

## Community & Veteran Services Department

Probation Division  
1051 Manatee Ave W  
Hensley Wing, 5<sup>th</sup> Floor  
Bradenton, FL 34205  
(941) 748-4050



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# ACKNOWLEDGEMENT OF TERMS OF THE MANATEE COUNTY COMMUNITY SERVICE WORKER PROGRAM

**Whereas**, Manatee County, through its Probation Division, works with the State's Judicial Branch to assist persons sentenced to perform community service as a result of non-felony criminal sentences to identify government or non-profit entities for which they are willing to perform their community service hours; and

**Whereas**, Manatee County's Probation Division regularly communicates with governmental and non-profit entities with the County to identify entities willing to permit persons needing to perform community service hours (herein referred to as Community Service Entities or CSEs); and

**Whereas**, the Probation Division maintains and periodically updates a list of such CSEs willing to provide appropriate and meaningful community service work for persons needing to perform community service hours, herein referred to as Designated Community Service Workers (DCSWs); and

**Whereas**, when a court with Manatee County sentences a DCSW to perform community service hours, the Probation Division allows the DCSW to review the list and select the Community Service Site(s) at which he/she would like to perform the community service hours required; and

**Whereas**, the Probation Division then determines if work is available at the chosen CSE and if so informs the DCSW, who then reports to the CSE to perform the work needed by the CSE, which in turn documents successful completion of the hours worked; and

**Whereas**, the Probation Division is required by the sentencing court to ensure the DCSW is performing meaningful community service work for an appropriate CSE, and to ensure reliable documentation of the work performed; and

**Whereas**, the Probation Division further wishes to ensure the CSEs accepting work from DCSWs understand their role and responsibilities related to accepting work from DCSWs.

**Now therefore**, the CSE identified below acknowledges its willingness to periodically offer community service work to DCSWs under the conditions and responsibilities set forth below.

1. Name, address, and phone of the CSE executing this Acknowledgement
2. The CSE understands that DCSWs normally have deadlines imposed by the sentencing judge to complete their service work hours. To help the Probation Division ensure its list of available Community Service Sites is to date and reflects only CSEs with regularly-available work, the CSE is asked to make every reasonable attempt to routinely identify and set aside meaningful and appropriate work for DCSWs, or to inform the Division when work will be available for any significant period or when the CSE requests to be removed from the list, so as to make the process of matching DCSWs with CSEs as efficient as reasonably possible.
3. The CSE Understand that the DCSW will report to it during such days and hours as the CSE schedules for the purposes of performing community service work.
4. The CSE acknowledges that the sentencing judge's order of community service hours contemplates that the DCSW will be performing meaningful work on behalf of the community, and work which is appropriate given the abilities of the DCSW and operational needs of the CSE.
5. The CSE acknowledges that the Manatee County Probation Division has no authority to "assign" any DCSW to work for any particular CSE or to monitor or control the work or actions of the DCSW while performing work for the CSE, and that CSE at all times reserves the right to direct and monitor such work, and to discontinue making community service work available for any given DCSW for any reason.
6. The CSE understands that the Probation division has been assigned to monitor the compliance of the DCSW with the sentence of probation being served. The Division makes no particular review of the suitability of a particular DCSW to perform any particular community service work for any particular CSE. It is the sole responsibility of the CSE to ensure that the DCSW is qualified, capable, and suitable to perform the work assignments it intends to require the DCSW to perform. If the CSE determines, at any time, that the DCSW is unable, unwilling or unsuited to perform work for it, the CSE may refuse to schedule further work for the DCSW and will inform the Probation Division of its decision.
7. The CSE understand that as provided in Florida Statutes § 440.02(15)(c)(4), labor performed under a sentence of community service does not constitute employment for purposes of worker compensation benefits.
8. The CSE agrees that it will take all reasonable care to ensure that DCSWs are assigned to work, and work environments, which are reasonably safe and free of hazards, and that to the extent the work to be assigned requires some unique training, equipment, protective clothing, or the like, CSE will ensure same is proved to the DCS prior to the DCSWs performance of the work. Manatee County Probation Division in no way seeks to verify the working conditions of any CSEs site, and it is the sole responsibility of the CSE to ensure work sites and assignments are reasonably safe and free of risk to the DCSW and others.

9. The CSE understand that the Probation Division is required by the sentencing court to periodically file reports with the court on the progress of the DCSW in completing his or her sentence of probation. Therefore, the CSE agrees to authorize one or more reliable persons to verify the claimed community service hours were actually performed, and by means such as checking photo IDs, that the DCSW identified above was the person actually performing the hours. Such persons shall not be related to the DCSW, or otherwise have a business or professional relationship with the DCSW. The name(s) and sample signature(s) (if not already on file with the Probation Division) of the person(s) authorized by the Entity to sign attendance/work-completion verification forms on behalf of the Entity is/are:
10. The CSE agrees and will provide annual updates regarding their CSE worksite no later than January 31<sup>st</sup> of each year. The CSE will complete the **Community Service Agency Annual Update Form** and return it to the Probation Division via email or by mail to the address provided on the form. All updates will be reflected at the Manatee County Government website.

By its signature below, the CSE accepting the above-identified DCSW acknowledges its understanding and agreement with the provisions set forth above.

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Print Name

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Date

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Sign Name (on behalf of CSE)

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Title

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Telephone: \_\_\_\_\_

Agency Hours: \_\_\_\_\_

Agency Contact: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Agency Restrictions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you Able to Accommodate Spanish Speaking Individuals?      Yes      No

Name & Signature of all individuals authorized to sign off on hours worked:

1. \_\_\_\_\_

Name

Signature

2. \_\_\_\_\_

Name

Signature

3. \_\_\_\_\_

Name

Signature

4. \_\_\_\_\_

Name

Signature

5. \_\_\_\_\_

Name

Signature

**To provide the most up to date information to our clients, please be sure to contact our  
office with any updates or changes as they occur.**

Please Return this Form to:

Probation Division

Attn: Beth Zipperer

1051 Manatee Ave W

Hensley Wing, 5<sup>th</sup> Floor

Bradenton, FL 34205

Or by Email to:

[probation.connections@mymanatee.org](mailto:probation.connections@mymanatee.org)

[beth.zipperer@mymanatee.org](mailto:beth.zipperer@mymanatee.org)