



WEBER COUNTY ANIMAL SERVICES

POLICY AND PROCEDURES

ANIMAL CONTROL

VOLUNTEERS/COMMUNITY SERVICE

EFFECTIVE DATE: 02/01/2011 STANDARD NUMBER: N/A	REVIEW DATE: 03/10/2011 APPROVED: <u>Signature on file</u> Sheriff Signature
--	--

1. Purpose

This policy is to establish standards and guidelines for volunteers at the animal shelter.

2. Rationale

All persons interested in volunteering or assigned to community service through the animal shelter must be properly selected, educated, and trained in accordance with this policy and the Weber County Volunteer Guidelines.

3. Policy

A. General

Volunteers are generally used to socialize animals, assist with animal caretaking, council prospective pet adopters and coordinate special fundraising events. Their recruitment is essential for good shelter operation.

B. Selection of Volunteers

Most volunteers are individuals who have visited or adopted from the Shelter, have been referred by community service agencies, or are student interns. The Shelter prefers volunteers to be at least 18 years of age, although exceptions may be made for those that are at least 16 years of age with the approval of the individual's parent, legal guardian, and the shelter manager. No one under the age of 16 will be considered for volunteer service. Volunteers (excluding high school interns) between the age of 16 years and 18 years of age are required to be accompanied and supervised by either a parent or legal guardian during their volunteer service.

C. Volunteer Application

Individuals wishing to become a part of the Shelter's volunteer team are asked to complete a volunteer application that is submitted to the volunteer coordinator. The coordinator will review all applications and advise potential volunteers of the process involved for becoming a volunteer. All volunteers will submit to a background check conducted by the Sheriff's Office prior to consideration for

volunteer service. All volunteers must attend an orientation and interview session.

D. Orientation

An orientation session is an important first step in acquainting prospective volunteers with Shelter operation and programs. This session allows interested persons to evaluate their level of interest and time commitment. The volunteer coordinator will contact potential volunteers to advise them of the date and time of an orientation session.

E. Acceptance of Volunteers

If the volunteer is accepted, the coordinator will discuss placements, review general rules of behavior and conduct, establish a training schedule and have the individual sign a liability release form. Each individual is to read, understand and sign a release. Persons under the age of 18 years old must have a parent or guardian sign the form. No individual will begin working until the release is signed.

1. Some people may want to help animals but prefer to work outside the Shelter environment. These individuals are best placed in programs like fundraising or performing such tasks as graphic design.
2. The volunteer coordinator is expected to establish a time sheet for each volunteer or community service worker.

F. Non Acceptance of Volunteers

Not all potential volunteers will be accepted to work at the shelter. Some possible reasons: their service offered is not needed, they have an incompatible schedule, they have a poor or abusive history with animals, past criminal history, or they are unable to deal with euthanasia. The volunteer coordinator will tactfully explain the reason why they are not being accepted and offer suggestions, if appropriate, for working at other organizations.

1. The coordinator will write the reason for non acceptance on the volunteer's application. The application will be kept on file for three years in the event the individual reapplies or a problem surfaces regarding the handling of denial.

G. General Rules

As with staff members at the shelter, volunteers are expected to adhere to certain rules of conduct and behavior in order to provide a safe and productive work environment. These general rules will be explained by the coordinator to the volunteer during the interview, as well as provided in writing. Any volunteer or volunteer candidate who falsifies their application or time record will be terminated. All volunteer work will be at the discretion, direction, and assignment of the volunteer coordinator and/or shelter manager.

- 1. Volunteers are not to run the cash register or to handle funds in any manner. They can have NO access to our computer system. At no time are volunteers or community service workers to be involved in the euthanasia process.**

H. Inmate Service Worker

On a daily basis Weber County Animal Services uses Inmate Workers from Weber County Correctional Facility. These Inmate Workers are to be handled as directed in our Inmate Worker Policy and Procedures. All staff will follow the prescribed policy. If you have any questions relative to their conduct please see the shelter manager. **Failure to treat these Inmate Workers with respect or to jeopardize the program in any way will lead to discipline up to and including termination.**