

# PCAS Community Service Program Rules

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## **PLEASE READ THOROUGHLY AND SIGN BELOW**

If you are performing community service, you are not to be around the Inmate crew.

### **Community Service Duties:**

- Persons participating in the PCAS Community Service program will be performing duties such as cleaning empty cages, washing dishes/litter pans, sweeping and mopping floors, cleaning windows and any additional duties needed to be determined by shelter staff.
- **Persons performing community service will NOT be allowed to handle animals in ANY capacity.**
  - Participants found touching or handling any animals at this facility will be sent home.

### **Dress Code:**

- Participants **must adhere to the dress code**. You are required to wear long pants, shirts with sleeves and shoes with a closed toe. Violation of the dress code can result in dismissal.

### **Signing In and Out:**

- There are 2 sign in areas. Before 5pm during the week, participants must sign in at the Administration Building (Building B). After 5pm and on weekends, participants must sign in at the Adoption Center (Building A). Signing in and out is the responsibility of the participant.

***If you fail to sign in or out, the hours you work WILL NOT be recorded.***

### **Lunches and Breaks:**

- Participants **are given a 15 minute lunch break**. If you require more time for your lunch OR would like to take additional breaks, you must sign out and sign back in after. This time WILL NOT count towards the hours you have been assigned.
- Smoking tobacco or vapor cigarettes is allowed **ONLY** in your personal vehicle or off the shelter property. Vapor cigarettes are considered to be a "Smoking Product" and are not to be used in the buildings or while

walking around the property.

- Any person found smoking anywhere they are not supposed to will be sent home.

**Cell Phone Usage:**

- Any person found to be on their cell phone while performing community service will be asked to leave. The exception to this rule would be an emergency situation or calling for a ride home.

**Community Service can be scheduled:**

- Monday: 8am-4pm
- Tuesday-Saturday: 8am-6pm