



# Community Service Worker Agreement

This document is intended to clarify the responsibilities of Goodwill of Central and Coastal Virginia, hereafter referred to as "Goodwill", and those of the below mentioned Referring Organization for purposes of referring offenders to Goodwill for community service work.

<b>Referral Date:</b>
<b>Referring Organization:</b> (Court of Jurisdiction or Office of Probation)
Organization's Fax Number:
Name of Organization's Contact:
Job Title:
Phone Number:
Email Address:
<b>If Offender's Counselor is different than the contact above:</b>
Name of Counselor:
Phone:
<b>Court-Referred Offender's Name:</b>
<b>Age if under 18 (must be at least 16):</b>
<b>Number of community service hours to be completed at Goodwill:</b>

The referring organization agrees to the following conditions:

1. Goodwill is unable to accommodate offenders with violent, sexual or larceny offenses.
2. Ensure the offender can safely perform the physical requirements of the community service assignment.
3. Costs related to any injuries are the responsibility of the offender. Goodwill's insurance coverage does not cover workplace injuries of the offender.
4. Provide appropriate technical assistance (forms, documentation, information, etc.).

Goodwill agrees to:

1. Provide the referring organization with a description of the type(s) of community service work available.
2. Maintain a record of community service hours completed by the offender.
3. Provide documentation of completion of community service hours to the referring agent noted above.
4. Complete an evaluation of the offender's work to the referring agent, if requested.
5. Provide instruction and supervision to the offender related to the completion of assigned tasks.
6. Not attempt to contact the offender if he/she does not show up as scheduled.
7. Report accidents, injuries or incidents involving the offender to the referring agent.
8. Report problems such as poor performance, attitude, or inappropriate behavior of the offender to the referring agent which makes it necessary for Goodwill to discontinue the offender's community service.

Goodwill reserves the right to refuse, for any reason, the opportunity to provide community service hours to any offender or referring organization.

\_\_\_\_\_  
Signature of Referring Organization Representative

\_\_\_\_\_  
Date