### Decatur Animal Services (DAS) Decatur, Alabama



**Volunteer Handbook**

**(DAS505.10F)**

**Decatur Animal Services** 300A Beltline Road SW Decatur AL 35601

Telephone: (256) 341-4790

Fax: (256) 341-4794

**TABLE OF CONTENTS**

Welcome………………………………………..3

What Do Volunteers Do? ..............................4-6

Volunteer Do’s and Don’ts……………………6-8

Adoption and Surrender Procedures………..9

Holding Periods………………………………..10

Euthanasia……………………………………..10-11

Is DAS A No-Kill Shelter? ............................12

Fostering………………………………………13

FAQ’S………………………………………….13-16

Forms and Waivers…………………………..17-28

*The Chief of Police or Designee holds the right to approve, deny or make exception to any of the following written rules, regulations, volunteer forms, and or waivers. Please ask if you have any questions or concerns about your current or future volunteering capacity, exceptions may be met.*

**WELCOME!**

Welcome to the Decatur Animal Services! After attending orientation we hope that you will further consider becoming a volunteer with us. The desire to help animals has brought you to us as a volunteer. We hope that you take with you a better understanding of animal sheltering, animal welfare and animal care issues. Our volunteers are our link to the community and we rely on you to be an advocate for the shelter and animal issues within our community.

Volunteers are an essential part of sheltering. We value your help greatly. Thank you for considering volunteering at our shelter. We hope that you will find your experience here rewarding and educational.

### ABOUT OUR SHELTER

Decatur Animal Services is a municipal animal shelter operated by the City of Decatur. *DAS* **ONLY** provides animal care and control services for the city of Decatur. In addition to enforcement of local animal ordinances and cruelty investigations, programs include adoptions, education, volunteerism, rescue, transport and Special Events. Our adoption process is designed to facilitate placement of animals in safe, loving, and permanent homes.

### SHELTER MISSION STATEMENT

\*The mission of the Decatur Animal Shelter is to foster and ensure the humane care, treatment, health and protection of homeless, abandoned, neglected, abused or unattended animals in the Decatur area.

\*The Shelter Manager, the Animal Shelter board, the Mayor, the Police Department, and the City Council shall work in concert to see that the mission and the responsibilities of the Decatur Animal Shelter are carried out, ensure that all shelter facilities are maintained, preserved and operated in a responsible manner, and act in combination with the community to establish goals for the proper care and treatment of animals.

### Goals of the Animal Shelter Board

* Improve and expand the Decatur Animal Shelter facilities.
* Develop community education and awareness programs with special emphasis on responsible pet ownership.
* Act as advocates for those unable to speak for themselves.
* To collectively help establish and approve ideas and allot funds for the betterment of the shelter to expound upon the Animal Services mission.

### WHAT DO VOLUNTEERS DO?

Volunteers are an essential part of our shelter and our mission. We appreciate you!! There are many volunteering opportunities, each one with its own duties. Many volunteers choose to start

volunteering within the shelter by assisting with animal care. Here is a list of what volunteers can do at the shelter.

* + Walk dogs and continue the training or behavior modification set in place by volunteers and staff.
	+ Foster a dog or cat at your home. This gives us an idea of how they will behave in a home and gives them a break from the kennels. You will have to be approved after filling out a form and turning in for fostering.
	+ Socialize with the cats in our adoption areas. Play interactively with toys, groom and brush the cats, get to know their personalities and report their likes and dislikes to the staff!
	+ Groom or bathe a dog (ask the staff first please). This makes them more appealing for adoption. Grooming means brushing a dog or cat.
	+ Throughout the day in the cat adoption, areas scoop out dirty litter boxes, replace with new litter material and lining, and replenish water in cages.
	+ Become a greeter/matchmaker for individuals interested in adoption of one of our pets.
	+ Help at o f f - s i t e a d o p t I o n e v e n t s .
	+ Help with visits to and from schools, scout troops, etc.
	+ Assist staff in cleaning adoption area and cat cages.

These are just some of the things that need to be done on a daily basis at the shelter. Each day is different! There is always something to be done, so please ensure that your time volunteering with us maximizes your positive impact on shelter operations. You can always ask a staff member if you are unsure of our needs that day. If you are interested in such activities please see the Volunteer Coordinator **(See, “what do volunteer’s do cont’d”, for detailed task instructions).**

**What Do Volunteers Do Cont’d (Detailed instruction)**

**Walking Dogs:**

1. Notify a staff member you are taking a dog for a walk.
2. Make sure the collar is snug-and you have a good grip on leash.
3. One dog per one person.
4. If you are getting a large breed dog out make sure you take them out of the kennel on the opposite side from where the other dogs are. Failure to comply can result in your termination as a volunteer.
5. Make sure the animal goes back in same kennel.
6. Initial the appropriate calendar on the appropriate kennel.
7. No dog is to be left unattended in play yard for any reason. If this is unavoidable please notify a staff member immediately.

**Small Dogs:**

1. See above for walking dogs outside the building.
2. Read kennel cards to make sure the dog can go for a walk.
3. Do not leave the dog unattended outside.

**Puppies: You must be approved for the puppy room.**

1. No puppies on the floor.
2. If a client is interested in seeing a puppy be sure to disinfect the necessary room both prior and after visiting with the animal.
3. Do not over handle the puppies.

**Escorting for adoption:**

1. Learn to read the kennel cards and know the adoption process.
2. Get to know the animals.
3. Let people visit the animals in the exercise yard or get acquainted room.

**Escorting for missing an animal:**

1. If you are asked by a member of the staff to escort a client to the stray side because they are missing a dog, you must take them to every stray room, small breed stray, large breed stray, police drop off, isolation, observation or cat stray and cat sick room and adoption areas just to be safe. Make sure to go inside and outside (**carry the access flag**). Lastly, do not allow any touching or pictures of any animals even if it is theirs. The staff member can approve the releasing of the animal and who should be retrieving it from the kennel, at that point it may be escorted out. This should be done after the paperwork is completed.

