



Humane Society

Community Service

Volunteer hours are NOT credited towards community service hours.

RULES AND REGULATIONS:

- Upon arriving, you will sign in and be directed to an assigned area. You will be given a vest that **MUST** be worn at all times while on Paws property unless you are on your scheduled break.
- Lunch & Break Rules:
 - 60 minute lunch breaks are required if you are working a full day.
 - You **MUST** sign in and out for lunch breaks
 - You may take your lunch break in an assigned area or the break room.
 - You will receive two 10 minute breaks for a full day's work. One in the morning and one in the afternoon.
 - If you work until 12:00pm, you will receive only one 10 minute break.
 - If you do not return within 60 minutes after your lunch, you will lose ALL hours for that day.
- NO smoking, eating, drinking, "chatting" etc, unless you are on your assigned lunch break.
- Cell phones are not permitted unless you are on break.
- You must always get approval before leaving work area or taking a break/lunch break.
- NO profanity.
- The use of drugs or alcohol while here or before coming in is **PROHIBITED!**
- You will be turned away if you arrive late or have a dress code violation.
- You will be removed from the program if :
 - You miss two or more shifts in a 30 day period.
 - You are asked to leave for any reason
 - You leave early or walk away from your workstation without permission.

Paws Humane Community Service program is provided for individuals who are completing community service for court or preemptive community service as recommended by legal counsel.

1. Applicants must be 18 years or older to participate, unless accompanied by an adult or if you have obtained special permission.
2. Traffic citations, DUI, and misdemeanor drug charges are acceptable to participate in the community service program.
3. Charges we **do not accept** are animal cruelty, theft, assault and arson.
4. Morning Duties include: Dishes, laundry, kennels, bathrooms, lobby floors, windows, sweeping and mopping hallways, Kongs, trash, restocking, and other miscellaneous tasks.
Afternoon Duties include: Poop scoop, poop stations, dishes, laundry, scrub play yards, poop buckets, mop buckets, trash, restocking, and other miscellaneous tasks.
5. Hours of service are Monday - Thursday 8:00am-1:00pm and/or 2:00pm - 7:00pm OR Friday - Sunday from 8:00am-12:00pm and/or 1:00pm - 5:00pm
6. Employees will turn you away if you are late, if you are a potential harm to employees, the animals or yourself.
7. If you leave early, you will not receive credit for service time.
8. If you are asked to leave before fulfilling the required time, you will not receive credit for service time.
9. **STAY BUSY!** You will be assigned tasks. Make sure all tasks are completed correctly. There is always something that needs to be done. If you have finished your assigned tasks, ask a staff member for the next list. The staff must know where you are at all times.
10. Be courteous at all times to the customers and animals. If you are approached by a customer, please find a staff member for assistance immediately. **Do not try to answer a customers' questions or give out information, ALWAYS find a staff member to assist them.**

DRESS CODE:

- NO open toes shoes, NO clothing that exposes your stomach, or tank tops. NO shorts, NO bandanas, NO ripped or offensive clothing. Pants **MUST** be worn around the waist, NO sagging

If you fail to follow and obey these rules and regulations, you will be asked to leave and not come back in the future. We will report ANY problems to your Probation Officer.

Signature: _____ Date: _____

Print Name: _____

Paws Humane Supervisor: _____