



Community Service Guidelines

The Humane Society of Central Arizona (HSCAZ) does allow people to work off their court ordered community service hours, depending on the offense committed. Workers must be at least 18 years old and have not committed any of the following offenses:

- Animal Abuse/Neglect
- Child Abuse
- Assault
- Theft (except Misdemeanor Shoplifting)
- Sale of illegal drugs
- Possession or use of drugs (except Marijuana)
- Sex Offenses (including Indecent Exposure)
- Violent Crimes

*Offenses not listed above will be reviewed on a case by case basis. Not all offenses are suitable for community service at HSCAZ. Management reserves the right to deny applicants at its sole discretion.

HSCAZ requires people to apply themselves and stay productive during their time at the shelter. We take pride in caring for all animals and expect the same from anyone entering our facility. While you are working you are representing HSCAZ, so please be courteous to staff, volunteers and the public.

For safety reasons, all community service workers must adhere to the following dress code:

- Long pants
- Closed toe shoes
- Shirts that cover stomach and belly button and do not fall off the shoulders or show bra straps
- Long hair should be tied back away from the face and shoulders
- No dangling jewelry
- No shorts or capris
- No sandals, slippers, high heels or flip flops
- No cut off shirts, spaghetti straps or tube tops
- No dresses or skirts

Duties will include, but are not limited to: poop scooping, kennel cleaning, laundry and dishes, cleaning bathrooms, sweeping and mopping, dusting, cleaning doors and windows, wiping down walls and any other tasks or projects assigned by HSCAZ staff. Community service workers are expected to assist HSCAZ with cleaning and maintenance that may not always be possible to complete without the extra help. Community service is not intended to be fun or easy; workers are expected to stay busy while working at HSCAZ.

Below are a list of rules and expectations for all Community Service workers:

1. You must provide your own transportation to and from our facility.
2. You must be here to start work at 7:30 a.m. (workers will not be accepted after 7:30 unless prior arrangements have been made with the Animal Care Supervisor).
3. You must be available to work for at least 2 hours at a time.
4. You must sign in and out on the community service clipboard located in the break room, in order for HSCAZ to verify and approve hours worked.
5. You must follow all of HSCAZ's policies and procedures as instructed
6. You must be physically capable of performing the following tasks: Frequent standing, walking, reaching, stooping, bending and lifting.
7. You must be able to follow directions.
8. You must possess sufficient maturity to complete assigned tasks with minimal supervision.
9. Cell phone use is prohibited while you are working, but allowed during breaks.
10. You must check in with the supervisor prior to taking a break. Breaks are 15 minutes long for every 4 hours worked.
11. If you are working longer than 4 hours, there is a break room with a refrigerator available.
12. If you appear to be under the influence, are abusive to staff, volunteers or the public, or are not performing assigned tasks you will be sent home and your probation officer will be notified immediately.
13. If you are sent home for any reason, with the exception of lack of duties for you to perform, you will not be allowed back to do community service.
14. HSCAZ reserves the right to dismiss you from your community service hours at anytime.

I agree to abide by all rules and regulations of the Humane Society of Central Arizona and understand that any violation will result in denial of hours and notification to my probation officer. I further understand and agree that shelter animals often come from unknown or difficult circumstances and that I must use reasonable care and caution in dealing with them in order to ensure the safety of others and myself. I agree that I am responsible for my own actions. In addition, anyone terminated or that voluntarily quits under extenuating circumstances during their past employment with HSCAZ will not be allowed to perform community service hours.

Applicant Signature: _____

Date: _____

HSCAZ Staff Signature: _____

Date: _____

*The Humane Society of Central Arizona will not be responsible for lost paperwork. It is your responsibility to bring your assigned paperwork and to properly fill it out, including hours worked.



HUMANE SOCIETY
CENTRAL ARIZONA

Community Service Application

We do **NOT** take community service individuals under 18 years of age.

Name: _____ Date: _____

Address: _____ Zip: _____

Phone: _____ D.O.B: _____

Emergency Contact Name & Number (REQUIRED):

Present Occupation: _____

Past Occupations: _____

Academic/Professional Credentials: _____

Special Skills: _____

Number of hours required to complete: _____

Date by which hours are to be complete: _____

Are you doing community service elsewhere? If so, where? _____

Caseworker/Probation Officer's Name: _____

Address: _____

Phone Number: _____

Case Number: _____

For what were you convicted? _____

I hereby agree that all information I have given the Humane Society of Central Arizona is true. I understand that any false information given will result in denial of community service hours. I understand the risks of spending time in the shelter and agree to assume responsibility for any and all injury, harm, or other incident that may occur during my community service here. HSCAZ staff are my direct report. Inappropriate language, laziness or lack of ambition, disrespect to staff, volunteers or animals will not be tolerated. If you are not here to work, you will be asked to leave. I also understand that if I exhibit behaviors considered by HSCAZ staff to be dangerous or inappropriate, I will be removed from the Community Service program and my Probation Officer will be contacted.

Applicant Signature: _____ Date: _____

HSCAZ Staff Signature: _____ Date: _____