**General Maintenance:**

1. Sort newspapers, remove slick ads and put in recycle bin.
2. Keep public areas clean.
3. Keep a supply of towels in grooming room.
4. Keep up with laundry (wash and fold) put damaged toys aside for repair.
5. Empty trash cans in the evening if full, or let an employee know that you need assistance with emptying the cans.

**Bathing animals:**

1. Ask a staff member first.
2. Bathing animals is done in the grooming room unless otherwise specified.
3. Use appropriate shampoo.
4. Never leave an animal unattended in the tub.
5. Dry the animal as best as possible.
6. Brush when necessary.
7. Make sure water is turned off when you are done.
8. Sanitize the tub.

**Cat Cuddling:**

1. Check kennel cards to see which cats have been played with the least amount of times.
2. Take those cats to the community rooms and give them time to adjust to the new room before playing with them.
3. Only use the far hallway by main cat room to transport cats back and forth to kennels
4. Return the cats to the appropriate kennel.
5. Write a comment card about their behaviors and place in their kennel card.

## VOLUNTEER DO’S AND DON’TS

##### Safety

* Follow all safety requirements.
* Keep safety at the forefront of all volunteer activities.
* Follow the rules presented to you in training.
* Respect and use equipment and supplies as they are intended.
* Report all injuries immediately to a s t a f f member.
* Report any signs of illness in an animal to an animal care staff member.
* Wash your hands between handling each animal and use all required supplies to

protect the animals against the spread of diseases.

* Clean up after yourself, whether in the office, grooming area, laundry room or kennels.
* Use common sense; if you are uncomfortable or afraid to do something, DON'T do it. Ask for help.
* Do not mix chemicals.
* Do not feed animals unless you discuss with a staff member.
* Do not enter the parts of the building that are off limits to the general public unless given permission by a staff member (i.e. stray hold areas, isolation, and quarantine).
* If escorting someone to a stray hold area there should be no touching animals unless given permission by a staff member. You should not enter these areas without an access flag. (See front desk). These stray areas need to be entered with caution.
* If you see something that concerns you, speak up, no one else may be aware.
* Filming and taking pictures are prohibited unless given permission from the Manager.
* Be a positive influence. Negativity or gossip does not help any situation. Address your concerns with the volunteer coordinator or a staff supervisor so we can help.

##### Respect

* Respect others even when you disagree with them.
* Display courtesy, sensitivity, consideration and compassion for people and animals.
* Use good judgment in recognizing the scope of authority of staff members.
* We want DAS to be human friendly too, but do not use the shelter as a place to socialize with your friends. Please do not congregate in the front lobby, it is a small place as it is. Focus on helping the animals while you are here.
* Encourage your friends to become volunteers too!
* Please do not go behind the front counter and occupy the limited space or answer phones unless a staff member has requested or okayed it. Once you are done assisting the staff behind the counter please return to volunteering. We are appreciative but our spaces are limited.

##### Quality

* Perform all tasks to the best of your ability.
* Ask for help when needed.
* Recognize training is essential to maintain safe shelter practices.

##### Schedule Volunteer Time and Time Management

* Sign in & out on the volunteer log at the volunteer entrance.
* The staff may ask for your help with any variety of tasks, if you are not currently busy this should be your next objective.
* Wear a name tag at all times.
* Wear appropriate clothing and shoes (no flip-flops or sandals or torn shirts or shorts)
* Maintain and exhibit a neat and professional appearance.
* Show up to work rain or shine! The animals depend on you to get time out of their kennels and much more.
* If you need direction and are not sure what to do please ask a staff member and we will help get you started on something.

##### Communication

* Recognize that you communicate both verbally and non-verbally.
* Listen to the needs of others.
* Advise ***DAS*** personnel of relevant information regarding the animals and your involvement at the shelter.
* Help potential adopters get the information they need.
* DON'T involve yourself with 'an owner's request for euthanasia and DON'T openly question or criticize euthanasia decisions in front of the public.
* Discuss behavioral observations of the animal with potential adopters.

• Educate the companion animal owner about providing a good home.

• Be empathetic to people and companion animals.

Remember that we want animals to have the best possible homes. It may not be in the best interest of an animal to "push" for its adoption by a person who is not ready or capable of giving the animal the care it deserves. Do not hide the euthanasia rate either.

Commitment

* Recognize that commitment comes from within.
* Respect that people and animals count on you to honor your commitments.
* Work together with staff and other volunteers to meet *DAS* goals.

Welfare

* Value my role in the maintenance and growth of the organization.
* Strive to promote a positive environment.
* Respect and support all people and animals.
* If a kennel or cage needs cleaning, please do it.
* DON'T bring your companion animals to the center.

Policy

* Remember why we are all here - to help the animals find homes and have the best possible quality of life while in our care! Stay focused on that goal and use your time wisely. Volunteers are a huge part of that process & we need you!
* **DO not** add anything to the windows or walls without permission from the Manager.
* *DAS* respects your right of free speech, but when you are performing your volunteer duties, you have to follow *DAS* policies.
* Learn and follow all *DAS* policies. Do not use your personal feelings as expertise when talking to the public.
* Familiarize yourself with the literature in the center so you can give appropriate information to the public if they have questions.
* Learn the jurisdictions of our center and others so you can correctly advise people as to where and how they should continue looking for their lost pet.
* DON'T remove any animals from the premises without the express permission of the kennel supervisor or supervising staff.

**Do not speak as a representative of DAS without specific permission from the Manager.**

## ADOPTION PROCEDURES

The staff members handle adoptions at our facility. Volunteer input is always welcome regarding animal personalities, likes and dislikes etc. If there is a concern about a potential adopter please feel free to pull a staff member to the side and voice your concerns. Ultimately the decision is up to our trained adoption staff. If someone is interested in adopting an animal,

one of our staff adoption counselors will ask them a series of questions to see what kind of animal they are interested in adopting and what their lifestyle is like (for example kids or no kids, pets or no other pets). The staff will then show the potential adopter the animals that might be compatible with them. If the person decides that they would like to adopt a particular animal then the staff member will give them a pre-adoption application.

