

South Carolina Department of Probation, Parole, and Pardon Services

Public Service Agreement Between Worksite/Public Service Employment Program

The PSEP Agrees To:

1. Screen all offenders prior to referring them to worksites and make determinations as to their suitability for fulfilling particular job description.
2. Provide pertinent information regarding each offender to the worksite to assist in matching the offender to the placement.
3. Provide worker's compensation insurance coverage for on-the-job injuries to the PSEP offender.
4. Assist the worksite supervisor in dealing with any problems experienced by the offender during his work placement.
5. Maintain steady contact with the worksite supervisor to promote open communication regarding offender or worksite needs.
6. Notify the worksite supervisor of any verified changes in the offender's life circumstances which impact upon his performance of public service work (i.e., change of address, change in employment, transportation issues, etc.)
7. Provide consultation and training opportunities to worksites.
8. Investigate any insurance claims for on-site injuries.
9. Visit worksites to address issues and consult with the worksite supervisor regarding any problems experienced by the worksite or offender.
10. Refer all offenders terminated by the worksite supervisor to the Court or board for final disposition.
11. Maintain contact with worksite supervisor to verify reasons for any offender's absences or tardies from public service work.
12. Maintain accurate records of each offender's referral, participation, and termination from public service employment.

The Worksite Agrees To:

1. Supply the PSEP with accurate job descriptions for offenders which clearly state the tasks offenders will be asked to perform, including special eligibility requirements.
2. Keep the PSEP informed of any alterations in the original job description.
3. Place offenders in jobs which do not involve solicitation of money, overt political work, religious promotion or proselytizing.
4. Interview each prospective offender to outline worksite expectations as to job performance and develop with the offender a work schedule which can accommodate successful completion of work hours.
5. Report the initial contact of the offender with the worksite to the PSEP, as well as notify the PSEP of any inability to place an offender at the worksite.
6. Assign a worksite supervisor who will be responsible for providing guidance and supervision, recognizing good performance, maintaining open communication, and providing recognition and incentive to the offender.
7. Provide and require the usage of personal protective equipment (i.e. safety glasses, ear protection, and gloves).
8. Review time logs with the offender periodically to assure accuracy of the time logs.
9. Maintain confidentiality of any records kept on offenders and background information regarding offender's history.
10. Provide appropriate medical treatment for any offenders on-site injury by having the offender taken to the nearest emergency treatment facility and reporting the injury to the PSE coordinator or supervising agent as soon as possible.
11. Assume all risks involved in requiring PSEP offenders to operate agency vehicles, automobiles, or road equipment.
12. Notify the PSE coordinator or supervising agent whenever problems occur with the offender's work, so that steps may be taken by the PSEP to address the problems, if necessary.
13. Contact the PSE coordinator or supervising agent upon the offender's successful or unsuccessful completion of the work contract; furnish the offender with an authorized timelog for submission to the Court or Board.

The undersigned representatives agree to the provisions as listed above.		
Worksite Representative's Signature	Worksite Name	Date
PSE Coordinator/PSE Liaison's Signature		Date

Ply 1 - Agent , Ply 2 - Worksite