

**CONCHO VALLEY
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
Community Re-Enrichment Work Program (CREW)**

CONTRACTUAL AGREEMENT RENEWAL

This Agreement, made and entered by and between the Community Re-Enrichment Work (CREW) program, a Community Service Restitution program operated by the Tom Green County Community Supervision and Corrections Department, hereinafter called "Department" and

NAME: **CITY OF EDEN** Hereinafter called "Agency."

Agreement START DATE: **08/26/2024** Agreement END DATE: **08/26/2026**

I. PURPOSE:

This Agreement provides the basis under which CREW and the Agency may carry out their interrelated activities. The ultimate purpose of this Agreement is to provide offenders the opportunity to repay a portion of his or her injury to this community caused by the offense, by performing useful work for a governmental entity or non-profit agency.

II. SERVICES:

The Department agrees to provide persons to complete the work assignments, as they are available. The Department will not be held responsible for accidents or any other type of injury. The Agency agrees to provide work assignments that can be completed by volunteers. The work required in the assignments will not include work that may pose a danger to the public. The volunteer will not provide transportation in any vehicle or perform work that may endanger the volunteer such as construction or maintenance work that involves a significant risk of injury.

III. REFERRAL PROCESS:

The Agency will read, sign, and date the contract, complete the questionnaire, and mail them to:

**CONCHO VALLEY
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
CREW Program
3036 North Bryant Blvd.
San Angelo, Texas 76903**

The Probation Officer needing to place a volunteer to complete CREW hours will refer the individual to the Department's Community Service Restitution Coordinator. The Community Service Restitution Coordinator will provide the volunteer with the necessary referral information. This will include the name, address, and telephone number of the Agency representative. The CREW volunteer will additionally be provided with copies of the Volunteer/Agreement/Timesheet and copies of the Waiver of Liability/Consent for Release. The CREW volunteer will provide the Agency with copies of these documents during the initial meeting with its representative. Additionally, the CREW volunteer will be instructed to make contact with the Agency representative within two (2) working days to set up an appointment. The representative of the Agency should then make effort to meet with the CREW volunteer within three (3) working days to provide a general orientation and to establish a work schedule for the volunteer. Upon completion of the interview, the Agency representative will notify the Community Service Restitution Coordinator if the volunteer is not accepted for any reason.

IV. PROGRESS AND/OR EVALUATION:

An Agency representative will initial the CREW volunteers' Timesheets and record the hours worked on both the Agency copy of the timesheet and the volunteer's copy. An agency representative will then mail a copy of this time sheet to the CREW Program's CSR Coordinator no later than the first (1st) working day of each month (following the volunteer's work activity). This will provide the supervising officer a means of verifying that the volunteer work is being performed, as ordered by the Court. **The volunteer must work hour for hour; and cannot donate money in lieu of performing hours.**

V. TERMINATION

The Agency agrees not to terminate a CREW volunteer prior to completion of the specified hours unless such action and reason is made known to the Community Service Restitution Coordinator. In the event that the Agency needs to terminate a volunteer, the Agency may notify the Community Service Restitution Coordinator and request that the Department terminate the volunteer. Either party, Agency or Department, may terminate this contract by giving written notice of its intent to terminate to the other party.

IV. LIABILITY

The Department promotes opportunities for Probationers to learn accountability and responsibility in the community. This program is one such area in which these opportunities are provided. The Agency understands that participation in this program is free and voluntary. Further, that supervision of the CREW Volunteer is the responsibility of the Agency while the Volunteers are performing their Community Service work. The Agency agrees not to hold Tom Green County, the Community Supervision and Corrections Department, or any of its employees accountable for any acts of commission or omission on the part of the CREW Volunteers, as these volunteers are totally responsible and accountable for their own actions.

CONTRACTUAL AGREEMENT RENEWAL APPROVAL

For the Department

Jed Davenport, Executive Director
Concho Valley CSCD
3036 North Bryant Blvd.
San Angelo, Texas 76903
(325) 659-6544
(325) 658-5057 Fax

Date

For the Agency:
(Requires Agency's Director's or President's signature)

Signature

Date

Printed Name

Title

Agency Name & Address

**CONCHO VALLEY
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
Community Re-Enrichment Work Program (CREW)**

Agency Needs Questionnaire

Agency/Organization:

Address Where CREW Volunteer Reports:

Contact Person(s):

Telephone Numbers(s):

Days and Times Needed:

Objectives of the Agency:

Specific Types of Work Available for CREW Volunteers:

Completed by:

Authorized Agency Representative Signature

Date

Printed Name

Title