To adopt an animal from the shelter, a City-approved adoption application must be completed and signed. Failure to agree to and comply with the terms of the adoption agreement shall be grounds for disqualification to adopt an animal. Animal Services has the right to select the best possible placement for any animal and to deny a request to adopt an animal if not convinced the adopter can provide a suitable home or care for the animal.

There is a 10-day grace period when an animal is adopted in which he/she may be returned for another animal but no refunds are given. After that, if the pet has to be returned or he/she becomes sick, please return all paperwork and a veterinary diagnosis, and the adoption fee can be applied towards another pet. Adopters must be 19 years of age with picture identification.

Never promise or guarantee an animal to anyone. Currently, we do not hold animals for people unless there are special circumstances approved by the manager.

*DAS* reserves the right to refuse an adoption.

**SURRENDER PROCEDURES**

We are a Municipal Department and an open admission facility. If an owner wishes to surrender a pet and is a resident of Decatur, Alabama, we will accept the animal unless capacity issues prevent the intake. Other arrangements can be made for accommodation.

We require the person to complete an owner surrender questionnaire so that we can determine what type of new adoptive home the animal would be suitable for. The person will be required to show official identification with his/her name and address.

The surrender of the mother of the litter or proof that the mother has been spayed is required before DAS will accept a litter of puppies or a litter of kittens.

**HOLDING PERIODS**

Once a new animal is brought into the shelter it is then put into our stray hold areas. Different scenarios will determine the length of the stray hold period. After the stray hold period, the animal may be evaluated and tested.

After an animal is deemed ready for adoption it will be placed in one of our adoption areas. It is our goal to provide the necessary requirements for it to remain mentally and physically healthy. There is no pre-determined length of time in which the animal has to be adopted. Again, as long as physical and mental health is maintained an animal can be sheltered until it is placed in a loving permanent home.

It is our goal to **ADOPT ALL ADOPTABLE ANIMALS.** If an animal's mental or physical health declines and cannot be improved, or an animal is deemed too aggressive or ill for adoption, staff in consultation with the manager may choose to humanely euthanize the animal.

Aggression and mental health issues are determined by our trained staff. Physical issues are determined by one of our veterinarians. It is our duty and priority to provide a good quality of life for our animals.

Only the manager, or the kennel supervisor in the manager’s absence, may authorize the euthanasia of a domestic animal. As discussed below, this is not a decision that is ever taken lightly, but is sometimes an unfortunate necessity.

**EUTHANASIA?**

Euthanasia is an unfortunate but necessary part of animal sheltering. Millions of lost, abused, unwanted and abandoned animals come into shelters every year. We do our best to place every adoptable animal that comes to our shelter. Animals that are diagnosed with life threatening illnesses, extreme medical problems or display aggression towards other animals or people are not placed for adoption. In these cases the animal is euthanized using a humane method of lethal injection of sodium pentobarbital. This injection is administered intravenously and is an overdose of the anesthetic.

Only veterinarians and state-licensed technicians may administer the injection. The procedure is quick and painless. The staff is with the animals until the very end. It is the most humane and painless method of euthanasia available.

Stray animals must be held a minimum of 48 hours up to seven days to give the owners a chance to claim them. Decatur Animal Services evaluates all animals for health, temperament and general well-being. Animals that are sick or injured beyond which can be appropriately dealt with at Animal Services are humanely euthanized. Animals that are biting or vicious are also euthanized.

Animals are offered for adoption as long as possible. However, there are times when otherwise adoptable animals may be euthanized due to the volume of incoming animals requiring cage space.

If an animal is sick, injured or aggressive, we strongly encourage the owner to consult a veterinarian for treatment, training recommendations, or euthanasia. This could be the last act of kindness you can give a beloved family pet.

### DO VOLUNTEERS TAKE PART

**IN EUTHANASIA?**

**ABSOLUTELY NOT!** We do not expect volunteers to take part in euthanasia.

When the decision is made by staff to euthanize an animal it is an extremely difficult one. The staff is here because we love animals and want to do our best to make the world a better place for them. Every animal deserves a home. If an animal is not adoptable and cannot be provided with an acceptable quality of life, we feel that it is not humane to let them linger indefinitely in the shelter. While volunteers do not take part in the process, you will need to be able to come to terms with the fact that it does happen.

Volunteers are expected to show consideration to the staff that is involved in euthanizing animals. If you would like to discuss euthanasia or our policy further, please see the Manager.

Do not challenge anyone surrendering an animal, but you do not have to hide the potential of euthanasia.

### WHAT IF A PARTICULAR ANIMAL IS GONE WHEN I COME IN?

Please ask the staff about the animal. If you are only volunteering once a week the animal may have been adopted out another day. If the animal was euthanized we will be honest with you about it and let you know the reason why. **DO NOT give** any Staff member a difficult time regarding euthanasia. These decisions are difficult enough without a volunteer voicing their opinion about the Shelter process.

## ARE WE A "NO-KILL” SHELTER?

The most accurate answer is we are striving to minimize euthanizing at our shelter and are committed to do everything in our power to avoid the euthanizing of healthy, adoptable

animals. Unfortunately, there is still much debate on the definition of "no-kill", often due to lack of agreement on the definition of "adoptable animals."

Our shelter is an "Open Admission" shelter. This means that we do not turn away sick, injured or aggressive animals that are brought in by the residents of our City or the Animal Control Officers. All animals will receive the best care, respect and treatment at our facility.

We will do our best to prepare an animal for an adoptive home. Often animals come to us with behavior problems or terminal illnesses or injuries. We will do whatever is reasonably within our capability to rehabilitate these animals. Unlike some shelters, we do not have funding for professional behavioral and/or rehabilitation specialists. In the instance where an animal is terminally ill or injured and suffering, or so aggressive that it poses a risk to the public, we will make the responsible choice to humanely euthanize those animals. All reasonable efforts will be exhausted before such a decision is made. We believe every animal has the right to be free of suffering and the right to be placed in a loving and caring home. For those very reasons we believe it is not fair to indefinitely house animals that are unable to be rehabilitated.

There is no time limit for the adoptable animals at our shelter. Once an animal is placed up for adoption and remains mentally and physically healthy, it will remain at the shelter or in one of our approved foster homes until it is adopted and space is available.

## TRANSPARENCY

Our statistics can be provided upon request. We do not try to sugar coat reality. Use tact and be nice, but you should use the fact of euthanasia to discourage people from surrendering their animals and to encourage people to adopt.

The *DAS* Manager has an "open door" policy. If you have any questions, comments or observations, they are appreciated.

You are encouraged to contact the volunteer coordinator or the manager if you have concerns that need to be addressed immediately or concerns that are not being handled appropriately. If your concerns still go unresolved please contact the Chief of Police.

### FOSTERING

One of the most important things a volunteer can do to help save animal lives is fostering. There are a number of reasons we often need fosters:

* Overcrowding at the shelter.
* Controlled environment needed for medical treatment.
* Providing experience in a home so we can tell adopters more about him/her.
* Temporary living space while waiting for rescue transport.

Foster families must provide all the basics for the animal.

It is important to note that all animals released into the temporary custody of *DAS* approved foster homes are the legal property of *DAS* and remain the property of *DAS* while in the foster home.

*DAS* makes the final determination of all decisions concerning the animal, such as adoption approvals and medical treatment.

Foster animals requiring medical attention during business hours must be brought to the City Veterinarian. Any procedure must be approved by the Shelter Manager. After hours, they must be taken to a medical facility designated by ***DAS.*** Unapproved medical expenses will not be reimbursed by ***DAS.***

To be considered as a foster, please request a Foster Application. After it is approved you will

be placed on file as a potential foster and will be contacted as needs arise. The Application allows you to specify preferred size, age, species, and so on. Fosters must also sign a Medical Care Guidelines agreement which provides information regarding medical treatment of the foster animals.

### FREQUENTLY ASKED QUESTIONS

###### What should I do if a shelter animal bites me? Or if I am injured in any way?

Report it to shelter staff ***IMMEDIATELY.***

###### What should I do if I have a health concern about an animal?

If you think it is potentially life threatening, inform a *DAS* staff immediately even if non- life threatening.

What should I do if I see shelter animals fighting?

Inform ***DAS*** staff immediately. DON'T get in the middle of an animal fight. You place your own safety in danger and you may actually make the situation worse by frightening the animals.

How long should a dog **walk last?**

Typically, a ten or fifteen minute walk is adequate. One lap around the gravel path is good for most dogs, but smaller or older dogs may need less and high energy dogs may need more. If there are enough volunteers to easily walk the dogs in a shift, spend more time if you want to. If we are short of volunteers in a shift, the focus needs to be on getting all the dogs out so the walks may have to be shorter.

###### Should I try to teach basic commands like sit and stay?

Absolutely. We are trying to make the animals more adoptable. That includes helping them become better leash walkers and at least learning "sit''.

Can dogs play together in our play yards?

Not unless the dogs share a kennel inside. Knowledgeable staff are allowed to put two dogs together when monitored carefully.

###### Can more than one cat at a time play together?

Only if those cats are listed as compatible playmates on the chart inside the adult cat room.

###### Can I take a dog into Wilson Morgan Park?

Only with staff permission.

If a public dog approaches you while you are walking a shelter dog, DON'T allow the dogs to interact.

###### Can I leave a dog unattended?

DON'T leave them unattended. Some of our dogs are very athletic and can climb fences or dig under them.

###### Should I clean a kennel if I notice it's dirty?

Yes. ***DAS*** staff regularly cleans and sanitizes each kennel every morning and then cleans as necessary throughout the day, the dogs DON'T use the bathroom based on our schedule. If you see that a kennel needs cleaning, ask a Staff member to show you how. It's easy and only takes a minute. If you take an animal out you must clean the cage or kennel if needed before returning the animal.

I just came in and the shelter smells bad?

Tell *DAS* staff immediately. **DON'T** be shy. Even if you are able to tolerate the smell, it can better the chance of adoptions, if the shelter smells good.

###### Should I feed and water the dogs if their bowls are empty?

DO NOT FEED THE DOGS UNLESS APPROVED **BY *DAS*** STAFF. They are fed on a schedule and some of them may be on restricted diets. ALWAYS fill empty water bowls.

###### Should I feed and water the cats if their bowls are empty?

DO NOT FEED THE CATS UNLESS APPROVED BY *DAS* STAFF. They are fed on a schedule and some of them may be on restricted diets. ALWAYS fill empty water bowls.

###### What times of day are the most volunteers needed?

Volunteers are needed at all hours of the day. Please get with the volunteer coordinator or a staff member to help find a time that works for both parties that utilizes your time the best.

**What does it mean when a dog is going to Rescue?**

It means that dog is effectively adopted. We work with only the most reputable rescue groups and have working relationships that have been developed over a period of years

Do cats get rescued too?

Absolutely. The difference is they usually find homes in this area.

Is there a specific place I should park when volunteering?

Please leave the spaces closest to the front door open for potential adopters. There is plenty of parking in the back of the shelter.

###### Why do I need to record my hours when I volunteer?

Some of the grant programs available to us require that we provide an accounting of our volunteer involvement. Also, many of our volunteers want us to track their hours for community service. The sign in sheets are how we track hours. It also helps us detect patterns and determine when we need to build up our volunteer participation.

Where can people see photos of adoptable animals?

We feature pets from https://[www.petfinder.com/pet-search?shelter\_id=AL184&preview=1](http://www.petfinder.com/pet-search?shelter_id=AL184&amp;preview=1),

Facebook, Instagram, and Adopt-A-Pet.

What will I learn at the one-on-one training that I DON'T learn at the Orientation Class?

The Orientation Class is set up to provide general information about the shelter and to educate potential volunteers about the various jobs that are available. The one-on-ones are very important to help new volunteers learn the basics of a job. For example, dog walkers are shown how to properly hold a leash, how to safely enter and exit the building with a dog, what to do when you encounter another dog walker in the building or outside, how to remove dogs from their kennels safely and return them the same way, etc.

###### **What** should I do to help potential adopters?

Treat them as if you work in a retail establishment. Provide them a high level of service by asking if you can answer any questions about a particular dog or cat. Perhaps ask them why they are looking at a certain dog. **DON'T** be judgmental - try to help. If you are not comfortable talking to people or feel you DON'T know enough to be helpful, ask someone else to help them.

###### Does *DAS* accept wild or exotic animals?

***DAS*** receives domestic pets, such as dogs and cats, from residents of Decatur. It is helpful for all information and medical records to accompany owner-surrendered pets to assist in their adoption. Exotic pets are accepted on a case by case basis as long as the caging accompanies them or appropriate caging is available at the shelter; inquire first.

*DAS* does not accept wild animals.

Do I put my own animals at risk by volunteering?

As long as your pets are current on vaccinations there is minimal risk. Wash and sanitize your hands often at the shelter. Please ask if you would like more information on common shelter diseases.

###### Can volunteers have keys to *DAS?*

No.

###### Can I raise funds for other organizations while I am actually volunteering

**for *DAS?***

No. What you do during your own time is your own business. However, while you are actually volunteering, you may not solicit funds or support for any other organization or activity on city owned property without prior manager approval. All donations given within the confines of the shelter or fundraised at DAS will be placed in the donation box. The idea is for the activities regarding donations to directly benefit the Animal Shelter.

Why have a volunteer handbook? Haven't things worked just fine in the

**past?**

***DAS*** needs and appreciates our volunteers. As part of increased transparency, ***DAS*** wants all potential volunteers to know what is expected of them.

I have been a volunteer in the past, why do I have to re-apply to be a volunteer now?

DAS wants everyone to understand what the DAS rules and policies encompass. There are new guidelines, policies and rules to follow. Each volunteer needs to understand the expectations to better coordinate the activities and operations at DAS. DAS believes it is beneficial to educate the volunteers and have the volunteers to commit and recommit to follow the established rules, guidelines and policies in providing the volunteer services. A Volunteer needs to understand that failure to comply with the established rules, guidelines and policies will result in that volunteer potentially being asked to leave the volunteer service. DAS relies on our volunteers to continue to provide vital services for the care of the animals in a proper manner. It is important that staff and volunteers work together. The best interest of DAS is served by the volunteers and staff being united in their efforts to follow the rules, guidelines and policies. The City wants to keep a record of who volunteers and who is handling city property in order to operate DAS more efficiently and better manage the facilities and activities. The volunteers must understand there are new management procedures to respect along with the staff. The City certainly appreciates volunteers and their service but in the end without the volunteers' cooperation, the City cannot properly fulfill its responsibility to operate DAS.

Is everyone that volunteers accepted?

We truly appreciate your willingness to give of your time and talents for the benefit of these special creatures. If you are not selected for the duties you desire, we will attempt to find a role that combines your special talents with the needs of ***DAS.***

DAS reserves the right to reject a Volunteer application due to incompatibility with animals, background check, reference check and or unspecified concerns of the staff.

The DAS Staff is required to work in tandem with Volunteers. **A safe workplace takes precedence over any volunteer’s desire or wish to work at the Shelter. Remember DAS reserves the right to reject any volunteer application or terminate an existing volunteer at any time for any reason at the discretion of the Chief of Police or designee.**

Volunteer Shadow Orientation

(DAS505.10G)

Name and Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number (Home and or Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please have a senior volunteer or staff member date and initial each completed mandatory requirement.

Orientation Class (Full-time Vol. Only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shadow (Large, small, cat) 1.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shadow (Large, small, cat) 2.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shadow (Large, small, cat) 3.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Volunteer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Hours and Originating Organizations Form

(DAS505.10H)



City of Decatur Animal Services

300A Beltline Rd SW, Decatur AL 35601

256-341-4790 FAX 256-341-4794

[www.DecaturAlabamaUSA.com](http://www.DecaturAlabamaUSA.com) and [www.decatur.petfinder.org](http://www.decatur.petfinder.org/)

In order to allow completion of these hours the following information is required along with a signed waiver and emergency contact information (to be filled out separately). All applicants must go through a background check excluding DHA applicants and minors. A minimum of eight volunteer hours is required to participate. No court ordered volunteering will be permitted in this program. **For ages 13-17 or smaller hourly volunteer portions, animal assignments and orientation class will not be allowed or required.**

Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age:\_\_\_\_\_

Participant Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company or Organization requesting the hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of hours to be completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Must be completed by (date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any Special instructions as to how the hours need to be completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Company/Organization Representative Company/Organization Representative Date

(Print) (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Participant (Print) Participant (Signature) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Animal Services Manager (Print) Animal Services Manager (Signature) Date

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** | **Time in:** | **Time Out:**  | **Hours competed :** | **Hours Accumulated:** | **Initial of DAS Staff** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, herby sign stating that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has completed \_\_\_\_\_\_\_\_\_hours of community service at our facility.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Animal Services Staff (print) Animal Services Staff (signature) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Participant (print) Participant (signature) Date



**City of Decatur Animal Services**

300 A Beltline Road SW, Decatur AL 35601

256-341-4790 FAX 256-341-4794

[www.DecaturAlabamaUSA.com](http://www.DecaturAlabamaUSA.com) and [www.decatur.petfinder.org](http://www.decatur.petfinder.org/)

**Adult Volunteer Waiver**

(DAS505.10I)

By signing this waiver, you agree that you may be giving up legal rights and remedies available to you and your family. Please read and complete this waiver carefully. If you have any questions, please contact an attorney. No court ordered volunteer service will be permitted for this program.

