

The parties agree that they will work together in good faith to promote court ordered community service and CASP.

Either party may terminate this agreement at any time for any reason upon notice to the other party.

The person signing for Agency states that they have the explicit authority from the named agency to enter into this agreement on the agency’s behalf.

CASP Representative:

Gaye Collins
W. Gaye Collins
Executive Director, CASP

Agency Representative:

Printed Name of Agency Representative

Title

Signature

POLICIES FOR AGENCIES

RECEIVING COURT-ORDERED COMMUNITY SERVICE WORKERS FROM CASP

Each Agency receiving probationers shall maintain official records for each probationer it receives. These records shall include the following information: name, dates worked, itemized time worked, and general description of work performed. The person responsible for maintaining Agency's CASP records shall have either personal knowledge as to the veracity of the information it contains or shall rely on the credible business records of the Agency for that knowledge. If a business record is being relied upon, it shall have been created in the regular course of business, at or near the time of the act, condition or event it records, and Agency shall have a custodian for such records who is able to testify as to the mode of its preparation.

Each Agency shall provide to each probationer sufficient work for the hours of assigned work probationer has scheduled, and shall supervise such work.

Each Agency has the absolute discretion to accept or refuse a CASP probationer into its workplace when that probationer is referred for the purpose of performing court-ordered community service.

Each Agency shall provide a businesslike workplace free of harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, physical disability, mental disability, and/or sexual orientation. CASP strongly disapproves of and will not tolerate harassment of probationers or by probationers. All information of harassment involving CASP probationers shall be immediately communicated to CASP. All probationers will be treated with basic respect and dignity.

No Agency shall require probationers to work in an occupied home or residence.

Each Agency, if faith-based, shall utilize those individuals assigned to it by CASP only in its community outreach programs, and not in advancing the theology of any group or entity.

No Agency shall request any probationer to perform work that is inherently dangerous, and shall provide each probationer with all safety equipment and supplies necessary to safely complete each task to which s/he is assigned.

The CASP Schedule form shall be completed by Agency and returned to CASP within **48 hours** of the end of the probationer's schedule, unless comments upon referral indicate such information is needed sooner, in which case Agency shall attempt to comply with such request.

Each Agency shall allow a CASP probationer to work only the dates and times as set out in an official schedule authorized by CASP.

Each Agency shall not take, keep, or store the green timecard that is issued to each CASP probationer. This card is the probationer's record of the time s/he works. It is the probationer's responsibility to maintain the green timecard and return it to CASP immediately upon conclusion of the work schedule. At this time, CASP will compare it to the information contained on the Agency referral.

CASP recognizes the concern each agency receiving a probationer has for knowing the criminal background of a probationer before allowing him or her into its business or job site. CASP is also mindful of the limited information CASP possesses in this regard. Therefore, CASP will, when asked, communicate to each agency being asked to receive a probationer for community service the information CASP has regarding the offense for which said probationer is currently on probation, as well as any information readily available relating to the offense which was the basis of any past referrals for community service through CASP. CASP cannot and will not make any further representations as to a probationer's criminal history.