



Court-Ordered Community Service

Your responsibility as a community service worker is as follows:

It is your responsibility to personally communicate with the Volunteer Coordinator. Another party calling on your behalf is NOT acceptable, other than a court official. It is also your responsibility to ensure all court-required paperwork is completed and deadlines are met. SafeHaven will not call the court to report hours unless specific contact information is provided, and then you must request the report at least 2 business days before it is due.

Court-Ordered Community Service at SafeHaven is performed from 8am-11 am, and duties include cleaning, yard work, and maintenance projects. With proven performance and adherence to policies, other jobs and times may be arranged and agreed upon by you and your supervisor. You must arrive on time for assigned shifts. The hours you work are to be determined by you and your supervisor, they are not random hours that are chosen by you. All shifts will be scheduled ahead of time and no drop-ins are allowed.

You are permitted one, 10-minute break during your three-hour shift. You must sign out of the volunteer system for this break and it will not be counted as community service time.

You are permitted one emergency absence and must notify the Volunteer Coordinator at least one hour before your scheduled shift. Any non-emergency absences require 24-hour notice. You must call and leave a voicemail or email the Volunteer Coordinator directly to give notice. Car problems are not an acceptable reason for not coming in for your scheduled time and will be counted as one emergency absence.

When an assigned task is completed, you must check with staff to receive your next assignment. NO idling is permitted. There will be NO animal interaction unless directed by a staff member.

Reasons for discontinuing your community service:

1. Tardiness (10 minutes or more) more than one time. On the second time you will be asked to leave the shelter and discontinue your service with us.
2. More than one emergency absence. You must notify us at least 24 hours in advance to avoid an absence being counted as an emergency absence.
3. No-call, no-show. Failing to come in for a scheduled shift without proper notice as outlined above.
4. Unacceptable behavior at the workplace including but not limited to: long breaks, vulgar language, rude behavior towards staff or volunteers, smoking on shelter property, coming in intoxicated or under the influence of any narcotics or drugs, stealing, abusive behavior toward the animals or people, idling, **not performing assigned duties**, or any other inappropriate, unsafe, or unproductive behavior. If you are asked to leave the shelter for any inappropriate behavior, we will terminate your community service and you will not be allowed back on shelter property.
5. Any interaction with animals that has not been directed by a staff member.
6. SafeHaven Humane Society reserves the right to terminate your community service at our shelter at any time upon our discretion.

Reminders:

- You are expected to stay for the duration of your shift.
- Enter/exit through the volunteer/intake entrance which is unlocked each morning at 8am.
- Sign-in and out on the volunteer computer using your pin number (found in the packet, listed alphabetically by last name). You must sign-out for your 10-minute break.
- You must wear a navy blue apron that identifies you as a trained volunteer at all times when you are here. This is found in the office near the sign-in station.
- After you sign-in and put on an apron, go check in with animal care staff or supervisor on the dog floor. Let them know it's your first day with court-ordered community service, and they will direct and train you for cleaning and other tasks. It's unlikely, but if there is no work on the dog floor, try the dog kitchen, cats, or laundry.
- If you ever do not know what to do – find an animal care supervisor or the volunteer coordinator. There is ALWAYS something to do.
- Sign-out on the volunteer computer using your pin number after each shift.
- You are responsible for providing any paperwork or requests to verify your service hours. Submitted requests can take up to 2 business days to be processed.
- Never feel like you can't ask questions. We want you to feel prepared to work here and successful in your tasks.

Typical Tasks Include:

- Weeding and landscaping
- Spreading gravel along dog path walkways and parking lots
- Pressure washing outdoors and indoors
- Squeegeeing kennels
- Sweeping, mopping, and deep cleaning
- Laundry and dishes

SafeHaven Contact Info:

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