



THE HUMANE SOCIETY OF ELMORE COUNTY
255 Central Plank Road (Hwy 9), Wetumpka, AL 36092
Ph: 334-567-3377 Fax: 334-567-8774
Website: www.elmorehumane.org Email: hselco@bellsouth.net

COMMUNITY SERVICE (CS) WORKER INSTRUCTION SHEET

You must like animals to work here! If you are scared of animals this is not the place to do your community service!

We must have paperwork from the court/CRO/Probation Officer before you can begin working with us.

Dress for getting dirty and wet. You must wear closed toe shoes while working here and we advise you to wear long pants. And you will work! Sitting around or shirking duties is not tolerated!

You will be asked to do everything from feeding and watering dogs and cats, bathing dogs, exercising dogs, cleaning cages, mowing grass, picking up litter, cleaning the office, doing laundry, etc., etc

You must sign in & out at the front desk.

If you work a full day (i.e. 8-9 a.m. to 2-3 p.m. or later) you can take 30 minutes for lunch without signing out, but let a staff member know when you are going to lunch. If you are only going to work for a few (2-5) hours then you do not get a free 30 minutes for lunch, but you can sign out and back in.

You will take instructions from any member of the shelter staff. If you feel you are receiving contradictory instructions, see the shelter director or senior staff member present for clarification.

All cell phones must either be left at home, in your car or at our front desk.

We also have work-release inmates from the Elmore County Jail who work with us. **Do NOT give inmates anything (tobacco products, use of cell phone, contraband, etc) or take anything from them (Elmore County Jail rules). Violating this rule will get you fired from CS immediately!**

CS will NOT clean/water/feed/handle any cat or kitten in our back/stray hold building!

It is up to you to complete your hours by the court review date on your paperwork. You can come here to work anytime during our hours of operation which are:

Monday thru Friday 8 am - 5 pm

Saturday – 8 am until 3 pm

Once you complete your required hours we will stamp and sign your paperwork and give to you.

It is your responsibility to take your paperwork back to the court on time.

Your services are a help to the shelter, but please keep in mind that your actions are what brought you to us. Bad attitudes; failure to follow instructions; laziness; arguing with staff, public or other community service workers or volunteers; theft; lying; or any mistreatment of an animal in this shelter will simply not be tolerated. The staff reserves the right to terminate your community service at any time for any of the above noted problems or other reasons as determined by the Director and we will notify the Judge as to the reason for the termination – after that it is between you and the court.