

INLAND VALLEY VOLUNTEER & RESOURCE CENTER COURT REFERRAL PROGRAM

Dear Agency Director:

Thank you for your inquiry regarding the Court Referral Program of the Inland Valley Volunteer & Resource Center.

If we may be of service to you please sign and return the Memorandum of Understanding (retaining a copy for your records), the Request for Referrals and the Signature Authorization form.

Guidelines for working with court referrals and a copy of our time sheet are also enclosed.

Should you have questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Quiñones", with a stylized, cursive script.

Andrew Quiñones
Executive Director

Enclosures

INLAND VALLEY VOLUNTEER & RESOURCE CENTER COURT REFERRAL PROGRAM

Guidelines for Working with Court-Referred Volunteers (CRV'S)

INTERVIEW:

At your first meeting with the CRV's, please inform them of your requirements (job description, setting up a work schedule, notification of absence, dress code, safety regulations, etc.) This is very important, particularly for juveniles who may have little or no work experience.

RIGHT OF TERMINATION:

At any time, you have the right to refuse or terminate any CRV. If the CRV is unacceptable to you for any reason, return the time sheet to the Inland Valley Volunteer & Resource Center (IVVRC) or give it to the CRV to bring to the Center. Please write the reason for termination on the time sheet or contact the Center.

BEHAVIOR:

CRV's are working off a fine and are under sentence of the court. Most juveniles are doing community service as a condition of probation. The purpose of the program is to carry out the court's mandate. It is quite proper that the arrangements for community service entail some sacrifice on the part of the CRV. Unacceptable behavior can be a violation of probation or cause for return to courts.

ACCIDENTS:

In the event of any accident or injury, a report by the agency must be sent to the Inland Valley Volunteer & Resource Center (IVVRC).

TIME SHEETS:

We ask your assistance to ensure compliance with the sentencing terms for CRV's. Please refer to copy of a time sheet attached.

- All time sheets must remain in the possession of your agency until the due date. At that time please sign off the time sheet and give to the CRV to return to our Center.
- Do not allow CRV's to work past the due date on the time sheet without first checking with us. Some courts or probation officers will allow CRV's to do so while others will not give credit for hours performed past the due date until/or if an extension is granted.
- It is the responsibility of the CRV to return the time sheet to the Resource Center.
- Please keep your copies of time sheets for a period of 6 months.
- It is important that time sheets are accessible to an alternate on your staff. Documentation of service performed may be requested by the court, or our agency, at any time.
- All positive and negative comments regarding CRV's will be appreciated. These comments can be of benefit to the courts or to probation officers.
- Please fill in "Type of Work Performed." One word will suffice, i.e., clerical, janitorial, child-care, etc. There are times when the courts or probation officers request this information.

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Memorandum of Understanding

This agreement between the Inland Valley Volunteer & Resource Center (IVVRC) and your agency describes in broad terms our mutual responsibilities.

Our responsibility is to monitor court ordered clients and to refer them to public and nonprofit agencies to perform their community service hours. It is our mandate to verify and report hours completed to the courts or probation departments by the due dates. This Memorandum of Understanding is an extension of the court ordered requirements.

You are required to:

- Provide us with the name(s) of the person in your agency who will be responsible for clients;
- Keep us informed of your requirements, qualifications, job descriptions, what training you offer, and how the clients will be supervised;
- Allow use of your agency's name in our promotional efforts as a supporter of the Volunteer Resource Center;
- Allow us to conduct on-site visits;
- Not request or assign clients to conduct or engage in religious, sectarian or political activities;
- Not discriminate on the basis of age, sex, race, creed, or national origin;
- Orient and train clients, and maintain proper documentation;
- Not assign clients to any position which would displace employed worker;
- Notify us of any accidents and resolve according to your general guideline.

Please sign and return this agreement to the Inland Valley Volunteer & Resource Center and keep a copy for your files. We look forward to a long and productive relationship with you.

Andrew Quiñones
Executive Director

Agency

Authorized Signature

Title

Date

INLAND VALLEY VOLUNTEER & RESOURCE CENTER COURT REFERRAL PROGRAM

Request for Referrals

From Agency: _____ Phone _____

Address: _____ Fax No.: _____

City: _____ State: _____ Zip: _____

Request made by: _____ Position: _____

Address where referral will work: _____

Job Title: _____ Number Needed: _____
(Please complete separate sheet for each job title)

Job description: _____

Special qualifications needed: _____

Age requirement: _____ Health test requirement: _____

Days/hours needed: _____

Describe agency training and indicate days, times, and places it will be given: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Best time to be reached: _____

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Signature Authorization Form

Agency Name: _____

Date: _____

Address: _____

Phone #: _____

Fax #: _____

City: _____

State: _____ Zip: _____

In order for the Center to verify signatures on time sheets, please have all staff authorized to monitor court referred volunteer hours, sign and initial below.

Name (Please Print)	Signature	Initials
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INLAND VALLEY VOLUNTEER & RESOURCE CENTER COURT REFERRAL PROGRAM

The Los Angeles County Courts and Probation Departments refer volunteers to our office with offenses ranging from minor traffic violations to misdemeanors and felonies. Inland Valley Volunteer and Resource Center (IVVRC) makes every effort to follow the guidelines you set for referring court-referred volunteers to your agency and clients are screened based upon the current offense(s) only. Inland Valley Volunteer and Resource Center (IVVRC) **DOES NOT** fingerprint clients, nor do we conduct a federal or local legal screening for the current or prior cases. **It is up to your agency to screen volunteers for an appropriate volunteer position according to your agency's policies.** The clients are referrals to your agency, as such, you have the option of accepting or not accepting clients on a client-by-client basis. Clients must be supervised at all time. _____ (please initial that you read this statement)

Note:

Inland Valley Volunteer and Resource Center does not provide Worker's Compensation or any type of medical or liability insurance for any volunteers, adult, family, youth or court. All volunteers must fall within your agency's insurance policies (general liability insurance) regarding volunteers.

By signing this agreement with Inland Valley Volunteer and Resource Center, your organization agrees to the following:

- Comply with all federal policies and regulations regarding non-discrimination and accessibility
- Maintain a safe working environment for all volunteers.
- Advise IVVRC of any agency changes, including address, volunteer opportunities & supervisors
- Provide a drug-free workplace agency
- Carry adequate liability insurance
- Provide supervision for court ordered or referral volunteers
- Report any problems with volunteers directly to IVVRC.

Remarks/Concerns: _____

Signature Organization Director

Date

Return signed form to address below:

436 W. Fourth Street, Suite 201, Pomona, CA 91766
909/623-1284 Fax: 909/623-2568 Website: www.ivvrc.com Email: ivvrcoffice@gmail.com