



**Durham County Teen Court & Restitution Program
Recipient Agency Agreement**

_____, hereinafter referred to as recipient agency, and the Durham County Teen Court & Restitution Program mutually agree to the following conditions:

THE RECIPIENT AGENCY AGREES TO:

1. Provide safe work for clients and tools and materials for the job assignment.
2. Provide supervision of work participants when Teen Court & Restitution Program staff or volunteers are not present to insure that the client is productive and working safely throughout the work assignment.
3. Treat client(s) with dignity and respect.
4. Notify Teen Court & Restitution Program staff immediately if client fails to show or is continually tardy or is performing community service in an unsatisfactory manner.
5. Notify Teen Court & Restitution Program staff immediately if client consumes alcohol or drugs while doing community service or reports to the site under the influence of alcohol or drugs. Ask client to leave your facility.
6. Return the timesheets to Teen Court & Restitution Program staff. Your signature verifies that the client has completed the said hours and the hours documented are true and accurate.
7. Accept no gratuities (gifts, money, agency donations, etc.) in exchange for crediting hours not actually worked or for falsifying records. This is in direct violation of the North Carolina General Statutes and may be punishable by imprisonment, a fine or both.
8. Inform all staff who are responsible for supervising clients of the conditions of this agreement.
9. Notify Teen Court & Restitution Program staff immediately if client or agency personnel violates any of the conditions of this agreement.
10. All information regarding the nature of the youth's offense will remain confidential and only privy to direct supervisors of the youth doing their community service hours.

DURHAM COUNTY TEEN COURT & RESTITUTION PROGRAM AGREES TO:

1. Provide clients as available, to recipient agency with an explanation of client's offense.
2. Provide client with supervision directly or indirectly as stated in this agreement.
3. Notify recipient agency of changes relative to client's reporting to that agency.
4. Promptly and effectively work with the recipient agency to resolve any problems that may arise as a result of the work placement.
5. Provide insurance covering accidental injury to the client during scheduled work hours.

SUPERVISION:

1. Provided by Teen Court & Restitution Program staff or volunteers ()
2. Provided by recipient agency staff ()

The undersigned have affixed their signatures this _____ day of _____, 20____. It is further stated that the undersigned is an authorized representative of the agencies concerned and authorized to enter into this agreement.

Agency Representative

Durham County Teen Court & Restitution Staff

This contract will be null and void by mutual consent of the authorized representative of the recipient agency and the Durham County Teen Court & Restitution Program Director.