

## Community Service Policy

When a person is interested in fulfilling court ordered community service at Spokane Humane Society they must follow the below guidelines.

- All community service workers must be 16 years of age and must sign a liability of release form the first day they report (if younger than 18 years of age a parent must come sign the paperwork). The Spokane Humane Society can not accept community service workers who have committed any sort of violent crime.
- Community service workers must schedule their first shift a week in advance with the volunteer coordinator. Community Service opportunities are on a first come first serve basis, the Spokane Humane Society can only allow as many workers as we can supervise. Once the slots are filled a worker will have to choose a separate day to perform service. After their first shift workers will be allowed to schedule their remaining shifts.
- Failure to report for a schedule shift without 24 hour notice will result in disqualify from community service duties.
- Workers must report to the shelter at 9:00AM and stay a minimum of 2 hours. Workers should wear closed-toed shoes, long pants, and a t-shirt (no tank tops). Work may be done inside or outside and can be messy so workers should dress accordingly.
- Workers may not listen to ipods, walkmans or cell phones while performing community service duties. Spokane Humane Society is not responsible for lost or stolen items.
- Workers *will not* be handling animals. They will perform cleaning duties which include but are not limited to:
  - Sweeping/mopping
  - Laundry
  - Dishes
  - Picking up poop
  - Cleaning restrooms
  - Washing windows
  - Dusting
  - Wiping down door frames
  - Cleaning break room (wiping down counters, cleaning sink, microwave, fridge, sweep, scrub floor)
  - Breaking down cardboard boxes
  - Organizing food storage shed
  - Scrubbing kennels with degreaser
  - Sweeping garage and laundry areas
  - Wiping down interior walls
  - Wiping down exterior of cat cages
  - Pulling weeds around building perimeter, weed whack
  - Pick up trash in parking lot, around dumpster, in field
  - Wash vehicles
  - Power wash front of building
  - Clean and sort animal crates

- If worker is not fulfilling duties to organizations standards they may, at any time, be asked to leave or not be allowed to return to complete community service hours.
- Worker must at all times be respectful of shelter property, employees, guests and animals. Failure to do so will result in dismissal.
- Community Service documents must be signed by volunteer coordinator or supervisory staff. Any calls about verification of community service hours should be directed to volunteer coordinator or supervisors.

Community Service work may be completed any day of the week but workers must be able to report for duty no later the 8AM. Workers may only come later with approval from supervisory staff.

If you are interested in completing your community service with the Spokane Humane Society please contact:

Jenna Bell  
Volunteer & Foster Coordinator  
509-467-5235 ext: 28  
[jbelle@spokanehumanesociety.org](mailto:jbelle@spokanehumanesociety.org)

**The Spokane Humane Society has the right to terminate any community service worker, at any time, for violating any portion of the community service policy.**