



You are responsible to set up a schedule with an approved community work site which includes non-profit or government agencies, schools and charitable or religious organizations. Some examples of non-profit agencies include food shelves, Goodwill, or Salvation Army. Attached is a list of pre-approved community work sites. You may use this list or seek out a non-profit organization of your choice. Please note, credit will not be given for hours performed at "for profit" companies or organizations. An example of a "for profit" organization is a retail store such as Target. If you need support locating an appropriate worksite or have general questions, please contact your probation officer directly or contact our office at [DCCC@co.dakota.mn.us](mailto:DCCC@co.dakota.mn.us) or (651) 438-8288.

Once you have established a site, please fill out, sign, and return the enclosed Community Work Service Agreement Form by email, mail or fax AND provide a copy of the Agreement to the work site. The site may choose to use the enclosed timecard. Please do not begin performing Community Work Service hours until your worksite has been approved by Community Corrections. Credit for Community Work Service hours will be given once Community Corrections has received your completed and signed timesheet.

## **DUE DATE:**

### **WORK SERVICE PROGRAM-COMMUNITY WORK SERVICE**

Dakota County Community Corrections

1560 Highway 55

Hastings, MN 55033

Phone: 651-438-8288

Fax: 651-438-8340

Email: [DCCC@co.dakota.mn.us](mailto:DCCC@co.dakota.mn.us)



Community Corrections

## COMMUNITY WORK SERVICE AGREEMENT

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

File Number: \_\_\_\_\_

Worksite Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

*I understand that I must follow the agreed upon schedule with my worksite and abide by their rules and expectations. Failure to do so may result in termination from my worksite and/or the Community Work Service Program.*

*I understand that if I am injured while performing Community Work Service, I must notify my worksite supervisor immediately. I also understand that my medical insurance must be used to pay for medical costs. If I do not have medical insurance or if I have costs that are not covered, I must contact my Probation Officer within 30 days of my injury to file a claim. If I do not, I will assume full responsibility for my medical costs. Any follow up care for my injury must be pre-approved by Dakota County for those expenses to be paid.*

*I understand that if I fail to complete my hours by the due date as indicated above, I will be terminated from the Community Work Service Program and be returned to Court for alternative sanctions.*

*I understand that this Community Work Service Agreement form must be submitted prior to starting my hours with the non-profit organization to receive credit.*

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SIGN, DATE, AND RETURN TO  
YOUR ASSIGNED PROBATION OFFICER OR  
WORK SERVICE PROGRAM-COMMUNITY WORK SERVICE**

Dakota County Community Corrections

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Hastings, MN 55033

Phone: 651-438-8288

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**COMMUNITY WORK SERVICE TIMESHEET**

Name: \_\_\_\_\_

Worksite: \_\_\_\_\_

Hours: \_\_\_\_\_

DATE	FROM	TO	DAILY HOURS	TOTAL HOURS

Date Completed: \_\_\_\_\_ Total Hours Completed: \_\_\_\_\_

Worksite Supervisor's Name: \_\_\_\_\_

Worksite Phone Number: \_\_\_\_\_

**PLEASE RETURN THIS PACKET OF INFORMATION TO:  
YOUR ASSIGNED PROBATION OFFICER OR  
WORK SERVICE PROGRAM-COMMUNITY WORK SERVICE**

