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# KANSAS CITY METROPOLITAN CRIME COMMISSION

## METROPOLITAN COMMUNITY SERVICE PROGRAM

PO Box 414312

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### MCSP Worksite Qualifications

1. All community service workers from MCSP are required to show their Worksite Assignment Sheet. This verifies that the client has met with MCSP and is allowed to work at your organization. You may turn away any MCSP client who does not have this sheet.
2. All hours worked at your organization must be faxed to MCSP on a weekly basis. Failure to do so may result in your organization being dropped as an MCSP worksite.
3. All hours worked by MCSP clients at your worksite must be recorded on the provided MCSP sign-in sheet. To prevent forgery of hours by an MCSP client, a supervisor from your organization must record these hours and initial in the provided space.
4. No employee from your organization is allowed to provide any MCSP client with a completion letter of any kind. Several problems arise from giving out completion letters and doing so may result in your organization being dropped as an MCSP worksite.
5. All MCSP clients must work for their hours. Playing games, sitting around, etc. is not to be counted as community service hours. MCSP clients are not allowed to work with or around children or elderly as credit for community service hours.
6. 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.
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 to have the hours double-checked.
8. 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.

\*\*Upon approval, the supervisor of a new worksite is required to sign this document, verifying that an MCSP representative has explained all above statements to that organization and it is understood by that organization that violation of any of these statements may result in your organization being dropped as an MCSP worksite.