



# Chatham County Animal Services



## Volunteer Application

### Volunteer Contact Information

Name (Last, First, Middle):  Date:

Address:  State:  Zip Code:

Home Phone:  Cell:  Other:

Email:  Alternate:

Please indicate your preferred method of contact:

Phone Call  Text Message  Email  Other:

Are you at least 17 years old? Yes No Date of last tetanus vaccination: \_\_\_\_\_ Do you have medical insurance? Yes No

### Employment Information

Employed  Student  Unemployed/Seeking  Chatham County Employee  Retired  Other

Employer:  Position Title:

### Chatham County employees see below:

- Volunteers must work **outside** of CCAS Department.
- Volunteer activity is **outside** of the employee's regular duties.
- Volunteer activity must be **outside** of the employee's regular scheduled hours.
- Volunteer activity must be approved by the employee's direct supervisor and department head.
- The volunteer activity must meet applicable legal guidelines.

### Emergency Contact Information

#### Primary contact:

Name:  Relationship:

Address:  City:  Zip Code:

Home Phone:  Cell Phone:  Other:

Email:  Alternate:

#### Alternate contact:

Name:  Relationship:

Address:  City:  Zip Code:

Home Phone:  Cell Phone:  Other:

Email:  Alternate:

I understand my responsibility is to inform the CCAS Volunteer Manager if my contact or emergency contacts' information changes. Failure to report a change in information could result in complications if injury occurs while volunteering.



# Chatham County Animal Services



## Volunteer Interests and Skills

- Cat Enrichment** – Volunteers provide socialization and exercise to keep cats healthy and happy.
- Dog Enrichment** – Volunteers supervise structured activities to provide exercise, cognitive and social stimulation, and human interaction.
- Dog Trainer** – Dog Trainers work on basic behaviors to assist in socialization and adoptability.
- Play Group Leader** – Play Group Leaders supervise off-leash playgroups for dogs to assist in socialization and adoptability (must be trained in dog enrichment and active for 6 months before being placed in this role).
- Kennel Assistant/ Grounds Maintenance** – Volunteers help kennel staff clean and prep the shelter for adoption hours and assist with daily upkeep of minor repair/maintenance of areas.
- Pet Locator** – Pet Locators assist in reuniting lost pets with owners by reviewing our lost/found reports and shelter intakes.
- Pet Photographer** – Pet Photographers take photos of available animals for adoption at the facility.
- Team Leader/Trainer** – Team Leaders and Trainers assist in the training of volunteers.

### Training and Certifications

Please list all related skills, training or certifications (Example – Fluent in Spanish)

### Volunteer Time Commitment

I am available:

- |   |   |
|---|---|
| <input type="checkbox"/> Mornings (Mon-Fri) | <input type="checkbox"/> Afternoons (Mon-Fri) |
| <input type="checkbox"/> Weekends           | <input type="checkbox"/> Once a Week          |
| <input type="checkbox"/> As Needed          | <input type="checkbox"/> Once a Month         |



## VOLUNTEER ACCEPTANCE AND ONBOARDING PROCESS



### Steps to Becoming a Volunteer

1. Complete Volunteer application, including all forms and waivers
2. Interview with the Volunteer Department
3. Attend Volunteer Orientation
4. Complete pre-volunteer drug screening and background check
5. Complete required training and orientation for Service Area / Volunteer Specialty
6. Shadowing a Staff Member / Volunteer
7. Start Volunteering

### Additional Volunteer Acceptance Information

1. Volunteer service with CCAS shall begin with a notice of acceptance and appointment to a volunteer assignment. No volunteer shall carry out the tasks of any assignment until they have been screened, accepted, and trained for that role. Copies of applications, releases, and waivers shall be filed with the Volunteer Manager before the beginning of volunteer activities.
2. Volunteers will attend all mandatory training classes and volunteer meetings about the volunteer's selected service area. Volunteers will shadow a CCAS staff member and/or trained volunteer within the selected service area. An overview of essential equipment and applications will be conducted to perform assignments. Training will be provided either on the day of orientation or on a scheduled basis, depending on the complexity of the duties.
3. Chatham County provides equal volunteer opportunities to all volunteers and volunteer applicants. Please refer to the Chatham County Employee Handbook for the complete Equal Employment Opportunity statement (p.16).

