



## Community Service Policies and Procedures

Below are the requirements you must agree to when completing community service at KHS.

1. Provide KHS a copy of your charging document. We only need this for verification of charge.
2. Sign in and out on the Community Service Log each time you come in for service.
3. Wear a name badge - sticker badges are provided at time of service.
4. Must work a minimum of two hours per shift and no more than eight.
5. Dress appropriately; no shorts or open-toed shoes. You may be asked to remove jewelry.
6. Cell phone usage during shifts is NOT permitted. This includes texting.
7. Do not bring personal belongings to KHS. Backpacks are NOT ALLOWED.
8. Lunches and drinks can be placed in the staff fridge in the break room. Please be sure to write your name on your items.
9. You will receive 10 minutes of break time after every 2 hours of service.
10. If you need to make a phone call during your shift, please get approval before doing so.
11. Any community service person that is suspected of being under the influence of drugs or alcohol while at KHS will be asked to leave immediately and will result in termination.
12. Friends and relatives are not allowed to come with you while you complete your service.
13. Community service workers are not permitted to adopt animals during their shift.
14. Community service workers are NOT PERMITTED to interact directly with animals during their shift.
15. The Kitsap Humane Society Volunteer Program and Community Service Program are two separate programs - you are here to complete community service to pay off a debt.

In signing, you agree to the conditions stated above.

X \_\_\_\_\_ Date \_\_\_\_\_