



**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**

### **Worksite Letter of Agreement**

The Metropolitan Community Service Program (MCSP) has established your organization as an official Worksite for the assignment of individuals who have been court ordered to complete Community Service. The MCSP works under the guidance of the courts and must properly and timely report back to those courts the completion or failure of an individual to complete the Community Service that has been ordered. This places significant responsibility on the MCSP as it relates to where an individual has been assigned, the work that will be performed and the collection of hours that an individual has worked toward completing their Community Service requirement.

As a MCSP Worksite, you are responsible for complying with policies and procedures that assist us in addressing our responsibilities to the courts. The policies and procedures relating to worksites activities are listed below:

- **Non-Profit Worksite Application**
- **MCSP Worksite General Information**

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

\_\_\_\_\_  
Worksite Signature                      Date

\_\_\_\_\_  
MCSP Representative                      Date

**NOTE: Should any questions or concerns ever arise regarding the program or dealing with Clients assigned to your Worksite, please do not hesitate to contact the MCSP-Supervisor or any available Caseworker for assistance.**

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