



COURT APPOINTED

COMMUNITY SERVICE PROGRAM

Thank you for your interest in fulfilling your community service with the Martinsville-Henry County SPCA. We are always grateful for dedicated workers who join our organization.

COMMUNITY SERVICE REQUIREMENTS

Community service workers must arrive to work by 7am on days you are scheduled for your hours. Working an 8 hour shift or more requires a one hour lunch break. Working 5 to 7 hours requires no less than a 30 minute lunch. If you work less than 5 hours you receive no lunch break.

Breaks: You must work more than 2 hours before you are allowed your first 15 minute break. You are only given a total of 2 15 minute breaks in a 10 hour day. 5-7 hour days are permitted one 30 minute lunch and one 15 minute lunch break.

Absolutely no cell phone use is permitted while you are performing any duties assigned to you by a staff member you are working under.

POLICIES AND PROCEDURES

Please read these policies and procedures. If you have any questions, the Community Service Coordinator will be happy to discuss any policy with you.

- **Waiver and Release Form:** A Community Service Application must be signed and on file before you begin your hours. This application contains the waiver and release form.
- **Responsibilities:** Animals are to be treated kindly, gently, and within established guidelines. Workers must support SPCA policies both inside and outside the shelter.

- **Alcohol and Drugs:** The sale, use, possession or transfer of a controlled substance or alcohol on the SPCA premises is prohibited and illegal.
- **Harassment:** Any form of harassment by a worker, volunteer or staff is not permitted and will lead to disciplinary action, up to and including immediate termination. If you are a victim of harassment, please report it to a supervisor immediately.
- **Professional Attitude:** Service workers must take their commitment seriously. They must keep any client data confidential, no names of clients or information are to be discussed outside our organization. Be friendly and courteous to the public at all times. Be neat and accurate. Ask the staff questions if you are not sure of the absolute correct answer.
- **Accidents and Injuries:** Any accident or injury occurring on the job must be reported to a staff member immediately. All injuries require service workers to fill out an incident report. Ask front desk staff member of Community Service Coordinator for one.
- **Proper Dress:** Service workers should wear comfortable clothes with freedom of movement. No open toed shoes should be worn at the shelter (tennis shoes are probably the best choice). No low-rider pants, short-shorts or low cut tops are allowed at the shelter. We want our visitors to be focused on our animals, not the appearance of our staff and volunteers. Long pants are strongly suggested. Large hoop or dangling jewelry is not advised when working with the animals.
- **Personal Property:** The SPCA is not responsible for loss, theft or damage of personal items. Lockers are available in the mechanical room.
- **Visitors and Personal Guests:** Service workers are discouraged from receiving personal visitors. Please instruct friends and family members to wait in the lobby or adoption center until you are off duty. Workers may not bring children to the shelter while on duty unless approved by the Community Service/Volunteer Coordinator. Service workers may not bring guests or friends into non-public areas at any time.
- **Parking:** Employees, Service workers, and Volunteers are asked to use the parking spaces to the right of the building. Please allow the spaces closest to the entrance for shelter visitors.
- **Equipment:** Workers are not allowed to use shelter equipment and supplies for personal needs. You are not allowed to use shelter computers and software (or other shelter equipment) unless given permission by a supervisor.
- **Media Inquiries:** ALL media inquiries must be referred to the Executive Director.
- **Unauthorized Areas:** Service workers are not permitted in any unauthorized areas without staff approval. If ever in doubt, ask a staff member before entering an area. Entering areas marked for “staff only” is prohibited and grounds for suspension or dismissal.
- **Adoptions:** Adoptions are contingent upon the service worker meeting the guidelines and necessary paperwork of the adoption center, and payment of all applicable fees.
- **Reasons For Dismissal:**
 - Failure to adhere to the policies and procedures
 - Any abuse of animals
 - Failure to arrive on time with a good attitude on your scheduled days.

DRUG AND ALCOHOL USE

The Martinsville Henry County SPCA is firmly committed to the health and safety of our employees and the service we provide, the efficient operation of our organization, and the health and safety of our customers and public. The organization considers the influence of drugs and alcohol in the workplace to be detrimental to our employees and to our continued commitment as a humane organization.

The organization is committed to maintaining a drug free workplace, and to doing its part to eradicate substance abuse in our community. Because of these commitments, the organization announces the following policy on drugs and alcohol.

STATEMENT POLICY

The possession, use, sale, transfer, manufacture, distribution, or being under the influence of illegal or unauthorized drugs on work time or work property (including parking lots) or at any time or place during the workday, or in a work vehicle is strictly prohibited. Any worker who violates this rule will be subject to dismissal from the program.

An “illegal drug” is any drug that is not legally obtainable. An “unauthorized drug” is any drug other than alcohol which may be legally obtainable, but for which the associate has no legal prescription, or is using in a manner other than that as prescribed by the worker’s physician.

Service workers shall not use alcoholic beverages on the job, or report to work under the influence of alcohol. Anyone who violates this rule will be asked to leave and/or be dismissed from the program.

FREQUENTLY ASKED QUESTIONS

Where do the animals at the SPCA come from?

The Martinsville-Henry County SPCA takes approximately 75% of its animals from the Martinsville and Henry County Animal Control and approximately 25% from owners who can no longer keep their pets.

Do you know how big this dog will get or how much it’s going to weigh?

