

COURT MANDATED COMMUNITY SERVICE WORKER

Orientation Checklist

We want to protect you, the shelter and the town. So please pay close attention to your orientation and initial as we go through each item with you. Please do not hesitate to ask questions...we always value your input!

All Incidents must be reported to the Director or Supervisor on Site. A written report will be required with your signature. _____

Please note that CMCS workers can be dismissed due to consistent tardiness/no show, not wearing appropriate clothing, rule breaking, fowl behavior, etc _____ This is not an all inclusive list. If a staff member feels your behavior is inappropriate we will discuss it with you as accordingly. _____

DOGS

CMCS Workers are NOT permitted inside DOG CAGES with DOGS AT ANY TIME _____

Blue Door to Playyard must be completely shut when taking dog out _____

No outside food or treats to be given _____

Do NOT Put fingers/hands inside/under cages at ANYTIME _____

Only one Dog out at a time(unless otherwise given permission) _____

Permission must be obtained before walking any dog _____

Dogs must be walked on leashes while out in front _____

Do not bear hug dogs while walking/playing with them _____

Walker must clean up poop after dog _____

Volunteer must put all dog toys in bucket when done playing outside _____

You must stay on Animal Shelter Property with dogs _____

Shown how to properly put a dog on leash from cage _____

Shown how to properly secure dogs while cleaning cages _____

Learned how to clean and disinfect cage back & scoopers disinfected _____

Learned how to clean and disinfect cage front _____

Water buckets must be cleaned/filled/bedding & toys replaced _____

Shown where dog toys & clean bedding are _____

Shown where dirty items go _____

CATS

Some cats are temperamental please ask a staff member before handling_____

Please get updated to the cats each time you work: some go on medications and can not be let out or handled_____

Mama cats and her kittens are to only be handled by staff unless you have specific permission_____

Permission must be granted by a staff member to let cats out of cages_____

No outside food is to be given _____

Shown how to properly secure cats while cleaning cages_____

Learned how to clean and disinfect cage_____

Cat bowls, litter boxes and bedding filled replaced or cleaned_____

Shown where cat toys/litter/ clean bedding are_____

Shown where dirty items go_____

OTHER COMMUNITY SERVICE RESPONSIBILTIES

Cleaning dishes_____

Mopping/Sweeping Floors_____

Cleaning Up any leftover dog poop in Playyard or out front_____

Filling Bins_____

Moving Carriers to Shed_____

Cleaning Cruiser/Van_____

Folding Laundry/Putting Washer/Dryer on_____

Organizing bedding towels etc_____

Emptying garbage/recycling bins_____

Weeding/Lawn work_____

This is not an all inclusive list . There are other items that will need to be done.

Please note that it is at the Discretion of the Director/Supervisor to allow you to socialize with the animals. Please do not consider it your automatic right/privilege to walk dogs, play with cats etc.

Staff/Volunteer Member Conducting Orientation_____Date_____

CMCS Worker(Print Name)_____Date_____

Branford Animal Shelter
749 East Main St
Branford, CT 06405
203-315-4125
203-315-3851 Fax
animalshelter@branford-ct.gov

COMMUNITY SERVICE APPLICATION
Thank You For Choosing to Work With Us!

Name _____ Date _____

Phone _____ Cell/Work _____

Email Address _____ Age _____ Birthdate _____

AN ADULT MUST ACCOMPANY Community Service Workers under the age of 16

References:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

EMERGENCY CONTACTS:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Hospital Preference _____

Do you have any allergies or other ailments we should be aware of? Y or N

Please Explain if answered Yes

If you have any allergies to animals, we request that you do your community service elsewhere! Unfortunately we may need you to work with all the creatures in the facility and we do not want to risk your health. Thank you for understanding!

IF YOU ARE NOT PAYING ATTENTION DURING ORIENTATION YOU WILL BE ASKED TO LEAVE! IT IS A PRIVILEGE FOR YOU TO BE ALLOWED TO WORK HERE, NOT A RIGHT! PLEASE ALSO NOTE THAT NOT CLEANING CAGES PROPERLY IS A REASON FOR DISMISSAL! WE NEED COMPLETE COMPLIANCE TO ENSURE OUR ANIMALS ARE KEPT SAFE!

Understanding Our CMCS Workers

Do you have any pets or have you in the past?_____

Have you volunteered/worked anywhere before/if so where?_____

What areas of work interest you?

Walking Dogs Cleaning Socializing with cats Bathing Dogs Fundraising

Other_____

What do you hope to gain from doing community service here?_____

Do you have any special skills or job training that would be useful as a CMCS worker?
Some examples: Computer Training, Painting, Animal Behaviorist etc

What crime have you committed that you are doing community service for?(Please note that saying the court is making you, is not an answer) If you do not give complete answers on this application, you will be dismissed from orientation._____

Have you ever been convicted of a crime/felony? Y or N

Explain_____

CODE OF CONDUCT

CMCS WORKERS RESPONSIBILITIES

Just as in any normal operating business, we need scheduling, evaluating and consistent training of our CMCS workers. Some of your responsibilities include:

Community service workers are required to do one day every weekend and BE AT THE FACILITY NO LATER THAN 8:30 am. If there is any reason you cannot be at the shelter one day on the weekend you need to get approval from the Director first. Any tardiness or missed day will result in your termination rights to complete community service at this facility.

Community Service are expected to be at the facility every time they are to work by 8:30 am. The only exception will be given by the Director and you will need to prove you are at work/school at that time.

Scheduling Yourself A week or More in Advance-That way we can count on your help!
(Please note we reserve the right to determine CMCS hours and shelter needs)

YOU MUST CALL IF YOU ARE SICK OR HAVE A PERSONAL REASON FOR NOT COMING IN. MORE THAN 4 CALL OUTS WILL RESULT IN THE TERMINATION OF YOUR COMMUNITY SERVICE RIGHTS!

Wearing Appropriate Clothing-No Graffiti shirts/fowl language attire. You should wear clean jeans/shorts and sneakers or any rubber soled closed toe shoes. Shorts/Skorts/Ripped/ Graffiti pants/jeans are not acceptable

Code of Conduct: We are in a Public Town Facility. You are representing the Town, The Director and The Staff. We expect that you will act in a responsible manner, treat everyone equally& fairly, work as a team, communicate successfully and always feel free to ask questions or provide feedback. We also expect that you will treat the Shelter Animals with all the same respect you would treat the staff and Volunteers with. **We reserve the right to terminate your CMCS Privileges should you not conduct yourself in a reasonable manner.**

CMCS Signature _____ Date _____

Guardian Signature _____ Date _____

Director/Supervisor Signature _____ Date _____