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age (18 or older):\_\_\_\_\_

1. I recognize and acknowledge that by volunteering at Decatur Animal Services I will be exercising and interacting with the shelter animals. I understand the benefits, risks and responsibility involved and I assume all risks in volunteering. I release *the City of Decatur, Alabama* and all of its staff, agents, volunteers and advisors from any and all claims, loss, cost, damage or expense arising out of or from any accident or other occurrence that causes injury to any person or property, including but not limited to any personal property.
2. I understand that volunteering involves certain risks beyond the reasonable control of *the City of Decatur, Alabama,* its officers, consultants, directors, volunteers, and agents, including but not limited to accidents, emergencies, exposure to the conduct of other persons, unique animal behavior and/or negligence of the city’s personnel and consultants; and that *the City of Decatur, its personnel, agents, officials, and consultants* disclaim any and all responsibility for any such risks. I understand that volunteers provide the service at their own risk and are subject to all terms and conditions set by Decatur Animal Services.
3. By signing this Waiver of Liability/Indemnification, I agree and acknowledge that I may be giving up important legal rights and remedies available to myself, my family, my heirs, successors, and assigns. I agree on behalf of myself (please print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,my heirs, successors, and assigns ("My Behalf") that I assume all risks and waive any liability of any nature whatsoever against and agree to indemnify and hold harmless the City of Decatur, Alabama, its employees, agents, servants, consultants, and officials with respect to any and all actions, claims or demands that may be made or brought on My Behalf against *any entity or individual* arising out of or in connection with my volunteering.

\*Further, for any injury to third parties that may arise because of my actions or omissions, I agree to hold harmless and defend *the City of Decatur, Alabama, its employees, agents, servants, consultants, and officials* with respect to any and all actions, claims, expenses, or demands arising there from that may be made or brought against *the City of Decatur and/or any entity or individual* including but not limited to reasonable attorney's fees and expenses arising in connection therewith.

1. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree and acknowledge as a volunteer that I will to the best of my ability and judgment follow the guidelines and policies established by Decatur Animal Services. I understand by signing this waiver that I acknowledge there is risk involved and I assume that risk knowingly in consideration of the benefits I receive from volunteering.

I fully understand the consequences of and sign this Waiver knowingly, freely, and willingly.

Printed name of volunteer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of volunteer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*If you are enlisting in our volunteer program for any community service, housing or other similar reason please list all relevant related details and contact information (ex: organization, number of hours needed etc.). Also, if you have not done so already please inform either a staff member or the volunteer director of your situation.

**Emergency contact and medical information please turn over and complete**:

**Emergency Information**

**In case of emergency notify**:

(List in order to be contacted, must list two, they do not all have to live here.)

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any illness that might, at some point, require medical care; IE: Diabetes, heart condition, epilepsy etc… YES or No

 If so please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any allergies that might, at some point, require emergency medical care; IE: bee stings, chemicals, latex etc. YES or NO

If so please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any allergies to drugs that medical personnel should be aware of in the event you require emergency treatment: YES or NO

If so please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



City of Decatur Animal Services

300 A Beltline Road SW, Decatur AL 35601

256-341-4790 FAX 256-341-4794

[www.DecaturAlabamaUSA.com](http://www.DecaturAlabamaUSA.com) and [www.decatur.petfinder.org](http://www.decatur.petfinder.org/)

**Parental Guardian Youth Volunteer Waiver (17 & under)**

(DAS505.10J)

Please read and complete this waiver carefully. If you have any questions, please contact an attorney. You must be 16 years of age or be accompanied by an adult to volunteer. No persons under thirteen will be able to participate in our program. Under sixteen youth will only be eligible for the temporary volunteer program.

Youth’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Age: (Under 18 only):\_\_\_\_

1. I recognize, acknowledge and grant my permission for my (Relation of Volunteer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to volunteer at Decatur Animal Services and will be exercising and interacting with shelter animals. I believe he or she understands the benefits, risks and responsibilities involved in volunteering. I assume all risks undertaken by my (Relation to Volunteer) \_\_\_\_\_\_\_\_. I believe he or she will benefit from being a volunteer and this is part of the consideration for granting permission for him/her to volunteer. I release *the City of Decatur, Alabama* and all of its staff, agents, volunteers and advisors from any and all claims, loss, cost, damage or expense arising out of or from any accident or other occurrence that causes injury to any person or property, including but not limited to any personal property. I understand and agree that youth volunteers under the age of 16 will be accompanied by an adult at all times.
2. I understand that volunteering involves certain risks beyond the reasonable control of *the City of Decatur, Alabama,* its officers, consultants, directors, volunteers, and agents, including but not limited to accidents, emergencies, exposure to the conduct of other persons, unique animal behavior and/or negligence of the city’s personnel and consultants; and that *the City of Decatur, its personnel, agents, officials, and consultants* disclaim any and all responsibility for any such risks. I understand that volunteers provide the service at their own risk and are subject to all terms and conditions set by Decatur Animal Services.
3. By signing this Waiver of Liability/Indemnification, I agree and acknowledge that I may be giving up important legal rights and remedies available to myself, my family, my heirs, successors, and assigns. I agree on behalf of myself, my child’s other parent/guardian if applicable, my (Relation to Volunteer) \_\_\_\_\_\_\_\_\_\_, our heirs, successors, and assigns ("Our Behalf") that I assume all risks and waive any liability of any nature whatsoever against and agree to indemnify and hold harmless the City of Decatur, Alabama, its employees, agents, servants, consultants, and officials with respect to any and all actions, claims or demands that may be made or brought on Our Behalf against *any entity or individual* against *any entity or individual* arising out of or in connection with my (Relation to Volunteer) \_\_\_\_\_\_\_\_ participation as a volunteer.

