



Birmingham Municipal Court
801 17th Street North
Birmingham, AL 35203

Telephone (205) 254-2876
Fax (205) 205-2533



Andra D. Sparks
Presiding Judge
Birmingham Municipal Court

Randall L. Woodfin
Mayor
City of Birmingham

Dear Potential Worksite:

Birmingham Municipal Court's community service, acts as the referral agent for adult residents in the City of Birmingham who are assigned community service work by the Municipal Court Judges. Community service provides referral, follow-up, monitoring and reports on clients referred to complete community service hours. Those referred to the program may be from Traffic Court, Drug Court, Gun Court or Domestic Violence Court. Referrals are made in lieu of jail time as a condition of dismissal.

The goal of Community service is to assist the Court in the administration of justice by coordinating the performance of community service by participants to the mutual benefit of the Courts, community agencies and participants. They have the opportunity to reach out to others in need by contributing their time and effort to community agencies.

Worksite assignments are made based on the client's skills, availability and limitations. Clients are referred to community, nonprofit, or faith based agencies to do a wide variety of tasks. All tasks enhance the ability of the agencies to provide services to the community. The work assignment involves the client with the community in a positive, constructive way.

Community service staff works closely with placement site organizations to ensure that workers are well matched and that the work proceeds smoothly. Organizations such as yours can play a key role in restorative justice and provide an extraordinary contribution to the community at large.

We thank you for your interest in becoming a worksite for the Birmingham Municipal Court community service program. Just complete and return the information attached at your earliest convenience and we can begin placing clients with your organization. Please call **Mrs. Windy Taylor at 205-254-2876** if you have any questions regarding any information contained herein.

Warmest regards,

Windy Taylor
Community Service Liaison



Randall L. Woodfin
Mayor
City of Birmingham

Birmingham Municipal Court
COMMUNITY SERVICE DIVISION
801 17th Street North
Birmingham, AL 35203

Telephone (205) 254-2593
Fax (205) 254-2533



Andra D. Sparks
Presiding Judge
Birmingham Municipal Court

Worksite: _____

Contact: _____

Worksite Agreement

Introduction:

Community Service Division serves as a broker between the courts and community by administering community service sentences imposed in lieu of or in addition to fines, restitution and jail terms; or as a condition of probation.

The goal of Community Service is to assist the court in the administration of justice by coordinating the performance of community service by offenders to the mutual benefit of the courts, community agencies and offenders.

Purpose of Agreement:

The purpose of this agreement is to formalize and enhance the working relationship between and clarify the roles and responsibilities of the Birmingham Municipal Court Programs, the public and nonprofit agencies ("worksite") that receive the community service.

Definitions:

- Community Service - Uncompensated labor for placement agency.
- Placement Agency – Government, nonprofit, community and/or faith based organization.
- Defendant or Client - Individual ordered by the court as a condition of the court to complete their community service hours.
- Program - The agency designated by the court to supervise Birmingham Municipal Court programs
- Worksite Supervisor - The person designated by the work-site agency to oversee the work performed by the client and maintain the work records.
- Director - The individual from the program who is responsible for placement of client and enforcement of the court order.

Community Service Division Responsibilities

The Community Service Division or representative will:

- 1) Timely respond to problems.
- 2) Provide agency with work-site manual.
- 3) Designate a community service liaison for the worksite.
- 4) Complete a thorough screening of all offenders prior to referral for placement and advise the worksite of the convicting offense, if so requested.
- 5) Adhere to worksite guidelines and requests when referring offenders.
- 6) Advise the worksite of any special conditions of the case, such as, current or past offenses which relate to the proposed service, mental or physical disabilities, alcohol or drug problems or a poor attitude.
- 7) Deal with any problems, such as, poor performance, attendance or attitude in a prompt and affirmative manner.
- 8) Conduct a worksite visit at least once annually or when a new supervisor is appointed or upon the request of the worksite.
- 9) Coordinate a training workshop for worksite staff at least once annually.
- 10) Inform worksites of potential inclusion in news stories.
- 11) Screen Clients.

Worksite Responsibilities

The worksite or worksite representative will:

- 1) Not discriminate in serving clients or accepting offender clients on the basis of race, sex, age, marital status, color, political affiliations, national origin, religion, handicap or any other non-merit factor
- 2) Designate a specific staff person through whom referrals will be made.
- 3) Keeps all information concerning offenders strictly confidential, certain information may be related to the client's immediate supervisor on a "need to know".
- 4) Provide descriptions of available work assignments.
- 5) Interview/screen each client/ volunteer referred to the worksite to determine if the client is appropriate for the worksite, and if the worksite can benefit from the client's service.
- 6) Establish a work schedule and assignments, if the offender is accepted by the worksite. If the client is not accepted, the worksite will advise the community service program.

- 7) Familiarize the client with the mission/activities of the worksite, and give a clear explanation of expectations and rules.
- 8) Assign a supervisor to:
 1. Provide the client/volunteer with any instructions or training required for the job assignment.
 2. Supervise the actual performance of work by the client/volunteer.
- 9) Not assign client/volunteers to perform any tasks, which pose any obvious danger to the client/volunteer.
- 10) Client/volunteers are forbidden to operate any power tools including chain saws and lawnmowers.
- 11) Not allow clients to drive worksite vehicles.
- 12) Not allow clients to drive their own vehicles from one work assignment to another.
- 13) Keep accurate records of hours worked by the clients/volunteers on timesheets provided by the community service division
- 14) Provide progress reports on offenders when contacted by the community service program.
- 15) Take the initiative to advise the Community Service Division of any persistent performance problems.
- 16) Promptly dismiss an offender and immediately notify the program if an offender:
 - a. Appears to be under the influence of alcohol or drugs
 - b. Behaves uncooperatively or has committed a serious infraction of worksite rules.
 - c. Is repeatedly tardy, rude or uncooperative.
 - d. Fails to report as scheduled more than twice.
- 17) Provide a final report by completing and returning the timesheet by the date specified on the timesheet.
- 18) Ensure that offenders performing community service will in no way replace paid staff; preclude the hiring of additional personnel.
- 19) Clients cannot be used for personal gain for yourself, family member, or any business with which you are associated.
- 20) Client are not allowed to work for monetary wages or provide their own personnel services with monetary value. Community service hours are hours volunteered **only**.
- 21) Worksites involved with political campaigning, clients are not allowed to be used for political gain or to assist with political campaigning due to conflict of interest. To avoid conflict, clients should be scheduled to work after political campaigning.

- 22) Immediately advise the community service program in case of any incident or injury involving an offender.
- 23) Ensure that proper medical care is provided, if an injury occurs.
- 24) Indemnify and hold harmless the City, Court, Community Service Program and any and all officers, employees or agents thereof from any damage, injury or claim of any kind whatsoever caused by or caused to any client/volunteer performing community service for the worksite.
- 25) Provide the community service division with a list of types of clients (i.e. offenses) which are not acceptable.
- 26) Contact the community service division in advance of major projects.
- 27) Notify the community service division when contact person for the agency changes.

Responsibilities of the Client

- 1. Work number of hours per week that were agreed to by the agency and community service division.
- 2. Maintain regular attendance and complete hours within established deadline.
- 3. Notify in advance when and why unable to work hours already scheduled.
- 4. Provide own transportation.
- 5. Abide by agency rules and regulations.

The City nor Community Service Program or site, nor any volunteer, or employee thereof acting in the course of their duties shall be liable for any injury or loss a person might incur while performing public or community service as ordered by the court. Neither the City nor Community Service Program shall be liable for any tortuous acts of any person performing such community service. *No person assigned to a public or community service site shall be considered an employee for any purpose, nor shall the City, Court or public or community service program be obligated to provide any compensation to such person during the work assignment.

Agreement

The undersigned representatives have read and accept the provisions of this Agreement.

Agency/Worksite _____

Agency/Worksite Supervisor _____

Community Service Staff _____

Name/Title _____

Date: _____

OFFICE USE ONLY:

Date copy to worksite: _____

Liaison: _____

Site visit date: _____



Randall L. Woodfin
 Mayor
 City of Birmingham

Birmingham Municipal Court
COMMUNITY SERVICE DIVISION
801 17th Street North
Birmingham, AL 35203
 Telephone (205) 254-2593
 Fax (205) 254-2533



Andra D. Sparks
Presiding Judge
Birmingham Municipal Court

Community Service

“WORK SITE” SURVEY

Thank you for your interest in the Birmingham Municipal Court’s Community Service Program. This questionnaire is designed to assist us in placing clients appropriately at your work-site consistent with program goals. Once your survey is complete, please return it to Community Service Division, 801 17th Street North, Birmingham, Alabama 35203

Name of Organization _____

Address _____

Contact Person _____

Phone Number _____

1) What types of work does your organization need? For example maintenance, janitorial or clerical.

2) What hours and days of the week could you offer supervised community service work?

Weekdays from _____ **to** _____

Weekends from _____ **to** _____

Would you be able to accommodate a schedule that would vary?

- 3) **Do you have any seasonal or occasional project that community services workers could help with? If so what and when?**

- 4) **Are there any criminal, or motor vehicle charges that you wish to have your clients screened out or excluded for?**

- 5) **Do you wish to accept referrals on a case-by-case basis?**

- 6) **What dress code requirements do you have for community service workers, especially as it relates to safety?**

Please be as detailed as possible so that this information can be shared with clients assigned to you.

- 7) **Please share any questions, concerns, comments or suggestions that you would like to bring to the attention of the program.**

Survey completed by:

Signature

Title

Date