



Orange County Corrections Department
Community Corrections Division & Inmate Programs
Central Intake | Pretrial Diversion | Pretrial Release | Probation

P.O. Box 4970, Orlando, Florida 32802-4970
Phone: 407-836-3049 • Fax: 407-836-3199 • CR-AlternativeCommunityService@ocfl.net

Dear Future Community Partner:

Thank you for your interest in partnering with the Orange County Corrections' Alternative Community Service (ACS) Program. ACS provides a means for offenders to repay the community for crimes they have committed. Our offenders come from various court programs (Drug Court, Collections Court), Misdemeanant Probation, and Pre-trial Diversion. Offenders perform a variety of services including office work, custodial duties, park cleanup, and more.

To be considered for establishment as an approved ACS worksite, your agency must be a tax-exempt non-profit or governmental organization. The following information is needed to determine eligibility:

- A statement on agency letterhead providing an overview of your organization (with mission statement if applicable) and how ACS workers will be utilized at your site.
- Proof that your agency is a non-profit organization. You may provide one of the following:
 - Documentation that your agency has been identified by the IRS as a 501(c) (3) agency.
 - Government agencies can provide proof of their authority to operate, such as a charter.
 - A copy of the most recent fire inspection that took place at the proposed work location.

The ACS staff will review these documents and if your agency is determined eligible, a site visit will be scheduled. During the site visit, we will discuss the details of becoming an ACS site, the rules/regulations that apply and answer any questions or concerns you may have. A tour of the work location/worksite will also be conducted.

Please feel free to contact the ACS Supervisor, Barbara Haynie at (407) 836-3195, if you have any questions. You may email the requested documents to Barbara.Haynie@OCFL.net or the designated ACS Officer.

We appreciate your interest in the Alternative Community Service program and look forward to working with you in the future. Thank you!

**Orange County Corrections Department
Community Corrections Division
Alternative Community Service
AGENCY GENERAL CONTRACT**

Purpose of Community Service:

The purpose of Alternative Community Service is to provide a means for offenders to repay the Community for the crimes they have committed. Additionally, it provides the courts with sentencing enhancement for drug court offenders and provides the ability to modify fines for indigent offenders by ordering them to perform Community Service. Offenders performing community service under this agreement are doing so without monetary compensation, to satisfy conditions of a Court Order.

To ensure that Alternative Community Service (ACS) workers are properly assigned and supervised, the following will occur:

- A. ACS workers' hours will be limited to the hours when a permanent full time staff member from your organization is available to supervise the worker.
- B. The employee from your agency who is assigned as the site supervisor/designee will develop a daily work list and arrange assignments. They will also closely monitor the ACS workers' accomplishments based on the work schedule. The person from your agency assigned as the site supervisor/designee will be accountable for the accuracy of the ACS worker timesheets.
- C. The site supervisor/designee from your agency will be responsible for checking their sites and will spot check with ACS workers as to problems and issues. The site supervisor/designee will ensure all problems concerning ACS workers are reported to the designated Officer or the ACS Supervisor.
- D. There will be strong communication and coordination between the ACS staff and your agency prior to and during the assignment of ACS workers. Information received from your agency in writing will be used to ensure offenders are properly assigned.
- E. The site supervisor/designee from your agency, will ensure that the ACS workers' identification is verified each time the ACS worker reports.
- F. The site supervisor/designee from your agency will ensure that all ACS workers assigned to your site who handle cleaning products/chemicals will be instructed as to the safe handling and use of the product. Your agency is responsible for providing all safety equipment relevant to the task assigned.
- G. The site supervisor/designee from your agency will take necessary precautions to ensure the safety of ACS workers by adhering to the Center for Disease Control (CDC) COVID-19 Safety Guidelines.



MEMORANDUM OF UNDERSTANDING

Between

Orange County Corrections Department, Community Corrections Division

And

Town of Eatonville Community Redevelopment Agency _____

(Name of Agency)

307 E. Kennedy Blvd. Eatonville, FL 32751 _____

(Address)

Phone # 407-623-8916 Fax # _____

Responsibilities:

1. Your agency will use standard forms for reporting work hours, the forms provided by the ACS program.
2. ACS workers will sign in and out in the presence of a site supervisor/designee, who will initial to verify that the hours are correct. The site supervisor/designee is responsible for the accuracy of any documentation and will ensure that the photo identification of the ACS worker has been verified.
3. There will be **no adjustments** to work hours on a timesheet without notification/authorization from an ACS Officer or Unit Supervisor.
4. The site supervisor/designee is responsible for faxing or emailing a weekly report each Monday or Tuesday to the general ACS email account:

CR-AlternativeCommunityService@ocfl.net

The report will cover the prior week's Monday through Sunday work activity.

