



# RFI #16-038

Community Service Agencies  
Informational Meeting  
August 17, 2016

*PROFESSIONAL  
RESULTS  
INNOVATION  
DEDICATION  
ETHICAL*



# Purpose

- Systematic process to create a list of qualified agencies that can be used
- Annual vetting of the agencies before the list is finalized
- List will be used by the Judiciary when community service is ordered
- Legislative changes authorizing:

***“monetary donations in lieu of community service hours...”\****

\*For applicable agencies only

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ETHICAL

# Process – Eligibility List



Annual  
RFI

Site  
Visits

Ethics  
Training

- Eligibility List is published every year
- Agency Orientation will be conducted to ensure standards and expectations are met

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# Process – Site Visits



ADA  
Compliance  
and Safety

Site  
Agreement

Background  
Checks

- Updated agency contacts must be communicated
- BG Checks can be obtained at the Sheriff's Office on Tuesdays and Thursday
- Welcome Letter is received indicating approval to the eligibility list
- Must attend a mandatory agency orientation

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# Process – Judgment/Sentence



Judge makes a ruling on a case

Probationer's discretion for Community Service Project

Community Service Project must come from the authorized list of agencies

- Judge maintains full discretion to determine whether community service hours OR payments will be authorized (to those agencies that qualify)

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# Process – Agency's Responsibilities



Monitor hours and receive payment for authorized hours

Issue receipts based on payments received

Submit monthly reports to the County

- Receipt books must be in an authorized format using sequential system
- Probationer will be responsible for submitting the receipt to his/her PO
- Monthly reports are subject to random audits by the County Auditor's Office

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# Sample Forms...



Pre-Printed Organization Name Address & Phone Number		Receipt Number <b>1234567</b>
Defendant's Name (Print): _____	Date: _____	
Case Number: _____		
Payment Amount: \$ _____	Tender Method: CASH    MONEY ORDER	
Received By (Print): _____		
Signature: _____		
Contact Number of Authorized Person: _____		
<b>MONETARY DONATION IN LIEU OF COMMUNITY SERVICE HOURS</b>		

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# Sample Forms...



## Attachment A Welcome Letter



### Financial Recovery Division

500 E. San Antonio, Room 106

El Paso, Texas 79901

Phone Number: 915-543-3892

Fax Number: 915-543-3841

[financialrecovery@epcountv.com](mailto:financialrecovery@epcountv.com)

<http://www.epcountv.com/budget/financialrecovery.htm>

Congratulations! Your organization has been selected to be listed as a qualified organization for El Paso County.

The Financial Recovery Division will like to guide your organization through the process of receiving monetary donations. Your organization will need to purchase and order a receipt book from the County Auditors (Treasury Division) located at:

800 E. Overland Ave #4

El Paso, TX 79901

915-546-2040

We will be working in conjunction with the Probation Department and El Paso County Auditors Department to maintain an updated list on qualified organizations participating with this program. Please contact us at your earliest convenience to schedule an appointment to go over

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# Sample Forms...



## Attachment D

Log to be sent monthly  
from Organization to  
FRD for record & Audit

### Organization's Monetary Donations Log

Date	Organization Name	Case Number	Defendant's Name	Monetary Donation	Receipt Number	Date of Donation	Received by

#### Reporting Instructions for Eligible Agencies

- The table above is to be used by the organizations to report monetary donations on a monthly basis
- The organization will email, fax or mail the Monetary Donations Log to the Financial Recovery Division on the 15<sup>th</sup> of each month to report probationer's monetary donations (The log needs to be sent monthly even when there is nothing to report)

Email: [financialrecovery@epcountv.com](mailto:financialrecovery@epcountv.com)

Phone: 915.543.3892 Point of Contact: Berenice Varillas ext 3586

Fax: 915.543.3841

Address: Financial Recovery Division  
500 E. San Antonio, Room 106, El Paso, TX 79901

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