

CITY OF WACO

Policy Summary:

On November 19, 1991, the City of Waco entered into a reciprocal agreement with the McLennan County Community Supervision and Corrections Department Community Services Program to utilize persons on probation in community service projects.

The McLennan County Community Supervision and Corrections Department Coordinator screens probationers and, when appropriate, refers them to the City of Waco.

The City of Waco contact person assigns probationers to various City departments.

City departments are responsible for supervising the probationers and accurately reporting their hours worked.

I. DEFINITIONS

- A. Agency – A nonprofit organization that has agreed to accept probationers for community services work.
- B. Program Coordinator – The Community Services Program Coordinator of the McLennan County Community Supervision and Corrections Department.
- C. Probationer – A person court ordered by a District Court or County Court at Law to perform community services under the direction of an agency.

II. PROGRAM COORDINATOR RESPONSIBILITIES

- A. The Program Coordinator shall interview and screen probationers who have been sentenced to perform community services work.
- B. The Program Coordinator will assign suitable probationers to the City of Waco.

All assignments are subject to acceptance or rejection by the City of Waco.
- C. The Program Coordinator will keep the City informed of any relevant changes in the Community Services Program.

III. CITY OF WACO RESPONSIBILITIES

- A. The City of Waco has designated the Director of Personnel Services as the agency contact person.

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- B. The Director has assigned the Recruiting and Staffing Coordinator in Personnel Services to coordinate placement of the probationers with City departments.
- C. The Recruiting and Staffing Coordinator is responsible for assigning probationers to City departments, collecting work sheets and forwarding them to the Program Coordinator.
- D. City departments utilizing probationers are responsible for the following:
 - 1. Providing the Recruiting and Staffing Coordinator in Personnel Services with:
 - a. Name and telephone number of department contact person.
 - b. Number of probationers requested.
 - c. Work sheets accurately recording the hours worked by probationers.
 - 2. Providing probationers with:
 - a. Telephone number for department contact person.
 - b. Directions to work locations.
 - c. Explicit work schedules.
 - d. Proper supervision.

IV. PROCEDURES

- A. The Program Coordinator screens the probationers to determine who should be referred to the City of Waco.
- B. The Program Coordinator mails the probationer's work sheet to the Recruiting and Staffing Coordinator.
- C. The Program Coordinator notifies the probationers to:
 - 1. Telephone the Recruiting and Staffing Coordinator in Personnel Services, City of Waco Tel: 754-3878 for scheduling.
 - 2. **PROBATIONERS ARE TO TELEPHONE THE RECRUITING AND STAFFING COORDINATOR OF PERSONNEL**

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SERVICES AT 754-3878 ON TUESDAYS AND THURSDAYS
FROM 3:00 PM TO 5:00 PM.

3. A separate phone number is to be manned during these hours.
- D. The Recruiting and Staffing Coordinator in Personnel Services, City of Waco will:
1. Assign probationers to City departments.
 2. Notify probationers of:
 - a. City department contact persons.
 - b. Telephone number(s) of department contact persons.
 3. Forward probationer's work sheet to respective department.
 4. Record locations for probationers' assignments.
 5. Notify department contact persons of assignments.
 6. Collect and forward completed work sheets to the Program Coordinator.
- E. Department contact persons will:
1. Advise assigned probationers of:
 - a. Work Schedules.
 - b. Adequate supervision to accomplish work task.
 - c. Directions to work sites.
 - d. Telephone number(s) of department contact person.
 2. Maintain a work calendar and accurately record probationers' times worked on work sheets.
 3. Forward completed work sheets to the Recruiting and Staffing Coordinator in Personnel Services **BY THE FIRST WORK DAY OF THE MONTH.**

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4. Notify the Recruiting and Staffing Coordinator in Personnel Services of problems/comments that should be reported to the Program Director.

Approved: JNH:

