



# Court Ordered Community Service Program

The Court Ordered Community Service Program is available for individuals who are required to complete court-ordered community service hours. Volunteer opportunities are available during regular shelter business hours. Community Service individuals will assist the shelter with general housekeeping duties such as laundry and dishes and will not have any interactions with animals.

Acceptance into this program is at the discretion of the Direction of Operations and Volunteer Program Manager and is limited to non-violent offenses such as DUIs, traffic violations, loitering, and similar infractions or misdemeanors. Applicants with theft charges and violent offenses such as assault, battery, etc. or animal cruelty charges are not eligible for this program.

## Requirements:

- Be at least 18 years of age
- Be able to perform a variety of tasks without any limitations
- Adhere to scheduled work shifts; each shift is a minimum of 4 hours
- Work assignments are made by the Volunteer Program Manager and are based on operational needs; individuals must be willing to perform any duties assigned
- All shifts must be scheduled at least two weeks in advance through the Volunteer Program Manager

## To Get Started:

- Complete an online volunteer application. Must provide the number of service hours required, type of offense or reason for which community service was ordered, and the deadline that the hours must be completed by.
- Sign a Waiver of Liability.
- Upon acceptance into the program, individuals will need to complete a New Volunteer Orientation and will need to purchase either a Volunteer T-shirt and Name Badge at a cost of \$25.00 or a Name Badge at a cost of \$10.00.
- Individuals will need to provide a state issued ID, court ordered issued time sheet, and court paperwork at the time of Orientation.
- After orientation, individuals will schedule their shifts with the Volunteer Program Manager.
- When you arrive for your shift, you must sign-in on the check-in/check-out sheet in the orange binder located by the Volunteer Manager's desk. You must also sign-out upon completion of your shift.
- After completion of required hours, contact the Volunteer Program Manager to fill out your court issued timesheet.
- Failure to not show up for one Volunteer shift, without contacting the Volunteer Manager, will result in the removal from the Community Service Program.
- Individuals in this program can be released at any time at the discretion of HSHC Management.