Further, for any injury to third parties that may arise because of my or my (Relation to Volunteer) \_\_\_\_\_\_\_\_ actions or omissions, I agree to hold harmless and defend *the City of Decatur, Alabama, its employees, agents, servants, consultants, and officials* with respect to any and all actions, claims, expenses, or demands arising

**Please continue on back**

there from that may be made or brought against *the City of Decatur and/or any entity or individual* including but not limited to reasonable attorney's fees and expenses arising in connection therewith.

1. I, (Volunteer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree and acknowledge as a volunteer that I will to the best of my ability and judgment follow the guidelines and policies established by City of Decatur Animal Services. I understand by signing this waiver that I acknowledge there is risk involved and I assume that risk knowingly in consideration of the benefits I receive from volunteering.

I fully understand the consequences of and sign this Waiver knowingly, freely, and willingly.

Printed name of parent/guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of youth volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of youth volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_

\*\*If you are enlisting in our volunteer program for any community service, housing or other similar reason please list all relevant related details and contact information (ex: organization, number of hours needed etc.). Also, if you have not done so already please inform either a staff member or the volunteer director of your situation. Court ordered infractions required to volunteer will not be able to participate in this program.

**Emergency Information**

**In case of emergency notify**:

(List in order to be contacted, must list two, they do not all have to live here.)

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any illness that might, at some point, require medical care; IE: Diabetes, heart condition, epilepsy etc… YES or No

 If so please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any allergies that might, at some point, require emergency medical care; IE: bee stings, chemicals, latex etc. YES or NO

If so please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any allergies to drugs that medical personnel should be aware of in the event you require emergency treatment: YES or NO

If so please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAS505.10K

 **CRIMINAL HISTORY INFORMATION RELEASE FORM**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name\* First Name\* Middle Name\* Maiden Name\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All other names used\*

\_\_\_\_\_

Sex\*

\_\_\_\_\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

Social Security Number\* Birth Date (MM/DD/YYYY)\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address City State Zip Code

List County & State of previous places of residence and/or employment for past 7 years:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County State How Long? County State How Long?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County State How Long? County State How Long?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone # \*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License # \* State\* Expiration Date \*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

AFFIDAVIT FOR RELEASE OF INFORMATION

I do hereby for myself, my heirs, executors, and administrators release and forever discharge the City of Decatur and its agents from any and all claims, actions or causes of action, which may arise as a consequence of the release of the criminal history information.

I am possessed of sound mind and legally competent to execute this release. I hereby authorize the release of any and all criminal history to:

Lt. Pinion, Decatur Police Department, 402 Lee St. NE Decatur, AL. 35601

I certify that I have read this release and that I understand the significance of the same and in witness thereof I have voluntarily signed my name.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant\* Date

(\*) indicates required information Page 2 of 2

**CRIMINAL HISTORY INFORMATION DECLARATION**

The following space allows you to voluntarily divulge any information in your background which may be reported to the City of Decatur by a review of public records. This information will be held in strictest confidence. The purpose of your voluntary divulgence is solely to allow the City’s representative to assess your suitability for the position you are seeking.

Have you ever been arrested, charged, or received a summons or notice to appear for any criminal charge? \*

\_\_\_ Yes \_\_\_ No

Have you ever been convicted or charged with a misdemeanor? \*

\_\_\_ Yes \_\_\_ No

Have you ever been convicted or charged with a felony? \*

\_\_\_ Yes \_\_\_ No

Have you ever been detained by any law enforcement officer for investigation purposes or have you been the subject of or a suspect in any criminal investigation? \*

\_\_\_ Yes \_\_\_ No

Please explain any question you answered “Yes” to below. Provide the date of occurrence, description of the incident and the final disposition:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Volunteer S.O.P. and Guidelines Form

(DAS.505.10L)

Call Decatur Animal Services 256-341-4790 Option 2 for volunteer opportunities.

1. Volunteers read and sign all applicable literature and forms.

2. Must be 16 years old to volunteer or be accompanied by an adult. Ages thirteen to seventeen will only be able to participate in a temporary volunteer capacity. No volunteers under thirteen will be able to participate in our volunteer program.

3. Volunteers must sign in and out every visit.

4. You must wear appropriate clothing. (See handbook)

5. Do not go in restricted areas unless staff has asked you to do so.

6. Do not hang out in the front offices or lobby.

7. Use hand sanitizer after each animal.

8. Report any signs of sickness, undesirable behaviors etc. to a staff member.

9. Do not mix chemicals.

10. Do not discuss other people’s personal information that you overhear at the shelter.

11. Do not feed any animals unless directly asked to do so from a staff member.

12. Family and friends are not allowed to shadow you or hang out unless participating in the program.

13. No court ordered volunteer service will be permitted to participate in this program.

14. Failure to comply with any of these guidelines can result in program suspension or permanent removal by the Chief of Police or designee.

**Walking Dogs:**

1. Notify a staff member you are taking a dog for a walk.

2. Make sure the collar is snug-and you have a good grip on leash.

3. One dog per one person

4. If you are getting a large breed dog out make sure you take them out of the kennel on the opposite side from where the other dogs are. Failure to comply will result in your termination as a volunteer.

5. Make sure the animal goes back in same kennel

6. Mark the large breed calendar on large breed side when you took them out.

7. No dog is to be left unattended in play yard for any reason.

**Small Dogs:**

1. See above for walking dogs outside the building.

2. Read kennel cards to make sure the dog can go for a walk.

3. Do not leave the dog unattended outside.

1. Clean the kennel before putting dog back in the kennel. You can use an empty cage to place the dog in until its kennel is clean. Clean the temporary kennel back out when you are done.

**Puppies: You must be approved for the puppy room.**

1. No puppies on the floor

2.If a client is interested make sure to take the puppy into a clean get acquainted room, when you put the puppy back make sure to clean the get acquainted room.

