



Mark A. Marshall
Sheriff

ISLE OF WIGHT COUNTY SHERIFF'S OFFICE

Animal Services Division



P.O. Box 80 · 13044 Poorhouse Rd. · Isle of Wight, VA 23397
Phone (757) 365-6318 · Fax (757) 365-0440

Community Service Rules & Regulations

You may not begin your community service hours until court ordered paperwork has been given to a staff member and your time has been approved by the Chief ACO. This is a privilege to you, not a right. Consider your time at the shelter as a job; your evaluations will depend on how well you work.

- Cleaning begins at 8 am. That is when most of the work is done so be on time and ready to work.
- On your first day you will be shown around the facility by a staff member. Attached is a list of duties that needs to be done daily. Please ask questions if you do not understand something or need more work to do.
- You are here to work, not to sit around or play on your phone.
- Cell phone use is only allowed at break times or in case of emergencies.
- You will be expected to be polite to staff members and the general public at all times. Lewd or rude gestures will not be tolerated.
- There will be no abuse to the animals at any time. No hitting, kicking, tail pulling, excessive tugging on leashes, teasing through the kennels, inappropriate or rude comments made towards the animals, or any other violent or harmful gestures.
- If you are planning on working more than 4 hours per day, bring your lunch and drinks.
- Always wear proper attire to the shelter. We suggest wearing old clothing. (No suggestive clothing, t-shirts with profanity, no short-shorts, no short tops, no flip-flops)
- Gloves are to be worn at all times while cleaning. Change them as often as necessary.
- If you are scratched or bitten by any shelter animal, report it to the staff *immediately*.
- Community service workers are not allowed to sit at the officer's desk or use computers unless instructed by a staff member. There will be seats in front office or the break room that will be available for your use.
- Make sure your time is documented. We are not responsible for documenting or keeping up with the hours that you have worked. Please ask a staff member to sign off on your time daily.
- If you come to the shelter in an altered physical or mental state (drugs, injuries or alcohol) staff will evaluate and the proper person(s) will be notified.
- Any forms of harassment need to be brought to staff member's attention as soon as it happens, such as sexual, verbal or physical harassment, etc.
- We hold the right to deny any one person from performing their hours with us. We are operating a business where families often visit. If we feel that you are a risk to have in our facility, you will be asked to perform your hours somewhere else.
- If you are asked to leave the building for any reason, do not ask questions or argue with staff members.
- Any failure to comply with rules, safety, verbal, and physical directions will be reported to your probation officer and/or courts.

I understand and agree to comply with any and all of the stated rules and regulations for performing community service hours at the Isle of Wight County Animal Shelter.

Worker's Signature: _____ Date: _____