



Metropolitan Community Service Program

A PROGRAM OF THE KANSAS CITY
METROPOLITAN CRIME COMMISSION

**KANSAS CITY METROPOLITAN CRIME COMMISSION
METROPOLITAN COMMUNITY SERVICE PROGRAM
3100 S. Broadway Suite# 226 Kansas City, Mo. 64111
Phone: (816) 960-6809 Fax: (816) 960-6808**

MCSP Worksite General Information

MCSP Worker (Client) General Information

- All individuals ordered to complete Community Service are required to perform work. (Playing games and/or participating in any leisure activity are not permitted.)
- Individuals **must not be given** credit for work that has not been performed. Extra credit for work is not authorized.
- All individuals assigned through the MCSP will be given a signed "Worksite Assignment" sheet. Before permitting an individual to work, please request them to produce their assignment sheet (yellow sheet) to verify any deadlines that may apply and to confirm that they are officially assigned to your organization.
- MCSP workers **must** sign "In" and "Out" only on the MCSP provided Time Sheet.
- MCSP clients are **not allowed** to work, supervise, teach or in any manner be involved with youth, children or elderly handicapped individuals as credit for Community Service hours

Your organization does not have to tolerate anything from an MCSP client. If a client is being rude, belligerent, conducting inappropriate behavior, not conducting work as directed, etc. you may ask that client to leave and contact MCSP for a reassignment. If an incident of any kind occurs resulting in the request for an MCSP client to be reassigned, your organization should contact MCSP immediately and fax MCSP an incident report with full details of what happened.

If any MCSP assigned worker fails to follow instructions or to comply with your Organization's policies and procedures, please notify the MCSP immediately at: (816) 960-6811.

Time Sheet Requirements

1. All Community Service workers from MCSP are required to show their Worksite Assignment Sheet (yellow copy). This verifies the client has met with their MCSP Caseworker and is allowed to work at your organization. You may turn away any MCSP client who does not have this sheet.

2. Please ensure that MCSP workers sign “In” and “Out” only on the MCSP provided time sheet. All hours worked by MCSP clients at your worksite must be recorded on the provided MCSP “Sign-In” sheet. A supervisor from your organization must record these hours and initial in the provided space.
3. All MCSP clients **must work** for their hours. Playing games, sitting around, etc. is not to be counted as Community Service hours.
4. All MCSP clients get **hour for hour credit** for work done. Extra hours of any kind are not to be given to any MCSP client. Your organization is not allowed to take any type of payment from an MCSP client in exchange for credit of hours. Doing so may result in your organization being dropped as an MCSP worksite.
5. All hours worked at your organization **must be faxed** to MCSP each Monday morning. Failure to do so may result in your organization being dropped as an MCSP worksite.
6. No employee from your organization is allowed to provide any MCSP client with a “Completion Letter” or worksite “Time Sheet” of any kind. Completion of the work hours at your worksite may not mean that the individual’s obligations have been fulfilled. A “Completion Letter” is the responsibility of the MCSP **only**.
7. If a client wants to verify how many hours he/she has worked, refer him/her to MCSP. If a discrepancy is found in the hours, MCSP will contact the worksite supervisor for verification.

As the Supervisor of a new worksite, I am verifying a MCSP Representative has explained all of the above statements to my organization and it is understood if my organization violations of any of these statements it may result in my organization being dropped as an MCSP worksite.

Worksite Signature

Date

MCSP Representative

Date