5. The site supervisor/designee will email or fax completed documentation on individual ACS workers with the site supervisor/designee's signature at the completion of the court-ordered hours. The fax number for ACS is (407) 836-3137. **The completed timesheet will not be provided to the ACS worker.**
6. ACS worker start times begin at designated hours as agreed on by the ACS unit and the Agency's worksite.
7. Site supervisor/designee are to contact the ACS Officer to refer any ACS worker to another worksite, if deemed necessary. In the event of an emergency or injury with an ACS worker contact **(407) 448-5617**.
8. The worksite will only accept ACS workers who have been processed through **Orange County Community Corrections** and who have been referred to the site with a Letter of Introduction.

9. The worksite will **not** release ANY documents directly to the ACS worker. The original timesheet will be **kept on file by the Agency for one year.**
10. Any injuries to an ACS worker will be reported to the ACS program immediately and the assigned worksite will follow up with a written report detailing the accident/incident.
11. ACS workers will be required to wear appropriate safety equipment, such as orange safety vests, eye protection, gloves, and appropriate shoes as required for personal safety.
12. If it can be reasonably anticipated, ACS workers will come in contact with bodily fluids (while cleaning restrooms, for instance), they should be provided with the appropriate Personal Protective Equipment (disposable, single use latex gloves; eye protection and/or other equipment depending on the nature of the assigned task).
13. If an ACS worker comes in contact with bodily fluids (blood, feces, urine, saliva, semen, cerebrospinal fluid, mucus, tears, etc.), they should be instructed to immediately wash with antibacterial soap/hand sanitizer and water any parts of the body that had contact with any infectious material. The ACS Office/r should be immediately informed of the incident so that a referral to medical services can be provided.
14. The worksite shall to adhere to the Center for Disease Control's (CDC) COVID-19 guidelines to ensure the safety of ACS workers. This includes, but is not limited to, frequent disinfecting of the work area, mandating PPE when close contact with others is anticipated, limiting occupancy in close quarters, and ensuring proper social distancing.
15. The site supervisor/designee or agency manager will ensure that all staff working with ACS workers are instructed that sexual harassment, acceptance of bribes, and/or fraternization with ACS workers is **strictly forbidden**. In line with the principles of the Prison Rape Elimination Act (PREA), OCCD and the ACS program has a zero tolerance policy for any sexual abuse or attempted sexual abuse of an offender. All incidents of this nature must be reported to the ACS Officer or Supervisor immediately. The worksite will be responsible for ensuring that all complaints are thoroughly investigated and that a full report is made to the ACS Supervisor.

Responsibilities of the Alternative Community Service Unit:

1. The Community Corrections Division will instruct the ACS worker to report to the assigned agency with his/her letter of introduction.
2. The Supervisor of ACS will be available on the weekends and evenings at **(407) 448-5617**.
3. Community Corrections will not send offenders whose charge(s) fall beyond pre-agreed limits to the worksite.
4. Community Corrections will limit juvenile ACS workers to those sixteen (16) years of age and older.



- 5. Staff from the ACS program will conduct periodic visits to the Agency/Worksite.
- 6. A representative of ACS will meet with a designated employee of your organization prior to offenders reporting to your worksite.
- 7. ACS provides limited insurance coverage for ACS workers. If an ACS worker is injured on site, ACS will handle filing medical treatment up to the limits of the current medical insurance. ACS insurance is secondary to any insurance coverage the ACS worker may already have.

Assigned Agency Manager or Designee

Date

Community Corrections Division Representative

Date

**Alternative Community Service
Agency General Contract**

Attachment 1

Please list any special conditions that the agency would like taken into account as a worksite with the ACS program:

- 1. We will not be able to accept violent offenders as defined in F.S.775.084 , including but not limited to Arson, Sexual battery, Robbery, Kidnapping, Aggravated child abuse, Aggravated abuse of an elderly person or
- 2. disabled adult, Aggravated assault with a deadly weapon, Murder, Manslaughter, Aggravated manslaughter of an elderly person or disabled adult, Aggravated manslaughter of a child, Unlawful throwing, placing, or
- 3. discharging of a destructive device or bomb, Armed burglary, Aggravated battery, or Aggravated stalking.
- 4. _____
- 5. _____

Assigned Agency Manager or Designee