

COMMUNITY SERVICE RULES

FAILURE TO FOLLOW THESE RULES WILL RESULT IN IMMEDIATE DISMISAL WITHOUT ANY HOURS (YOU WILL ALSO BE BANNED FROM RETURNING):

1. Only the person performing Community Service is to be here – no friends, family, etc.
2. Dress appropriately. No sagging pants or “revealing clothing”. If you show up to perform Community Service and you are not dress appropriately, you will not be allowed to work until appropriately clothed. If, when you begin working, your pants sag or your clothes become revealing, you will be told one time to fix it. If it happens again, you will be sent home without hours and banned from returning.
3. No cell phones or mp3 players (includes blue tooth and headphones) – Do not even look at the clock on it. If you are seen with a cell phone or mp3 player, you will be sent home with hours and banned from returning.
4. Do not **ever** open or enter a kennel that has an animal inside of that kennel. At no time should you ever have physical contact with an animal. If you open or enter a kennel with an animal in it, you will be sent home without hours and banned from returning.
5. Do not touch any animal. Do not stick your fingers in the kennels. Do not yell at the animals, kick or hit the kennels. This is for your safety as well as the animals’ safety. If you touch an animal, yell at an animal, kick or hit the kennels, you will be sent home without hours and banned from returning.
6. Work or go home. You are here to work, not to visit with others or stand around. If you have finished doing what you were last told to do, ask a staff member to give you another job to do. You should be working. If you are not working you will be sent home without hours and banned from returning.
7. Always be respectful. No “attitudes”. If you are disrespectful, you will be sent home without hours and banned from returning.
8. No fighting or arguing. If you are fighting or arguing, you will be sent home without hours and banned from returning.
9. Perform all tasks exactly as instructed/shown by employees. Follow all instructions employees give you. If you are not sure how to do something, ask an employee immediately. If you have to be told twice how to perform the same task or if you fail to follow instructions twice, you will be sent home without hours and banned from returning.
10. Do not enter the Livestock Yard unless you are told to by an employee. If you enter the Livestock Yard without permission, you will be sent home without hours and banned from returning.
11. Do not touch any food or drinks that are not yours. If you eat/drink something that does not belong to you, you will be sent home without hours and banned from returning.
12. You are to wear your Community Service ID Badge at all times when you are in the Shelter. If you are in the Shelter without your ID Badge, you will be sent home without hours and banned from returning.
13. If you perform 6 hours or more of Community Service, you may take a one hour lunch break that will not be counted against you. You **MUST** have permission from the supervising Animal Control Officer to take the lunch.

Clearly Print Name

Signature

Date