3. Do not over handle the puppies.

**Escorting for adoption:**

1. Learn to read the kennel cards and know the adoption process.

2. Get to know the animal

3. Let people visit the animals in the exercise yard or get acquainted room

**Escorting for missing an animal:**

1. If you are asked by a member of the staff to escort a client to the stray side because they are missing a dog, you must take them to every stray room, small breed stray, large breed stray, police drop off, isolation, observation or cat stray and cat sick room. Make sure to go inside and outside.

**General Maintenance:**

1. Sort newspapers, remove slick ads and put in recycle bin

2. Keep public areas clean

3. Keep a supply of towels in grooming room

4. Keep up with laundry (wash and fold) put damaged toys aside for repair.

5. Empty trash cans in the evening if full, or let an employee know that you need assistance with emptying the cans.

**Bathing animals:**

1. Ask a staff member first.

2. Bathing animals is done in the grooming room unless otherwise specified.

3. Use appropriate shampoo

4. Never leave an animal unattended in the tub

5. Dry the animal as best as possible

6. Brush when necessary

7. Make sure water is turned off when you are done.

8. Sanitize the tub.

**Cat Cuddling:**

1. Check kennel cards to see which cats have been played with the least amount of times.

2. Take those cats to the community rooms and give them time to adjust to the new room before playing with them.

3. Only use the far hallway by main cat room to transport cats back and forth to kennels

4. Return the cats to the appropriate kennel.

5. Write a comment card about their behaviors and place in their kennel card.

DAS Volunteer Conduct and Policies Overview

(DAS505.10M)

* It is the policy of the Decatur Police Department’s Animal Services Division to provide information on procedures, safety guidelines and expectations for our Volunteers, to give them the best opportunity for success here at Decatur Animal Services.
* Volunteer’s Purpose:
* The purpose of our volunteer program is to help provide a key role in taking care of our animals, provide aid to our staff and to help serve the public.
* When becoming a part of DAS’s volunteer program volunteers will be required to follow all procedures, safety guidelines and expectations. Our volunteer handbook will provide this information.
* The Volunteer Handbook:
* The Volunteer handbook will contain all volunteer related forms. These forms include; conduct and policy overview, volunteer guidelines, orientation shadow program, hours and organizations, liability waivers, and a criminal history release form. The criminal history release form is for anyone eighteen years of age or older to help create a safe work environment for all staff, volunteers, and the public. DAS’s volunteer handbook provides detailed information on topics including dress codes, safety rules, code of conduct, expectations, do’s and don’ts, fostering, and FAQ’s.
* DAS reserves the right to reject any potential volunteers or terminate an existing volunteer’s position at any time for any reason.
* Volunteer Orientation Class:
* All volunteers that wish to interact with animals (outside of basic cleaning duties) must attend the volunteer orientation class. This volunteer class will also help verbally explain the steps to become a volunteer and cover the handbook information and the forms to be filled out.
* Miscellaneous and Conduct
* Volunteers will not smoke in any public accessible areas.
* Volunteers should understand that they represent DAS at all times.
* Volunteers must not possess or be under the influence of drugs or alcohol.
* Weapons are not permitted.
* Acts of violence, harassment or horse playing along with failing to comply with further rules listed in the code of conduct or handbook will not be permitted and can be punishable up to suspension or termination.
* Volunteers should not speak to the media on behalf of DAS without permission from the manager. Social media interactions relating to DAS also requires permission from the manager/director.
* No court ordered volunteer service will be permitted to do this program.
* I agree to conduct myself in an appropriate and professional manner while volunteering for DAS, following & publicly supporting DAS programs, policies and practices. In my capacity as a volunteer, I agree to consistently conduct myself in a manner consistent with humane treatment of DAS animals and professional interaction with DAS employees, patrons, other volunteers, and members of the public.
* I understand that DAS welcomes & relies upon volunteer feedback. If I ever disagree with any philosophy, policy or practice at DAS, I agree to immediately address any concerns to the Volunteer Coordinator or the DAS Manager.
* I know that as a DAS volunteer, I represent Decatur Animal Services, and agree not to engage in any activity that may cause harm to the reputation of DAS. I agree to be a role model for the humane treatment of animals, at home and in all places as well as while working with the shelter animals.
	+ Temporary and Full-Time Volunteers:
* Temporary volunteers in most cases are volunteers working smaller hourly portions for DHA purposes or to fill a Community service hourly quota. Under this description these applicants will not be handling animals and will not require an orientation class.
* Temporary volunteers must agree to an eight hour minimum of service to participate in the temporary volunteer program. DAS staff will not sign off on any hours completed forms until the minimum time is met.
* A Full-Time volunteer in most cases is described as any volunteer looking to interact with our animals and or are looking to make multiple repeated visits for an undetermined amount of time not required for any program, school, or community service type. Full-Time volunteers will be required to take the orientation class and complete the job shadow checklist.
* All volunteers will need to wear appropriate full-time badges for identification purposes.
	+ Liabilities
* DAS, as stated in both youth and adult waiver forms, is not liable or responsible for any damages, injuries, or losses to one’s self or personal property.
* The volunteer handbook will be made available online and hard copies will be available at the shelter front desk when requested to spotlight the information in this policy and to give a standard outline for volunteer services here at DAS.
* Full-Time volunteers will be required to review and sign the following forms; the volunteer handbook, s.o.p. guidelines, conduct and policies overview, criminal information release, orientation shadow, and appropriate waivers determined by age.
* Temporary Volunteers will be required to review and sign the following forms; criminal information release (if over eighteen years of age), conduct and policies overview, the volunteer handbook, hours and organization (if applicable), s.o.p. guidelines and the appropriate waivers determined by age.
* Under no circumstance should any volunteer handle stray cats or dog breeds large or small unless given permission from staff.
* DAS will not accept volunteers attempting to acquire community service for court ordered infractions.