

CHRISTINE A. SHENK  
Acting Chief, Adult Probation  
& Parole Officer

**ADULT PROBATION AND PAROLE DEPARTMENT**

Court of Common Pleas of Bucks County  
SEVENTH JUDICIAL DISTRICT OF PENNSYLVANIA

A Force for Positive  
CHANGE.



WALLACE H. BATEMAN, Jr.  
President Judge

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**AGREEMENT BETWEEN PLACEMENT AGENCY AND PROGRAM**

**A. PURPOSE:**

The purpose of this agreement is to formalize and enhance the working relationship between participating placement agencies and the Bucks County Community Service Program.

**B. DEFINITIONS:**

“Community Service” shall be defined as uncompensated labor for an agency whose purpose is to enhance physical or mental stability, environmental quality or the social welfare.

“Agency” means a non-profit organization or public body agreeing to accept community service from offenders and to report on the progress of ordered community service to the court or its delegate.

**C. PROGRAM DESCRIPTIONS:**

Program staff interview and screen convicted offenders who have been sentenced by judges to perform a specific number of hours of community service work. In cooperation with participating placement agencies, the program will assign community service clients to placement agencies to perform the required community service work by a specific deadline. Based on information supplied by placement agencies and after review of the Community Service log sheets, Adult Probation staff may make periodic reports to judges and other members of the justice system.

**D. AGENCY RESPONSIBILITIES:**

- 1) The placement agency will designate a specific agency staff person who will act as the agency contact. The agency contact will be responsible for accepting or rejecting potential community service volunteers and will provide necessary information to Adult Probation.
- 2) The placement agency will not discriminate in serving or in selecting clients on the basis of race, sex, age, marital status, religion, handicap, color, political affiliations, national origin, or any other non-merit factors.
- 3) The placement agency contact will interview the potential community service volunteer.
  - A. If the potential client is accepted by the placement agency, the interviewer and client will establish work schedules and work assignments. The placement agency will provide reasonable training necessary for the successful completion of the work assigned to the client.
  - B. If the potential client is not accepted by the placement agency, the agency will notify Adult Probation, and will explain why the client was rejected by the agency.
- 4) The placement agency will sign the log sheets for the client.
- 5) The placement agency will report any supervision problems and physical injuries received by the client. When an injury occurs, the placement agency will insure that proper medical care is provided and will notify the contact person for the Adult Probation Community Service Program within one working day.

- 6) The placement agency will advise Adult Probation of any changes in the agency that would affect future use of the agency as a community service placement site.

**E. PROGRAM RESPONSIBILITIES:**

- 1) The Program Coordinator will describe the program to the agency contact and will gather necessary information about the agency.
- 2) Whenever needed, Adult Probation staff will provide assistance to the placement agencies to improve the agencies utilization of clients and maintenance of information.
- 3) Adult Probation will provide resource information about working with the offenders in a community setting.
- 4) Adult Probation will advise agency contacts of any changes in the program that impact placement agencies.
- 5) Adult Probation will assist placement agency personnel in resolving specific problems with individual clients.
- 6) Based on information provided by clients and placement agencies, Adult Probation staff will assign appropriate clients to the placement agencies.

**F. AGREEMENT:**

The undersigned representatives have read and accepted the provisions of the Agreement between \_\_\_\_\_ and the Bucks County Adult Probation and Parole Community Service Program.

\_\_\_\_\_  
Agency / Contact

\_\_\_\_\_  
date

\_\_\_\_\_  
Adult Probation staff

\_\_\_\_\_  
date

**Pennsylvania Consolidated Statutes**  
**JUDICIARY AND JUDICIAL PROCEDURE (TITLE 42)**  
**CHAPTER 83, PARTICULAR RIGHTS AND IMMUNITIES**

**§ 8340. Immunity of program administrators and supervisors.**

Any probation officer or agent of the Pennsylvania Board of Probation and Parole and any public service or charitable agency or organization or political subdivision, or any official or employee thereof, supervising or administering any restitution or community service program approved by the court of common pleas or the Pennsylvania Board of Probation and Parole shall be immune from any civil action for damages brought by or on behalf of any person involved in the program or damages caused by any person involved in the program. Nothing in this section shall be construed to limit or otherwise affect or preclude liability resulting from gross negligence or intentional misconduct or reckless misconduct.