

Court-Ordered Community Service Volunteer Hours

Regional Animal Services of King County
Version 4.0 June 2012

While RASKC is pleased to provide verification of community service hours to volunteers in good standing, **it is completely your responsibility to provide the following information to the Volunteer Program Manager (VPM) in a timely way**, as follows:

If you work as a shelter helper for community-service hours...

- If you work on a day that the Volunteer Program Manager is working, you must check in with her when you start your shift & when you end your shift. If she is not available, you must get an officer to sign your timesheet for your start time at the time you start your shift. Any officer may sign your timesheet at the time you end your shift to affirm your ending time.
- If you work more than four hours on any day as a shelter helper, you must detail the work you did along with the times and locations (e.g., from 1-3pm folding towels in the Cat Building, 3- 5:30pm preparing cat-food trays in the breezeway)

Do the following each time you need community service hours verified...

1. **Provide a “heads up” to the Volunteer Program Manager (VPM)** by email to sarah.luthens@kingcounty.gov and phone call (206-296-3946) **between 5- 10 days before you need paperwork submitted to the court.** And again two days prior to the deadline.
 - Include in this reminder when the verification is needed and where it needs to be emailed (e.g., to yourself or the court). Provide the relevant email addresses.
 - Note that the VPM does not work on Sundays or Mondays.
2. **Photocopy of your volunteer timesheet(s) with the hours tallied and place it** under the VPM's door (or hand to her). You may use RASKC's copy machine.
 - Include on the timesheet any RASKC trainings and their approximate date, including volunteer orientation, that you took in the relevant time period.
3. **If the VPM is not available** (e.g., sick day) on a deadline day you need verification of your hours...
 - You may ask an Animal Control Officer, Shelter Sergeant, or Operations Manager to sign your paperwork.
 - If that occurs, it is very important that you submit a photocopy of that verification to the VPM right away by placing it under the VPM's door in the Cat Adoption Building. Also email the VPM with this information within a day of receiving the signature.

4. If you submit a form that the VPM (or any other RASKC representative signs), then it is your responsibility to make a copy of the signed form and give it to the VPM. If the court calls to verify your hours, the VPM will provide verification only if you have submitted a copy of the signed form to her.

Timesheets are the property of RASKC. You are not allowed to take the original timesheets with you to court (or anywhere else). You are allowed, however, to make copies of your timesheets.

Note: Hours spent in volunteer training count toward your community service hours. It is your responsibility to note the training hours on your timesheet.

The VPM relies on your following these guidelines each time you need community service hours. She will not begin to process the paperwork until she has received a timely reminder from you.

All RASKC volunteers are expected to contribute at least 50 hours within six months. By accepting advanced training from RASKC, you are making a solid commitment to meeting this expectation.

If you do not conform to these guidelines or if you do not fully complete & submit the attached paperwork to the VPM in a timely fashion, your verification may not be processed.

**Court-Ordered Community Service
Volunteer Hours**
Regional Animal Services of King County

Your Name: _____ Date: _____

Your Email Address: _____

Alleged crime/ infraction as to why you need community service hours

You will be required to provide paperwork from the court to verify your answer.

Does your alleged offense involve: (mark all that apply)

You may provide a written explanation

_____ animal(s) _____ child(ren) _____ elderly (age 65 or older)

_____ developmentally challenged individual(s) _____ theft _____ fraud

_____ violence _____ sex _____ none of these

Are you a registered sex offender? _____

If so, you are not eligible to volunteer at RASKC

Have you ever had animals confiscated or quarantined by any animal control agency? _____

If yes, please indicate date(s) & year(s) and explain the circumstances: _____

Use additional sheets if necessary

Have you ever been accused of assaulting an Animal Control Officer? _____

Have you ever been charged with a sex crime? _____

Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with animals? Or with being near vulnerable individuals (children, elderly, developmentally challenged people)? _____

Explain any "yes" responses and provide dates: _____

Use additional sheets to explain

Failure to provide above information will result in not being eligible to volunteer.

How many hours do you need? _____ by what date? _____

Which court? _____

Email address (or fax) for who needs to receive your community-service letter _____

Email address strongly preferred

Please list previous arrests: _____

Use additional sheets if needed

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