

Community Service Agency
Letter of Application for Participation in the Community Service Program

TO: The _____ Municipal Court

The _____ is submitting this Letter of Application to be approved as a Community Service Agency as defined by O.C.G.A. § 42-3-50 and §42-3-51. This agency is eligible to become a community service agency because (Identify appropriate reason):

- It is a federal, state, or local funded government agency (please specify)
- It is a nonprofit organization
- It is charitable organization
- Other (describe) _____

This agency can supervise and effectively use _____ offenders per _____.

The type of work to be performed by offenders will be _____
(Please identify type: Grounds maintenance, custodial and building maintenance, general labor, human services, clerical, office work, other).

The main contact person for this agency is:

Name: _____ Position/Title: _____ Telephone#: _____

Address: _____

Work by the offenders will be primarily performed during the following hours (Please identify):

8AM-5PM (M-F) 8AM-12PM(Sat, & Sun) 8AM-5PM(Sat, & Sun) Negotiable

O.C.G.A. §42-3-51(d) states:

No agency or community service officer shall be liable at law as a result of any of such agency's or community service officer's acts performed while participating in a community service program. This limitation of liability shall not apply to actions on the part of any agency or community service officer which constitute gross negligence, recklessness, or willful misconduct.

This application presented above is hereby: Approved Denied

This _____ day of _____, 20 ____.

Chief Judge _____ Municipal Court

State of Georgia

County of _____

Professional Probation Services, Inc.
_____ Probation Office
Community Service Agency Agreement

For Purpose of this Agreement, AUTHORITY means:

(Agency) _____, its
employees,

agents, and officials, and _____ (Supervisor), including his/her successors
in office.

- 1.) The AUTHORITY understands that the probationers covenant, agree, and promise the following:
 - To perform community service in proper and work like manner.
 - To assume liability for any bodily and personal injury received as a result of performing this community service.
 - To notify the AUTHORITY and probation officer promptly of any disability or handicap which interferes with the performance of the assigned community service hours.
 - Understands that the failure to perform community service hours as directed may result in revocation of probation.
- 2.) For and in consideration of community service rendered through probationers s supervised by the _____ Office of Professional Probation Services, Inc., the AUTHORITY understands, covenants, agrees, and promises the following:
 - To promptly report to the probation officer any offender in violation of a court order or work agreements.
 - To provide all proper and adequate work supervision for the offenders and to assure that duties or tasks assigned to offenders are not hazardous or conspicuously unsafe.
 - To assure the offenders are treated in a fair manner by all employees of the AUTHORITY.
 - To provide all necessary required reports concerning community service performance to the probation officer.
 - Awareness by the AUTHORITY that violation of any court order or work agreement will result in the AUTHORITY losing eligibility to participate in the Community Service Program.
- 3.) The AUTHORITY approves of and enters into this Agreement by signing of this document by the undersigned, authorized agent.

IN WITNESS WHEREOF, Agent of AUTHORITY has here on to set his/her hand this
day of _____, 20_____.

Agent of AUTHORITY

Signed in the presence of: _____
Witness