

**MONROE CIRCUIT COURT PROBATION DEPARTMENT  
COMMUNITY CORRECTIONS  
AGENCY AGREEMENT FOR COMMUNITY SERVICE WORKERS**

The agency/parties agree to abide by the following guidelines pertaining to the use of Public Restitution workers assigned by the Monroe Circuit Court Probation Department. The use of Public Restitution workers is limited to not-for-profit agencies or government agencies.

In order to be assigned Public Restitution workers, the agency agrees to:

1. Provide a specific number of work hours to each Public Restitution (PR) worker referred by Community Corrections;
2. Orient each PR worker as to the goals and objectives of the agency;
3. Train each PR worker to fulfill specific tasks for the agency;
4. Supervise the work activities and performance of the PR worker;
5. Use the required Community Corrections form to record the PR workers' work hours and to return said form to Community Corrections when requested, at the workers' deadline date, or after completion of the required hours;
6. Promptly notify Community Corrections if the PR worker fails to meet the expectations of the agency, especially if the worker fails to report for scheduled work shifts; and
7. Agencies with a religious base or background shall refrain from purposely exposing PR workers to religious content, customs, or beliefs (i.e., providing literature, counseling, etc.).

The Agency verifies:

1. It is a non-profit (501(c)3) or government organization; and
2. It can produce the following documentation if applicable, requested, or needed:
  - a. By-laws/Articles of Incorporation;
  - b. Board of Directors membership list;
  - c. List of paid and/or employed staff members; and
  - d. Insurance policy to cover volunteers.

Community Corrections agrees to:

1. Provide the agency with PR workers who are required to perform community service by the Monroe County Circuit Court;
2. Refer PR workers to the agency whose capabilities and personal characteristics appear to meet the particular needs of the agency; and
3. Be available to the agency to address any problems with the PR worker that may arise at the worksite.

AGENCY AGREES TO CONDITIONS LISTED ABOVE ON \_\_\_\_\_  
Date

\_\_\_\_\_  
PRINTED NAME and TITLE of Authorized Agency Representative / Director

\_\_\_\_\_  
Signature of Authorized Agency Representative / Director

\_\_\_\_\_  
Agency Name

**Check one:**    Government    Non-Profit

\_\_\_\_\_  
501(c)3 number

\_\_\_\_\_  
Signature - Monroe Circuit Court Deputy Chief Probation Officer

R 20210824

**MONROE CIRCUIT COURT PROBATION DEPARTMENT  
COMMUNITY CORRECTIONS  
PUBLIC RESTITUTION**

**Agency Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Contact: \_\_\_\_\_

Director/Manager: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Alternative Number: \_\_\_\_\_

Participants accepted (check all that apply):     Adults     Juveniles

Brief Description of Agency: \_\_\_\_\_

\_\_\_\_\_

Type of Community Service Work (check all that apply):     Inside Work     Outside Work  
 Seasonal Work (specify) \_\_\_\_\_

List special skills needed: \_\_\_\_\_

Maximum number of PR workers that should be assigned at one time: \_\_\_\_\_

Any specific criminal charges that should be **EXCLUDED** from being referred? (check all that apply)

Theft     Burglary     Drug Related     Alcohol Related     Violent Offenders     Hate Crimes  
 Sex Offenders     Crimes against children     Other (specify): \_\_\_\_\_

Availability for Community Service Workers to be at Agency: (please specify hours)

	Available Hours
<b>Sunday</b>	
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	
<b>Saturday</b>	