

Shelby County Animal Shelter Volunteer Policies and Procedure

Time Commitment and Attendance

In order to maximize the benefits of time and effort spent in training and cultivating the skills of our volunteers, we ask that you make a commitment to volunteer for a minimum of three months. In addition, you will be asked to commit to a particular weekly schedule and /or schedule in the program you are joining. The exceptions to this policy are fostering and other special events.

If you are working in one of the programs that will require direct contact with the animals, we ask you commit to two hours per week. The animals rely on you to show up and spend valuable "out of the kennel or cage" time with them. Please be sure that you will be able to fulfill your commitment.

Sign In

All hours worked must be recorded on the sign-in sheet located at the front window. If hours for work are ordered by the courts, it is imperative that you sign in in order to receive credit for hours worked.

Dress Code

It is important that the staff and public know that you are a volunteer, especially when you are taking a dog out of its kennel for a walk and a cat out of its cage to cuddle. A volunteer I.D. Badge will be provided and must be worn at all times. **No electronic devices are allowed at the shelter (cell phones, music players, etc.)**

Close toed, rubber sole shoes are required; long pants and long sleeve shirts are recommended when working with the animals.

Off Limits Area's

Certain areas of the shelter are off-limits to the volunteers for the purpose of disease control or an animal's comfort. These areas include the cat and dog adoption areas, break room area, and office area. Quarantine areas are off limits to the volunteers.

Volunteers are not permitted to be in the areas marked "staff only." For your safety and that of the animals do not handle any animals other than those already screened for temperament and are available for adoption. If a volunteer is found entering an off limits area it will be documented and the volunteer will be reminded of the importance of complying with this policy. Repeated failure to comply may result in the volunteer's dismissal.

Companion Animals and Guests

For reasons of disease control, safety and comfort of the animals in our care, volunteers are asked not to bring their own companion animals with them during their volunteer shift. Volunteers are not allowed to bring guests, animal or human, with them while volunteering.

Nondiscrimination and Anti-Harassment Policy

It is the Policy of Shelby County to provide a workplace that is free from discrimination and harassment, and one that promotes equal opportunity and equitable treatment. Any type of harassment or discrimination based on a person's race, color, age, sex, marital status, sexual orientation, religion, ancestry, national origin, disability and/or veteran status will not be tolerated.

Handling Animals in the Shelters

For everyone's safety, volunteer are not permitted to handle or walk any animal that has not been deemed adoptable

Removal of Shelby County Animals from the Shelters

Under no circumstances should a volunteer remove an animal from the shelter. Removal of an animal from the shelter by a volunteer, without specific, written permission will be documented. Repeated violations may be cause for volunteer dismissal.

Drug Policy

Shelby County is committed to maintaining a drug-free workplace to promote both the quality of its services and the safety of the animals, its employees, volunteers, customers and the public. The County has a chemical dependence and impairment police that strictly prohibits the use of drugs or alcohol and reporting to work under the influence of drugs or alcohol. Any suspected incidence of use shall be reported. **The use of tobacco by volunteers is strictly prohibited, this includes electronic cigarettes.**

Violations of this policy will not be tolerated and may result in disciplinary action up to and including dismissal.

Food and Beverages

Any food or beverages brought into the shelter must be brought in sealed containers. Any beverage must be unopened until at the shelter.

Workplace Violence

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace perpetrated by strangers, customers, co-workers, personal relations, or other non-employees doing business for or with the Shelby County Animal Shelter will not be tolerated. Any incident of threat or acts of physical violence witnessed shall be reported.

Weapons

Animal Service employees and volunteers interact daily with the public. Accordingly, each employee and volunteer is expected to avoid any potentially volatile situation or confrontation, and contact the appropriate authority for assistance if necessary, In conjunction with the behavior expected of employees and volunteers, it is also the policy of the Animal Shelter that the use, threatened use or possession of a weapon by an employee or volunteer while in this performance of his/her official duties or while on County property is strictly prohibited. This provision shall not apply to persons authorized by the Sheriff to carry such weapons for official duties.

Violations will not be tolerated and may result in the disciplinary action up to and including dismissal.

Confidentiality

Volunteers may be entrusted with sensitive and confidential information while volunteering. Information relating to Shelby County Animal Shelters employees, volunteers, donors, field personnel, investigations and internal records with information not releasable by Ohio public disclosure laws, is to be kept confidential.

Volunteers are asked not to disclose or make any private use of such confidential information during their volunteer time at the Shelby County Animal Shelter; doing so may result in dismissal of the volunteer.

Discipline

Volunteers who commit minor violations of policy and procedure and/or these guidelines will be verbally counseled in an effort to achieve acceptable compliance (minor violations could include: dress code, off-limit areas, etc.) Serious violations (animal abuse; abusive, threatening, harassing behavior to staff or customers; possession of drugs or weapons; disclosure of confidential information, etc.) will not be tolerated and will result in the immediate dismissal of the volunteer.

Volunteer Discipline

Shelby County Animal Shelter reserves the discretion to terminate a volunteer's service if it is not in the best interest of the organization and/or the volunteer. Possible grounds for termination include but are not limited to: gross misconduct or insubordination; being under the influence of drugs or alcohol; theft of property or misuse of SCAS's equipment or materials; abuse or mistreatment of the animals, staff or other volunteers; failure to adhere to the organizations policies and procedures; repeated entry into areas identified as "staff only"; failure to take direction from staff; failure to satisfactorily perform assigned duties; and behavior which is deemed detrimental to the Shelby County Animal Shelter.

Reporting Procedures

If you are having a problem with the department or the program in which you are working, please speak to the either one of the Dog Wardens. Most problems can be resolved, and any suggestions for improvement you may have are welcomed.

Resignation Procedures

Upon leaving the program for whatever reason, please contact the volunteer program coordinator. We want to thank you for time, skills, and commitment to the animals here at the shelter. We want to make sure you are not leaving because of any unresolved conflict we may not be aware of and are able to resolve.

Acknowledgement of Policy and Procedures

I, _____, acknowledge that I have read, understand and agree to comply with the volunteer policy and procedures of the Shelby County Animal Shelter. I also understand that my failure to comply with any and/or all of the volunteer policy and procedures may lead to my dismissal from the volunteer program.

Signature of Volunteer

Date



Shelby County Animal Shelter

1100 Clem Road

Sidney, Ohio 45365

937-498-7201

Waiver of Liability

Recognizing the possibility of physical injury associated with my volunteering to help the Shelby County Animal Shelter in the feeding, walking, grooming, bathing, moving, caring for and handling of said dogs, I hereby release, discharge and/or otherwise indemnify Shelby County, the County Commissioners, the Shelby County Animal Shelter, any other governmental entity, affiliated organization, their employees and associated personnel against any claim by or on behalf of myself as a result of said volunteers participation in the Shelby County Animal Shelter Program

Date

Signature

Name Printed

DOB if under age 18

Parent or Legal Guardian of Volunteer

Parent or Legal Guardian of Volunteer