

MECOSTA COUNTY COMMUNITY CORRECTIONS
WORKSITE INFORMATION PACK

Please fill out the information in and return to Mecosta County Community Corrections.
 This will allow your agency to receive workers through the work crew as well as
 individually. If you have any questions, please contact our office. 231-592-0126

Worksite Information

Agency Name:		
Address:	City:	Zip:
Phone Number:	Fax Number:	Township:
Hours of Operation: M: _____ T: _____ W: _____ TH: _____ F: _____ SA: _____ SU: _____		
What category does this organization fall under: <input type="checkbox"/> Township/ Government <input type="checkbox"/> Non-Profit If Non-Profit, Tax ID#		
Will this agency supply the necessary items to the work crew or clients while performing duties: YES NO		
Does this agency EMPLOY people to work: YES NO		
Does this agency accept VOLUNTEERS: YES NO		
This agency will accept the following: (Check each that apply) <input type="checkbox"/> Work Crews supervised by MCCC Supervisor <input type="checkbox"/> Individual clients that will set up a schedule with your agency supervising the individual.		
Supervisor Name:		
Position at Agency:		Personal Number:
Do you have any current or past criminal cases: YES NO If Yes, Please Explain:		
Supervisor Signature:		Date:

Each worksite may have authorized worksite supervisors. These supervisors are allowed to watch over the clients while performing community service. There must be at least one supervisor present at all times, when clients are performing their individual work (if the work crew supervisor is not on site).

Supervisor Name	Position/Title	Supervisor Signature

Policies

- As worksite supervisor, I understand the policies listed below and will make sure each supervisor understands them as well. Our organization will follow these policies to maintain our standing as a registered worksite for community service.

- I understand that if any information listed above changes, I will contact Mecosta County Community Corrections.

Supervisor Signature: _____

Date: _____

Work Crew Policies:

1. Projects for the work crew will be given on a first come first serve basis, unless an emergency situation arises. Work crews are subject to change depending on different circumstances.
2. Every agency needs to have a supervisor contact: This allows our office to contact you in the case of cancellation, time change, or if more information is needed.
3. Work crew will not operate power equipment unless fully trained.
4. Agencies that request work crew services must provide the materials/ supplies that are needed to perform the requested duties. MCCC will supply the limited materials that we have. This needs to be discussed prior to the work crews scheduled date.
5. Worksites must call in cancellations 24 hours prior.

Out of Town Worksite Policies:

1. Each worksite will have one main community service supervisor. This individual is responsible for maintaining hours, work crew scheduling, client supervision, and someone for clients to contact.
2. Worksite supervisors are to be in good standing with the Community Corrections department at all times. Supervisor CANNOT be a current or past client in this department. Each supervisor must be approved by MCCC.
3. Worksite supervisors may be called to validate hours and times by the Court.
4. Agency must fill out and submit an incident/accident report in the case one shall occur.
5. Timesheets are the responsibility of the client; they should let you know their community service hours are due to be submitted.
6. Hours submitted by agency will be verified before client will be given credit. Clients are required to have out of town agencies pre-approved.
7. Community service hours provided by MCCC must be used solely for events/projects that benefit the community.
8. Clients must be supervised at all times by a current employee of the non-profit organization.
9. When a worker is at your worksite individually, an approved worksite supervisor must be present at ALL times. Workers must sign in and sign out with the approved worksite supervisor and the timesheet will be signed for hours worked only.
10. Family members/friends/close relations are not allowed to work at an agency with other family members/friends/close relations supervising or employed.
11. Work crews must be scheduled through MCCC – by calling 231-592-0126.
12. Work crews must be cancelled through MCCC at least 24 hours prior to the scheduled date.
13. Agencies failing to abide by the rules and policies of the Community Corrections program will be removed from the worksite list and hours will not be accepted from the agency.
- 14. Hours only accepted on MCCC time sheets. Time sheets must be filled out completely to be acceptable. Time sheets are also available on our website at;**
- 15. Worksites must be a valid non-profit organization with a valid non-profit tax ID number**

As an agency requesting services through the Community Corrections program, I understand the policies listed above.

Worksite Supervisor: _____ Date: _____