



Court-Mandated Service (CMS) Program Rules and Regulations

Carefully read this resource and let OHS staff know if you have questions. All CMS workers must follow these rules while completing hours at OHS. Failure to do so may result in dismissal from the program.

Overview

Oregon Humane Society (OHS) is a nonprofit animal welfare organization with campuses in Portland and Salem that allows eligible individuals with court-mandated service hours to complete their hours at OHS.

Eligibility

CMS program participants must be at least 18 years old and their past or present convictions cannot include crimes from the “Ineligible Offenses” list, available upon request and from our website. OHS will review a detailed description of the crime(s) for which court-mandated hours are being mandated, provided by a court representative or other authorized agency, before applicants will be admitted into the CMS program. Past criminal convictions will also be considered.

Rules

CMS participants must:

- Be referred by a court representative or authorized agency.
- Be at least 18 years old.
- Have no direct contact with animals.
- Be signed in and out by an OHS staff member. Failing to check in or out with a staff member will result in those hours being void.
- Maintain a positive and pleasant attitude while working at OHS and be respectful and courteous to all OHS staff, volunteers, and customers.
- Not assist customers at any time. Questions from the public must be politely directed to staff.
- Wear the uniform and/or ID provided by OHS at all times while on the property and on the clock.
- Keep busy, checking in with staff if they run out of things to do.
- Not handle or alter any CMS program documentation whatsoever.
- Notify their OHS Supervisor if they will be late or cannot work a scheduled shift. Failure to do so may result in dismissal from the program.
- Not use mobile phones or other devices while working. Using a phone while on the clock without permission may result in immediate dismissal from the program.
- At no time be under the influence of drugs or alcohol while on OHS property. Suspicion of being under the influence may result in immediate dismissal from the program and will be reported to the referring agency.
- Not smoke or vape on OHS property.
- Not engage in horseplay or other unsafe activities.



- Not use the computer workstations.
- Not remove any property from OHS for any reason.
- Not fraternize with staff, volunteers, customers or other CMS workers in an excessive or distracting way.
- A shift of at least four hours entitled participants to one 15-minute break, which will count towards service hours. For shifts of at least six hours, participants are required BY LAW to take a 30-minute break which does not count towards service hours. For shifts of at least eight hour shifts, participants are entitled to a second 15-minute break in the latter half of their shift.
- Request a copy of their timesheet, final hour completion letter, or other documentation of their service at OHS. This documentation will not be generated automatically.
- Abide by the dress code below.

Dress Code

All CMS participants must wear:

- Closed-toe shoes
- Long pants that fit
- Plain T-shirts

Unacceptable items include, but are not limited to:

- Shorts
- Skirts
- Tank tops
- Open-toe shoes
- Excessive or large holes in clothing
- Explicit or offensive images and words on clothing
- Excessive fragrance
- Untidy appearance
- Dangling jewelry (safety reasons)
- Some tattoos may need to be covered if they are deemed offensive or inappropriate.