

**Arkansas Department of Community Correction  
COMMUNITY SERVICE WORKSITE TIMESHEET**

PAROLE

PROBATION

**Purpose of the Agreement**

This agreement formalizes the responsibilities of the Arkansas Department of Community Correction and the agency receiving Community service work.

**Arkansas Department of Community Correction Responsibilities**

- 1 Complete a thorough screening of all offenders prior to their referral for placement. Advise the worksite of current offenses, if requested
- 2 Adhere to worksite guidelines and requests when referring to offenders
- 3 Advise the worksite of any special conditions of the case which relate to the proposed service
- 4 Deal with any problems, such as poor performance, attendance, or attitude, in a prompt and affirmative manner
- 5 Conduct a worksite visit, Visit or contact the worksite contact person when appropriate for such reasons as inquiring about offender performance, obtaining offender timesheets, maintaining rapport.
- 6 Inform worksite of known instances of inclusion in new stories

**Worksite Responsibilities**

**The worksite or worksite representative will perform the following**

- 1 Designate a specific staff person through whom referral will be made
- 2 Keep all information concerning offenders confidential. Only exception FOIA (freedom of information act)
- 3 Provide descriptions of available work assignments
- 4 Establish a work schedule and assignments, if the offender is accepted by the worksite. If the offender is not accepted, the worksite will advise Career Planning and Placement Specialist.
- 5 Not assign offenders to perform any tasks which pose obvious danger to the offender or others, no allow offenders to drive worksite vehicles without prior permission of the Career Planning and Placement Specialist and appropriate training and license
- 6 Have Offenders sign a waiver of liability if necessary.
- 7 Ensure that proper Emergency medical care is provided if an injury occurs; but it will be the offenders responsibility to pay all medical bills incurred
- 8 Provide the offender with instructions and training required for the job assignment
- 9 Familiarize the offender with the mission and activities of the worksite and give a clear explanation of explanation of expectations and the rules.
- 10 Supervise the actual performance of work by the offender
- 11 Keep accurate records of hours worked by offenders on timesheets provided by the Career Planing and Placement Specialist.
- 12 Inform the Carrer Planning and Placement Specialists of the offender's performance when requested

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

City of Jonesboro, AR

Agency/Worksite

300 S Church Street

Address

Jonesboro AR 72401

City, State, Zip

870-932-1052

Phone

Fax Number

Worksite email address

Mayor Harold Perrin

Date

Donna Jackson City Clerk

Date

Carreer Planning and Placement Specialist

Date