



**ReFinement Program Community Service Site Agreement**

Agency Name: \_\_\_\_\_ Non Profit Organization? Y N  
Address: \_\_\_\_\_ Tel: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Any Agency participating in the Volunteers of America/Penobscot County Sheriff’s Department ReFinement Program will abide by the following rules and conditions of participation:**

**Participant Safety and Workplace Environment**

- 1. The Agency shall provide all proper and necessary safety equipment, training, and supervision for all tasks to be performed.
- 2. Necessary safety equipment and procedures will adhere to State and Federal safety standards.
- 3. The Agency is responsible for assuring that the duties or tasks assigned to Participants are not hazardous or unsafe.
- 4. The Agency will ensure that all employees of the Agency treat Participants in a fair and respectful manner.
- 5. If the Agency violates any of the work agreement related to the ReFinement Program, the Participants will be removed from the Agency immediately and reassigned. An Agency in violation will be suspended from the ReFinement Program pending review by Volunteers of America or Penobscot County Sheriff’s Department Staff.
- 6. The Agency will abide by all applicable City, State, and Federal laws.

**Reporting Responsibilities**

- 1. If the Agency does not require on-site supervision by Volunteers of America, the Agency will notify Volunteers of America immediately if the Participant fails to report for scheduled Community Service.
- 2. If the Agency does not require on-site supervision by Volunteers of America, the Agency will report, by fax or email, all hours worked by all Participants in the ReFinement Program after every service date using a form that will be provided.
- 3. The Agency will immediately notify Volunteers of America if the Participant engages in any unsafe or irresponsible behavior. Criminal behavior will be reported immediately to the local police, then to Volunteers of America.
- 4. The Agency will notify Volunteers of America in writing of any changes in contact information.

The Agency will not be liable by law as a result of any criminal acts committed by the Participants during scheduled ReFinement Community Service. This limitation of liability does not apply to actions on the part of the Agency which could constitute gross negligence, recklessness, or willful misconduct. In turn, the Agency will not hold Volunteers of America or the Penobscot County Sheriff’s Department liable for any damages or loss associated with participation in the ReFinement Program.

The Agency agrees to abide by the above agreement and understands that failure to comply could result in loss of Agency status within the ReFinement Program.

Agency Representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_