



A service of Assistance League® of Southern California

## COURT REFERRED COMMUNITY SERVICE (CRCS) PROGRAM

### MEMORANDUM OF UNDERSTANDING

This agreement will enable both parties to uphold their partnership in the Court Referred Community Service (CRCS) Program. The following will describe the program requirements to ensure the efficient use of volunteers in assisting the community through non-profit agencies.

#### IN ORDER TO RECEIVE VOLUNTEERS, THE FOLLOWING REQUIREMENTS MUST BE MET:

##### Agency Application

The agency application must be completed; all provided information must be accurate. Any changes and/or additions in authorized supervisors must be made aware to the Agency Relations Department immediately; if there is a change of management, new supervisors will have to attend training.

##### Nonprofit Status

The Agency must be a nonprofit organization and provide proof of their tax exempt status: **501(c) 1 - 501(c) 27**

##### Volunteer Management

- Upon receipt of a volunteer, agencies can conduct an interview to assess the volunteer's skills and assign them appropriate duties. Agencies are required to provide the volunteer with a brief description of the type of assignments and tasks. If needed, training must be provided to the volunteer to accomplish the assigned tasks.
- Volunteers must be supervised **at all times**.
- Agencies may expel a volunteer at any time. A volunteer may also request to be reassigned at any time.
- Issues arising from a Court Referred Volunteers (CRVs) must be immediately documented by submitting an Incident Report form to the Agency Relations department at the Volunteer Los Angeles. The volunteer must be sent back to one of our CRCS offices to be reassigned appropriately.
- Agencies are **mandated** to fill out the **daily** login sheets along with timesheets. Login sheets serve as secondary evidence for hours completed in case we are subpoenaed to court.

##### Termination from the CRCS Program

Your agency can be terminated at any time, but not limited to, the following reasons:

- Policies are not being followed
- Volunteers are being misused
- Exposing volunteers to alcoholic beverages and or drugs.
- Accepting bribes
- Consistent errors on Timesheets, Login Sheets, Accident, or Incident Reports Forms

##### Verification of Volunteer Hours

Keeping accurate and complete records of all CRVs that enter your agency is imperative. An authorized supervisor must sign the time sheet. White timesheets are to be returned to the volunteer once the hours have been completed and all slots have been filled. The agency is required to keep the yellow copy of all volunteers' timesheets and store them for five (5) years. Only signatures that have been submitted on the application will be valid; **any signature on the timesheets that is not on file will not be applicable for credit.** A separate daily login sheet must be filled out by all volunteers at the beginning and end of every shift.

##### Displacement of Court Referred Volunteers

Your agency may not assign Volunteer Los Angeles Court Referrals to conduct or engage in any type of religious, sectarian or political activities. The volunteers are also not allowed to do any door-to-door solicitation. Volunteers cannot be utilized as a staff member at your facility.

##### Additional Policies

By being a part of our program, you must comply with all federal policies and regulations regarding non-discrimination and accessibility, as well as providing a drug-free environment. It is your responsibility to provide a safety briefing to each and every volunteer and to ensure well placed judgment when assigning tasks to volunteers. Volunteers may not be utilized in a way that could cause an accident. Volunteers are not allowed to work with or around hazardous materials or chemicals. Volunteers may not operate any kind of vehicle, machinery, and/or power tools. The breach of these policies will result in an immediate suspension. It is your responsibility to train and monitor all court referrals.

I understand all client information is confidential. I will maintain client records and refer all requests for client information to the Volunteer Los Angeles. Violation of this policy will result in, but not limited to, an immediate dismissal from the Court Referral Program.

I have reviewed the aforementioned and agree to abide by all the requirements.

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Signature of Agency Representative	Print Name	Title	Date
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Name of Agency	Address	City	Zip Code
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