



Inland Valley Volunteer Resource Center @ the SoCal Service Corps  
SoCalServiceCorps.org - 436 West Fourth Street, Suite 201, Pomona, 91766 – Email: [lvvrcoffice@gmail.com](mailto:lvvrcoffice@gmail.com)

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Dear Agency Director:

Thank you for your inquiry regarding the Court Referral Program of the Inland Valley Volunteer & Resource Center.

If we may be of service to you, please sign and return the Memorandum of Understanding (retaining a copy for your records), the Request for Referrals and the Signature Authorization form.

Guidelines for working with court referrals and a copy of our time sheet are also enclosed. Should you have questions, please contact me.

Sincerely,

*Andrew Quiñones*

Executive Director

Enclosures below:



## **Guidelines for Working with Court-Referred Volunteers (CRV'S)**

### **INTERVIEW:**

At your first meeting with the CRV's, please inform them of your requirements (job description, setting up a work schedule, notification of absence, dress code, safety regulations, etc.) This is very important, particularly for juveniles who may have little or no work experience.

### **RIGHT OF TERMINATION:**

At any time, you have the right to refuse or terminate any CRV. If the CRV is unacceptable to you for any reason, return the time sheet to the Inland Valley Volunteer & Resource Center (IVVRC) or give it to the CRV to bring to the Center. Please write the reason for termination on the time sheet or contact the Center.

### **BEHAVIOR:**

CRV's are working off a fine and are under sentence of the court. Most juveniles are doing community service as a condition of probation. The purpose of the program is to carry out the court's mandate. It is quite proper that the arrangements for community service entail some sacrifice on the part of the CRV. Unacceptable behavior can be a violation of probation or cause for return to courts.

### **ACCIDENTS:**

In the event of any accident or injury, a report by the agency must be sent to the Inland Valley Volunteer & Resource Center (IVVRC).

### **TIME SHEETS:**

We ask your assistance to ensure compliance with the sentencing terms for CRV's. Please refer to copy of a time sheet attached.

- All time sheets must remain in the possession of your agency until the due date. At that time please sign off the time sheet and give to the CRV to return to our Center.
- Do not allow CRV's to work past the due date on the time sheet without first checking with us. Some courts or probation officers will allow CRV's to do so while others will not give credit for hours performed past the due date until/or if an extension is granted.
- It is the responsibility of the CRV to return the time sheet to the Resource Center.
- Please keep your copies of time sheets for a period of 6 months.
- It is important that time sheets are accessible to an alternate on your staff. Documentation of service performed may be requested by the court, or our agency, at any time.
- All positive and negative comments regarding CRV's will be appreciated. These comments can be of benefit to the courts or to probation officers.
- Please fill in "Type of Work Performed." One word will suffice, i.e., clerical, janitorial, etc. (There are times when the courts or probation officers may request this information.)



### *Memorandum of Understanding*

This agreement between the Inland Valley Volunteer & Resource Center (IVVRC) and your agency describes in broad terms our mutual responsibilities.

Our responsibility is to monitor court ordered clients and to refer them to public and nonprofit agencies to perform their community service hours. It is our mandate to verify and report hours completed to the courts or probation departments by the due dates. This Memorandum of Understanding is an extension of the court ordered requirements.

You are required to:

- Provide us with the name(s) of the person in your agency who will be responsible for clients;
- Keep us informed of your requirements, qualifications, job descriptions, what training you offer, and how the clients will be supervised;
- Allow use of your agency’s name in our promotional efforts as a supporter of the Volunteer Resource Center;
- Allow us to conduct on-site visits;
- Not request or assign clients to conduct or engage in religious, sectarian or political activities;
- Not discriminate on the basis of age, sex, race, creed, or national origin;
- Orient and train clients, and maintain proper documentation;
- Not assign clients to any position which would displace employed worker;
- Notify us of any accidents and resolve according to your general guideline.

Please sign and return this agreement to the Inland Valley Volunteer & Resource Center and keep a copy for your files. We look forward to a long and productive relationship with you.

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Partner Agency

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Authorized Signature

Title

Date

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Andrew Quiñones

Executive Director, SoCal Service Corps, IVVRC

Date



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Agency Name:

Non-Profit/501c3 #:

Request made by:

Title/Position:

Volunteers Job Title:

Number Needed:

Volunteers Job Title:

Number Needed:

Volunteers Job Title:

Number Needed:

Where volunteer will work:

(example: Store, office, outdoors, etc.)

Job description:

(example: labor, clerical, etc.)

Special qualifications needed:

Age Requirements:

Health test requirement:

Days needed:

Hours:

Site Address:

City:

State:

Zip:

Phone Fax No.:

Contact Person:

Title:

Contact Information:

Best time to be reached:

Will volunteers need an orientation or training, if so, please describe agency training and indicate days, times, and places it will be given.

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## Signature Authorization Form

Date:

Agency Name:

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Address:

City:

State:

Zip:

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Phone #:

website:

email:

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**In order for the Center to verify signatures on time sheets, please have all staff authorized to monitor court referred volunteer hours, sign and initial below.**

Name (Please Print)

Signature

Initials

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Name (Please Print)

Signature

Initials

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Name (Please Print)

Signature

Initials

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Name (Please Print)

Signature

Initials

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Name (Please Print)

Signature

Initials

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The LA, OC, SB, RS County Courts and Probation Departments refer volunteers to our office with offenses ranging from minor traffic violations to misdemeanors and felonies. Inland Valley Volunteer and Resource Center (IVVRC) makes every effort to follow the guidelines you set for referring court-referred volunteers to your agency and clients are screened based upon the current offense(s) only. Inland Valley Volunteer and Resource Center (IVVRC) **DOES NOT** fingerprint clients, nor do we conduct a federal or local legal screening for the current or prior cases. **It is up to your agency to screen volunteers for an appropriate volunteer position according to your agency's policies.**

The clients are referrals to your agency, as such, you have the option of accepting or not accepting clients on a client-by-client basis.

Clients must be supervised at all time. \_\_\_\_\_ (please initial that you read this statement)

**Note:** Inland Valley Volunteer and Resource Center does not provide Worker's Compensation or any type of medical or liability insurance for any volunteers, adult, family, youth or court. All volunteers must fall within your agency's insurance policies (general liability insurance) regarding volunteers.

**By signing this agreement with Inland Valley Volunteer and Resource Center, your organization agrees to the following:**

- Comply with all federal policies and regulations regarding non-discrimination and accessibility
- Maintain a safe working environment for all volunteers.
- Advise IVVRC of any agency changes, including address, volunteer opportunities & supervisors
- Provide a drug-free workplace agency
- Carry adequate liability insurance
- Provide supervision for court ordered or referral volunteers
- Report any problems with volunteers directly to IVVRC.

Remarks/Concerns:

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Signature Organization Director

Date

Return signed form to IVVRC @ [ivvrcoffice@gmail.com](mailto:ivvrcoffice@gmail.com) or 436 W.4ths St., Ste 201, Pomona Ca, 91766: