



**COLLIN COUNTY COMMUNITY SUPERVISION  
AND CORRECTIONS DEPARTMENT**

2100 Bloomdale Road, #12262 McKinney, TX 75070  
(972) 548-4237  
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Bob Hughes, Director

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**COMMUNITY SERVICE RESTITUTION PROGRAM  
PARTICIPATING AGENCY AGREEMENT**

**Collin County Public Works**

A tax supported entity or non-profit organization serving the public good, hereby enters into this non-financial, cooperative agreement (CSR) with the **Collin County Community Supervision and Corrections Department (CSCD)** for the purpose of providing offenders (probationers), placed on community supervision by the courts, an opportunity to serve a specified number of hours performing volunteer public service work (without compensation) for said participating entity (**Agency**) within a given time limit to fulfill the sentencing option or condition of community supervision.

**RESPONSIBILITIES**

**AGENCY**

The **Agency** will treat probationers with dignity and respect entitled to all persons.

The **Agency** must provide personnel to supervise and direct the probationers and document dates and times of service performed on the documentation/time verification sheet retained by the probationer. Supervision should ensure that probationers are not allowed to:

- a. Engage in the solicitation of donations, gifts, and/or gratuities which would benefit the organization;
- b. Be used for any type of personal/private gain or benefit to individuals;
- c. Engage in any activity that directly benefits or promotes a religious observance;
- d. Provide services for individuals who have the ability to pay for those services;
- e. Engage in any activity that is illegal, immoral, or unethical;
- f. Be given extra or bonus hours/credit for hours worked for any reason (e.g. furnishing tools, using personal vehicle, working special projects);
- g. Be involved in any activity involving event security;
- h. Be involved in any activity for which the probationer has been excluded by CSCD

The **Agency** may conduct a screening of probationers assigned to that agency.

The **Agency** shall respect the confidential nature of probationers' status unless provided a written release from individual probationers.

The **Agency** will allow water and rest breaks when appropriate and lunch breaks for full day activities.

The **Agency** will provide all equipment or supplies needed to perform assignments.

The **Agency** has the authority to restrict probationers' use of cell phones for texting or

conversation while involved in CSR. The Agency may dismiss probationers when probationers ignore the restriction.

The **Agency** will provide a safe work environment and not allow probationers to attempt an activity for which they are not suited or qualified or which places probationers at risk. The Agency will enforce all safety rules. The Agency also agrees to provide safety equipment, such as goggles, etc., to complete jobs safely.

The **Agency** will insure that proper medical care is provided in the event of an accident or injury involving a probationer while performing community service, as follows: In the event of an accident or injury, the Agency will summon emergency services as appropriate will notify the CSCD immediately. The Agency will care for probationers' injuries with the same efficiency as would be done for an Agency employee.

The **Agency** will immediately notify CSCD of any problems experienced with any probationer. CSCD will take prompt action to alleviate the problem.

The **Agency** shall reserve the right to terminate the placement of probationers at any time and shall notify CSCD of such action as soon as possible and to dismiss probationers for poor performance.

The **Agency** agrees that the work performed by probationers must not result in the loss of jobs or displacement of paid workers.

The **Agency** agrees that probationers shall not be involved in any work, job, task or activity that could result in the probationers' access to or direct contact with any alcoholic beverage;

The **Agency** agrees that probationers shall not be involved with the handling of, or otherwise be responsible for, any high value asset(s) or for the collection, handling or safeguarding of money, including cash, personal or travelers checks, money orders, credit card receipts, or any event tickets or coupons sold or exchangeable for any of the above.

### **CSCD**

**CSCD** assumes the responsibility of screening all probationers for appropriate placement within the Agency and providing probationers with contact information for the agency.

**CSCD** does not allow sex offender probationers to work in agencies where children are on the premises.

**CSCD** may conduct field visits to the Agency on a random basis to monitor probationers' work and performance as well as compliance with CSCD community service policies.

**CSCD** will, upon notification from the Agency, take prompt action to alleviate any problems experienced with assigned probationers.

**CSCD** makes no promise or guarantee regarding the number of scheduled workers who will report to an agency/special event or complete their scheduled community service hours at any agency/special event.

## CONTACTS

### Agency

The following has been named as the **Agency's** contact person for **CSCD** concerning the Community Service Restitution program:

Agency contact: GARY ENNA  
Title: ASST. DIR OF PUBLIC WORKS  
Primary phone number: 972-548-3700

The following **Agency** person will be signing the probationers' timesheets:

Agency contact: BRETT HESLET  
Title: R+B Foreman  
Primary phone number: 972-548-3717

### CSCD

In order to expedite communications involving problems, questions, project requests, or other related matters concerning the Community Service Restitution program, the **Agency** is to contact the following **CSCD** representative(s):

Julia Elliott  
Community Supervision Resource Officer  
Office: 972-548-3669  
[jelliott@co.collin.tx.us](mailto:jelliott@co.collin.tx.us)

Larry Pinter  
Deputy Director  
Office: 972-548-3877  
[lpinter@co.collin.tx.us](mailto:lpinter@co.collin.tx.us)

**This agreement shall remain in effect until cancelled by either party via email, letter or phone contact.**

Gary Enna ASST. DIR OF PUBLIC WORKS  
Agency representative/Title

GARY ENNA  
Printed name of Agency Representative

Julia Elliott - Resource Officer  
CSCD Representative/Title

Julia Elliott  
Printed name of CSCD Representative