The majority of animals here are mixed breed and we make a “best guess” as to what the dominant breed is. Many landlords in this area have size restrictions on the pets they do allow, so we do not want to set a pet up for “growing out of” its new home and perhaps having to return to the shelter. **DO NOT GUESS AT A SIZE FOR A POTENTIAL ADOPTER!** It is not possible to tell what size an animal is going to be, recommend an adult dog (one year or over) that is finished growing, so they can see firsthand the size of the dog.

How old does an animal have to be before it can be “fixed”?

The Martinsville-Henry County SPCA endorses pediatric spay/neuter surgeries. If a puppy or kitten is at least 8 weeks old, and weighs at least 2 pounds for males and 3 pounds for females, is a healthy weight, and has had its 2 vaccines, surgery can be performed.

Do you have any small dogs (or specific breeds)?

Remind the potential adopter that the population here changes all the time and frequent visits may be necessary to find the perfect match. Let them know that “most” of the dogs here are medium to large sized and mixed breed. Smaller dogs do come in, and the adopter can be made aware of our Wish Book, which is located at the adoption desk. They can fill out a special request, and we will call if that breed comes in. **DO NOT TELL THE PUBLIC ABOUT DOGS IN THE BACK WHO ARE NOT YET AVAILABLE FOR ADOPTION!**

How long do you keep the animals before euthanasia?

The SPCA of Martinsville-Henry County is a no-kill animal shelter. We never euthanize animals to make space for other animals. Once an animal is on the adoption floor and remains healthy, they will stay there for adoption.

Why are some areas off limits to volunteers/service workers?

In a shelter environment, the spread of disease is a very common problem. Some areas of the shelter need to have limited access to ensure the health of the animals living there.

Thank you for serving!!

Martinsville-Henry County SPCA

SPCA COMMUNITY SERVICE APPLICATION

Name: _____ Date: _____
Address: _____ City: _____ Zip: _____
Phone: (home) _____ (work) _____ (cell) _____
Email: _____ Age: _____
Employer: _____ Occupation: _____

Do you have any physical, medical or psychological limitations or disability? If yes, please describe:

Have you been convicted of a misdemeanor or felony, or been convicted of animal cruelty in the last 5 years? (Conviction may not necessarily disqualify you from completing your service hours here.. We may conduct a background check and if you do not provide correct and truthful information, you could be rejected or terminated.)

List any relevant volunteer/work experience:

Please summarize your experience with animals:

What do you hope to gain from your community service commitment at the SPCA?

Please provide three references and contact information:

1. _____ Phone: _____
2. _____ Phone: _____
3. _____ Phone: _____

Person to notify in case of emergency:

_____ Phone: _____

Are you a member of the SPCA? _____

Signature: _____ Date: _____

SERVICE AGREEMENT AND WAIVER OF LIABILITY

I, _____, recognize that working with animals at the Martinsville Henry County SPCA places me at physical risk, and I agree to assume that risk. I understand that the SPCA cares for animals with unknown backgrounds and dispositions. These animals may scratch, bite or carry diseases and parasites which pose a potential health hazard for staff, volunteers and other workers. I realize that although the Martinsville Henry County SPCA has taken all reasonable measures to protect me, accidents and injuries may still occur. Therefore, I hereby completely release and entirely discharge the Martinsville Henry County SPCA from any and all claims and causes of action of negligence or gross negligence that I or another might have or bring relating to or arising from any injury or damage that I should sustain while assisting the Martinsville Henry County SPCA or in connection with my work for the Martinsville Henry County SPCA.

I fully understand and agree that I am providing my services in a capacity without any expressed or implied promise of salary or employment benefits. I agree to perform my service duties to the best of my ability and to adhere to agency rules detailed in my orientation. I understand that my involvement may be terminated for any reason if I do not meet my commitment in an appropriate manner. I agree that the staff of the Martinsville-Henry County SPCA may assign any task to me. If I feel the task is not appropriate I agree to discuss this with the Community Service Coordinator.

I agree that the Martinsville-Henry County SPCA may photograph my participation in this program, and hereby release any such photographs to the Martinsville-Henry County SPCA for use in its programs, publications and purposes.

I recognize and agree that I am to act responsibly while working with or while in the presence of SPCA animals, volunteers and staff. This includes, but is not limited to, striking or verbally abusing animals, staff members, customers and volunteers.

Signature of Applicant

Date

Signature of Parent or Guardian of Community Service Applicant
(If under 18 years of age)

WAIVER REGARDING ZONOTIC DISEASES IN SERVICE WORKERS

I, _____, as a community service worker of the Martinsville-Henry County SPCA recognize there are certain zoonotic diseases I am be exposed to. I recognize that there are safety precautions in place that I must follow to protect myself and the animals under my care.

I understand that if I or persons residing within my household contract ringworm, (scabies) sarcoptic mange, lice or any form of skin fungus/ bacterial infection I MUST inform my management team. I will also be required to take a leave of absence until I have been seen by a doctor, treated, and received a clean bill of health. I recognize that the SPCA has the right to deny me entrance to the building until I can produce a doctor verified clean bill of health.

I understand and agree that these conditions may transfer to the animals under my care, and could cause disease contamination amongst the animals within the SPCA. If it is discovered that I have hide these truths or misrepresented any information regarding these truths there will be a dismissal from the program and I will be unable to complete the community service hours I require at the SPCA

Print

Signature

Date