Dakota County Community Corrections

1560 Highway 55

Hastings, MN 55033

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## DAKOTA COUNTY PRE-APPROVED COMMUNITY WORK SERVICE SITES

**\*Reminder: You must log all hours and obtain CWS Site Supervisor signature\***

<b>Loaves and Fishes</b> (Meal Services) Multiple Locations including Eagan, Farmington, Inver Grove Heights, Scott County, Ramsey County, and Hennepin County Phone: 612-377-9810 Email: <a href="mailto:volunteer@loavesandfishesmn.org">volunteer@loavesandfishesmn.org</a> Website: <a href="https://www.loavesandfishesmn.org/volunteer/">https://www.loavesandfishesmn.org/volunteer/</a>	<b>Dakota Woodlands</b> (addresses homelessness and community resources) Eagan, MN Phone: 651-456-9100 Website: <a href="https://www.dakotawoodlands.org/volunteer.html">https://www.dakotawoodlands.org/volunteer.html</a>
<b>Feed My Starving Children</b> Eagan, MN; Coon Rapids, MN; Chanhassen, MN Phone: 651-379-2775 Email: <a href="mailto:info@fmsc.org">info@fmsc.org</a> Website: <a href="https://www.fmsc.org/get-involved/volunteer">https://www.fmsc.org/get-involved/volunteer</a>	<b>City of Apple Valley, Rosemount MN, Inver Grove Heights MN, West St Paul MN</b> Phone: 651-208-4840 Email: <a href="mailto:derickson@wspmn.gov">derickson@wspmn.gov</a> Website: <a href="https://www.ci.apple-valley.mn.us/466/Volunteer-Opportunities">https://www.ci.apple-valley.mn.us/466/Volunteer-Opportunities</a>
<b>Caponi Art Park</b> Eagan, MN Phone: 651-454-9412 Email: <a href="mailto:volunteer@caponiartpark.org">volunteer@caponiartpark.org</a> Website: <a href="https://www.caponiartpark.org/support/volunteer/">https://www.caponiartpark.org/support/volunteer/</a>	<b>Animal Ark MN</b> Hastings, MN Phone: 651-772-8983 Website: <a href="https://animalarkmn.org/volunteer/">https://animalarkmn.org/volunteer/</a>
<b>Carpenter Nature Center</b> Hastings, MN Phone: 651-437-4359 Email: <a href="mailto:volunteer@caponiartpark.org">volunteer@caponiartpark.org</a> Website: <a href="https://www.caponiartpark.org/support/volunteer/">https://www.caponiartpark.org/support/volunteer/</a> <b>No violent offenses/ no children related offenses</b>	<b>CHAP</b> (Thrift Store) Burnsville, MN Phone: 952-890-8222 Email: <a href="mailto:chapstoreclw@gmail.com">chapstoreclw@gmail.com</a> Website: <a href="https://www.thechapstore.com/contact-us">https://www.thechapstore.com/contact-us</a>
<b>Dodge Nature Center</b> West St. Paul, MN Phone: 651-455-4531 Email: <a href="mailto:info@dodgenaturecenter.org">info@dodgenaturecenter.org</a> Website: <a href="https://www.dodgenaturecenter.org/get-involved/volunteer">https://www.dodgenaturecenter.org/get-involved/volunteer</a>	<b>Vineyard Community Service</b> (Food Pantry) St Paul, MN Phone: 952-595-5980 Email: <a href="mailto:volunteering@vcsmn.org">volunteering@vcsmn.org</a> Website: <a href="https://vcsmn.org/volunteering/">https://vcsmn.org/volunteering/</a>
<b>Society of St Vincent De Paul</b> (Thrift Store) St Paul, MN Phone: 651-227-1332 Website: <a href="https://www.svdpmpls.org/volunteer">https://www.svdpmpls.org/volunteer</a> <b>No offenses with victims/ no domestics/assaults</b>	<b>Minnesota One-Stop</b> (Assists parents in navigating the public system) St Paul, MN Phone: 612-669-4037 Email: <a href="mailto:info@mnonestop.org">info@mnonestop.org</a> Website: <a href="https://www.mnonestop.org">Contact — Minnesota One-Stop for Communities (mnonestop.org)</a>
<b>Breaking Free</b> (supporting sex trafficking survivors) St Paul, MN Phone: 651-645-6557 Website: <a href="http://breakingfree.net">breakingfree.net</a>	<b>Bridging</b> (Household Furnishing Donation Center) Bloomington and Roseville Bloomington Phone: 952-460-3750 Roseville Phone: 651-319-9295 Website: <a href="https://bridging.org/get-involved/individual-volunteer/">https://bridging.org/get-involved/individual-volunteer/</a>
<b>Open Arms of Minnesota</b> (Meal Services) Minneapolis, MN Phone: 612-872-1152 Email: <a href="mailto:volunteer@openarmsmn.org">volunteer@openarmsmn.org</a> Website: <a href="https://www.openarmsmn.org/volunteer/">https://www.openarmsmn.org/volunteer/</a>	<b>Salvation Army</b> Multiple MN Locations Phone: 651-746-3426 Websites: <a href="https://centralusa.salvationarmy.org/twin-cities/volunteer/">https://centralusa.salvationarmy.org/twin-cities/volunteer/</a>



## Community Corrections

	<a href="http://salvationarmynorth.org/northern/volunteer">http://salvationarmynorth.org/northern/volunteer</a>
<b>Twin Cities Habitat for Humanity</b> Multiple MN locations Phone: 612-305-7114 Email: <a href="mailto:volunteer@tchabitat.org">volunteer@tchabitat.org</a> Website: <a href="https://tchabitat.volunteerhub.com">https://tchabitat.volunteerhub.com</a>	<b>Dakota County Parks</b> Various locations within Dakota County Phone: 651-438-4635 Email: <a href="mailto:garrett.zaffke@co.dakota.mn.us">garrett.zaffke@co.dakota.mn.us</a> Website: <a href="http://www.dakotacounty.us">www.dakotacounty.us</a>

- Please be aware that some CWS sites may have scheduling restrictions or volunteer requirements that may restrict your ability to complete your hours at desired site.
- Your CWS location must be at a non-profit organization and approved by Dakota County Community Corrections if not on the list above.