

Community Service Rules

These rules pertain to all community service workers and must be adhered to as written.

1. No CS in the office without an employee present.
2. CS MUST wear appropriate shoes and clothing. No sandals or open toed shoes will be permitted. Shorts must be an acceptable length and no tank tops allowed.
3. Pregnant women are NOT allowed to do CS work at Lone Star. This is for the safety of the mother and the baby.
4. CS workers must be at least 16 years of age or older and will work under the manager of Lone Star Sanctuary or her designee.
5. CS workers are NOT allowed to handle dogs or cats without prior approval from management.
6. Any injury must be reported immediately to the manager.
7. Employees of Lone Star are not permitted to give rides or go anywhere with a CS worker.
8. Any CS worker who is on probation or parole for a sex offense cannot do hours at Lone Star Sanctuary.
9. CS workers are NOT ALLOWED TO ADOPT animals from Lone Star Sanctuary for Animals until their CS hours are completed, and they can provide written confirmation from their oversight officer.

10. All CS workers must leave the premises between 11:30-12:30 for lunch and by 5:00pm in the evening.
11. CS workers are not allowed to sit in the office at any time. If there is no work to be done then you will be signed out.
12. If you would like to take a break you must ask a shelter employee for permission.
13. All CS workers must be signed in by an employee upon arrival. You must initial the time sheet in order to get credit for your hours. If you arrive and do not sign in, you may not receive proper credit for hours worked. You must also sign out at lunch and in the evening.
14. Hours are rounded to the nearest 15 minutes.
15. Hours worked may only apply to one offense.
16. Hours cannot be worked for another individual.
17. Lone Star Sanctuary will not tolerate any back talk, refusal to any work or foul language. You will be signed out and asked to leave should one of these occur.
18. Cell phone use is NOT permitted for CS workers. If you have an emergency notify a staff member and they will assist you.
19. Any worker caught harming an animal or being mean in any way to any animal will be dismissed IMMEDIATELY! We will not tolerate any mistreatment of animals of any kind.

20. Be sure to pay attention to signs and gates. All gates must be closed, and any kennel that says STAFF ONLY should not be entered by anyone other than a staff member.
21. Lone Star Sanctuary reserves the right to limit the number of workers and the number of work hours as needed at the shelter.
22. Do not take pictures of any animals that are in quarantine. These animals are not ready for adoption. Do not touch dogs in quarantine period.
23. Community service is to park at the end of the parking lot by the mailbox.
24. Community service is not allowed to take dogs on a walk or a field to play.
25. **STAY OUT OF THE BARN!!!!!!** Why you ask? Because we said so!!!
26. NO! You may NOT sit in the office and “hang out.” You are here to work, so stay busy or LEAVE!

If you come to do community service here, keep in mind that you do NOT know everything. If we say NOT to do something and you keep doing it we will make you leave. We do not have time to babysit you.