



County of San Diego  
 Department of Animal Services  
**Community Service Volunteer Application**

If you are interested in completing your court ordered community service hours with us, please complete the application below. Keep in mind that our community service workers do not handle the animals, but instead, provide support for our staff in cleaning and laundry.

Please mail the completed application to: County of San Diego  
 Department of Animal Services  
 5480 Gaines Street  
 San Diego, CA 92110  
 Attention: Volunteer Coordinator

Minimum Requirements: 18 years of age, pass a background check  
*\*Items with asterisk required—incomplete applications cannot be processed*

\*Last Name: \_\_\_\_\_ \*First Name: \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Home Phone: \_\_\_\_\_ \*Cell Phone: \_\_\_\_\_

\*Drivers License: \_\_\_\_\_ \*State: \_\_\_\_\_

\*Occupation: \_\_\_\_\_ \*Employer: \_\_\_\_\_

Business Phone: \_\_\_\_\_ \*E-mail: \_\_\_\_\_

**Emergency Contact:**

\*Name: \_\_\_\_\_ \*Phone (home): \_\_\_\_\_

\*(work): \_\_\_\_\_ \*Relationship: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_ \*Zip: \_\_\_\_\_

Please check **one** shelter where you would like to complete your required service:

- County Shelter, 2481 Palomar Airport Road, Carlsbad, 92009
- County Shelter, 5480 Gaines Street, San Diego, 92110
- County Shelter, 5821 Sweetwater Road, Bonita, 91902

*Community service workers are not allowed to handle animals.  
 You will be providing support for our staff – cleaning kennels, washing dishes, doing laundry, etc.*

Please add any comments about your schedule, or any medical, physical, or other limitations that may limit or define the type of volunteer work you are able to perform:

---



---

Please state the reason for this community service requirement:

---

---

How many hours required? \_\_\_\_\_ By what date? \_\_\_\_\_

How did you hear about our volunteer program?

---

### **Community Service Volunteers – Guidelines**

The Department of Animal Services allows citizens who have been assigned community service hours as part of a court related matter to complete them in our shelters. We cannot allow people convicted of a felony or any animal related crime work in our shelters as a matter of safety. In addition, it is important to keep in mind that you will not be allowed to handle animals during your community service time. You will be performing support work for our staff—washing dishes, doing laundry, cleaning kennels, etc. Please read the following guidelines carefully—if you feel that you cannot comply with any of these, please seek other locations to complete your hours.

You must be at least 18 years of age to work at the shelter.

While you are working off your community service hours with us, you will be expected to:

1. Show up when scheduled and on time. Report to the Supervising Animal Care Attendant at the facility you have been assigned to when you arrive. Failure to show up on one occasion or arriving more than 30 minutes late without calling will result in dismissal.
2. Wear appropriate attire (close-toed shoes with rubber soles, long pants, t-shirt); NO scandals, high heels, shorts, Capri pants, tank tops. Failure to follow this dress code on one occasion will result in dismissal.
3. Complete your assigned work without excessive breaks or standing around. Lack of motivation will result in dismissal.
4. Stay in areas where you have work to complete. No wandering around.
5. Complete the balance of your hours within a reasonable time frame. We expect that once you start your community service time, you will continue to strive towards completing it. This means that you will not be allowed to have more than 1 week between sessions. Failure to comply will result in dismissal.

If you require a letter of completion for the court, you must provide a 24-hour notice to allow us an opportunity to prepare that for you. You will NOT receive it immediately upon conclusion of your required hours.

## **COMMUNITY SERVICE VOLUNTEER AGREEMENT**

*In signing the application, I understand and agree to the above policies and following statements: (please read carefully before signing)*

1. I authorize the County of San Diego Department of Animal Services to seek emergency medical treatment for me in case of accident, injury or illness.
2. I agree to abide by the department policies and procedures presented to me during volunteer training and as updated thereafter.
3. I will take ideas, constructive comments, suggestions and criticisms directly to the Volunteer Coordinator or other supervisor assigned by the Department.
4. If communication problems develop between employees or other volunteers and me, as soon as possible, I will report these to the Volunteer Coordinator.
5. I will direct all "media" requests to the Volunteer Coordinator. The term "media" includes all T.V., radio or print reporters, producers, photojournalists or print media, and/or anyone else associated with these mediums.
6. I agree not to provide information to (or about) former owners of animals, adopters of animals, animals housed at the shelter, employees or volunteers to anyone unless my supervisor has approved divulging such information.
7. Photo authorization: I expressly grant to the Department of Animal Services, and to its employees, agents, and assigns, the right to reproduce an image of me and/or my pet in connection with the exhibition and publication of media including, but not limited to, live presentations, database records, slide shows, and print materials.
8. I understand I will be given copies of the following County of San Diego policies before I begin working that I will sign, indicating that I have read the policies, understand them and will adhere to them: Drug and Alcohol Policy, Violence and Threats in the Workplace and Sexual Harassment.
9. I understand that my volunteer assignment may be terminated at any time at the discretion of the Volunteer Coordinator or my supervisor.
10. Volunteers who fail to comply with safety rules and animal care protocols will be subject to disciplinary action up to and including termination.
11. I will not possess, use, sell or be under the influence of drugs or alcohol while on Department property, premises or while volunteering at Department functions.
12. As a condition of being accepted as a volunteer with the County of San Diego Department of Animal Services, I agree to maintain a high degree of ethical standards and be law abiding in all respects. I further acknowledge and agree to a background check to determine my driving record and any criminal proceedings against me (when applicable). Should any unethical or illegal behavior be discovered, this may jeopardize my eligibility to volunteer.
13. I am offering my time and services to the Department of Animal Services purely as a volunteer and without any expectation of payment of any kind. I understand I will not be compensated for such services in any way. I hereby waive any claim for wages for the time and services volunteered by me.
14. I am at least 18 (eighteen) years of age.

I have read and agree to abide by these guidelines and rules:

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_