



POLK COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT

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Teresa Milner
Director

**COOPERATIVE AGREEMENT
FOR
COMMUNITY SERVICE RESTITUTION**

Between the Community Service Restitution Program of the 258th & 411th Judicial District
Community Supervision and Corrections Department and

Polk County
Name of Agency

PURPOSE:

This Agreement is to formalize and enhance the working relationship between the Agency and the 258th & 411th Judicial District Community Supervision and Corrections Community Service Restitution Program serving Polk, San Jacinto, and Trinity Counties.

DEFINITIONS:

“Agency” mean any non-profit organization that has agreed to accept community service Probationers and supervise and report on their work and whose services are provided to the general public and are designed to enhance the social welfare, physical or mental stability, environmental quality or the general well being of the community.

“Coordinator” means the Community Service Program Coordinator of the 258th & 411th Judicial District Community Supervision and Corrections Department in Polk, San Jacinto, or Trinity County.

“Probationer” means any person Court ordered by a District Court, County Court at Law, or County Court to perform community service under the direction of an Agency.

“Officer” means the Probationer’s Community Supervision Officer.

PROGRAM COORDINATOR RESPONSIBILITIES:

The Coordinator will describe the Community Service Program to the Agency and will gather necessary information about the Agency.

The Coordinator will provide assistance to the Agency to improve the utilization of Probationers and maintenance of information.

The Coordinator will advise the Agency of any changes in the Program that impacts the Agency.

The Coordinator will contact each Agency annually.

The Coordinator will assist Agency personnel in resolving problems with individual Probationers by referring this information to the Officer for appropriate action.

The Coordinator will obtain information from the Agency necessary to assist the Officers in the assignment of appropriate Probationers to the Agency.

OFFICER RESPONSIBILITIES:

The Officer shall interview, screen, and assign Probationers who have been sentenced to perform a specific number of hours of Community Service to an appropriate Agency.

The Officer will monitor the progress of the Probationer and assist the Program Coordinator and Agency in working with the Probationer.

AGENCY RESPONSIBILITIES:

The Agency will designate a specific agency staff person who will act as the Agency contact person. That person will be responsible for accepting or rejecting a potential Probationer and will provide necessary information to the Coordinator.

The Agency will not discriminate in serving Probationers or in selecting Probationers on the basis of race, sex, age, marital status, religion, handicap, color, political affiliations, national origin or any other non-merit factor.

The Agency Contact Person or his/her designee may interview the potential Probationer.

In the event the Probationer is accepted by the Agency, the Interviewer and the Probationer will establish a work schedule and work assignments. The Agency will provide reasonable training necessary for the successful completion of the work assigned to the Probationer.

If the Probationer is not accepted by the Agency, the Agency Contact Person will notify the Coordinator, or the Probationer's Community Supervision Officer within 3 days of the reason(s) for not accepting the Probationer.

The Agency will document the hours worked by the Probationer and will record that information on the Time Sheet provided. The Agency will maintain its own records of the hours worked by the Probationer. The Agency will report the hours worked when the Coordinator or the Officer requests the information. When the Probationers Court Ordered completion date has passed or he/she has discontinued performing his/her community service, the Agency will return the Time Sheet to the Community Supervision and Corrections Department.

The Agency will report any supervision or performance problems of the Probationer to the Coordinator or the Probationer's Community Supervision Officer.

The Agency will advise the Coordinator of any changes in the Agency that would affect future use of the Agency as a Community Service Agency.

If the Agency is planning to be engaged in a special work project where additional Probationers will be needed, the Agency may request status as a "Special Project". In making the request, the Agency contact person will provide all necessary information to the Coordinator at least four (4) weeks before the starting date of the special work project.

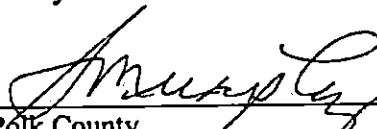
The Agency will not allow a Probationer to perform community service without an Identification Card noting the Probationer name, the Agency name and the Probationer's Officer name.

The Agency agrees to indemnify and hold 258th & 411th Judicial District Community Supervision Department harmless from any and all damages which may accrue as a result of any and all activities of the Probationers provided under and in accordance with the 258th & 411th Judicial District Community Supervision Department.


AGREEMENT:

For and in consideration of the participation in the 258th & 411th Judicial District Community Supervision and Correction Department Community Service Program, the undersigned agrees to and accepts the terms and provisions of this Agreement between the undersigned and the 258th & 411th Judicial District Community Supervision and Corrections Department.

The foregoing agreement was approved by the Commissioners Court of Polk County at its duly announced public meeting held on the 28th day of February 2023.



Polk County
Sydney Murphy, County Judge



258th & 411th Judicial District Community
Supervision and Corrections Department
Name: Teresa Milner

CSR Worker Request Form

By signing this form I am agreeing to comply with the Agency's Responsibilities in the attached agreements terms.

POLK COUNTY

Community Service Agency

Agency Contact Person

Date

Name: _____

Department _____ Phone: _____

Alternate Contact Person(s) for the CSR Agency:

Name: _____

Number: _____

Name: _____

Number: _____

Hours/Times CSR workers needed:

Type of CSR work needed:

Comments:

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258th & 411th Judicial District Community Staff Use

Approved by:

Community Supervision Program Coordinator

Date