### VOLUNTEER ROLES AND RESPONSIBILITIES

1. Volunteers will be given a clear, complete, and current description of the duties and responsibilities of the volunteer assignment they are expected to fill. No volunteer shall carry out any tasks or assignments for which they have not been trained.
2. Animal handling depends on the volunteer's service area and the successful completion of orientation and classes. **Before handling animals, all applicable training classes must be completed.** Only those designated and trained for animal handling may handle animals at any time at CCAS.
3. As appropriate, volunteers shall have access to CCAS property and materials necessary to fulfill services as determined by the Volunteer Department and shall receive training in the use of equipment (i.e., leashes, cameras, water hoses, nozzles, pooper scoopers and disposable bags) used in their role. Property and materials shall be utilized only when directly required for CCAS purposes.
4. Requests for role reassignment must be approved by the Volunteer Manager. The volunteer must read and sign the new volunteer description/orientation form, attend the required training, and complete all relevant screening procedures before beginning the new assignment.
5. Volunteers shall not perform professional services for which certification or licensing is required unless fully certified or licensed. The volunteer's file must include a copy of such certificate or license. CCAS considers such services an in-kind donation and will provide the applicable documentation to any volunteer who renders professional services on a volunteer basis.

## VOLUNTEER POLICIES AND PROCEDURES

1. Chatham County Animal Services (CCAS) reserves the exclusive right to change any volunteer program policies at any time. Volunteers will be notified of any changes, and all volunteers and staff will be responsible for adherence to the updated Policy. Unless expressly stated in writing, the volunteer program policies and procedures apply to all CCAS volunteers. These policies apply to all programs and departments undertaken by or on behalf of CCAS, wherever these are located.
2. All projects and events utilizing CCAS volunteers must follow the same CCAS policies and procedures applicable to all other CCAS volunteer activities. Proposals for new volunteer projects and events must be submitted in writing to the Volunteer Department and Volunteer Manager/Assistant Director for review and approval.
3. Volunteers are prohibited from taking photos or videos of any kind (including via cell phone) of CCAS animals unless they are a trained Volunteer Pet Photographer or have express written permission from the Volunteer Department. These photos may not be used for personal or commercial gain or other personal use, including social media. The volunteer expressly agrees by signing this document that any photos, videos, and other forms of media taken of CCAS animals or on CCAS property shall be considered property of CCAS.
4. Volunteers are **not** Chatham County Government employees and shall not represent themselves as such. Any communication that uses the CCAS name or suggests that the sender is acting on behalf of CCAS must be approved in advance by CCAS management. Volunteers must forward any media questions or request to the Volunteer Manager or Volunteer Liaison. Volunteers **are not** allowed to speak to the media on behalf of Chatham County Animal Services at the worksite or at a CCAS-hosted event. Please refer to page 31 of the Chatham County Employee Handbook for the Social Media Acceptable Use Policy.
5. Volunteers and Staff are partners in implementing the mission and programs of CCAS. Each must understand and respect the needs and abilities of the others. Any act or communication by staff or volunteers that damages this partnership may result in termination. Volunteers are encouraged to discuss any concerns related to their volunteer assignment with their immediate supervisor. They may secondarily express their concerns to the Volunteer Manager.
6. Volunteers cannot bring friends, family members or pets during their scheduled volunteer shifts. Only individuals trained as a volunteer in the program are allowed to be in the facilities. Volunteers may accompany friends and family to the Adoption rooms outside their scheduled volunteer hours.
7. Chatham County expects all working relationships among team members will be business-like and free of bias, prejudice, and harassment. Therefore, volunteers will review and adhere to the Harassment Policy, Workplace Safety and Conduct Guidelines and Workplace Expectations as stated in the Chatham County Employee Handbook sections IV, VI and VII.

## RESIGNATION AND TERMINATION

1. Volunteers are under no contractual obligation to continue their service at CCAS. It is requested that resigning volunteers provide at least two weeks advance notice of departure and reason to the Volunteer Department. *Volunteers who fail to report to their scheduled shift or contact their supervisor for three (3) consecutive scheduled volunteer shifts shall be considered to have resigned from the assignment, effective at the end of their regular shift on the third day.*
2. Volunteer Assignment may be terminated for poor performance or inappropriate conduct. Reasons for involuntary termination include, but are not limited to:
  - Cruelty to animals
  - Insubordination or outright refusal to follow directions of a supervisor
  - Failure to be respectful of staff, customers or other volunteers
  - Failure to follow CCAS' policies and procedures
  - Harassment of any kind
  - Reporting for duty under the influence of drugs or alcohol
  - Utilizing CCAS property for any illegal or unauthorized purposes
  - No call/no show two times within a six (6) month period or failure to attend mandatory volunteer meetings without reason.
3. In most situations, dismissal will come from the Volunteer Department. Should there be an incident warranting the volunteer leaving immediately, the staff on duty has the authority to direct the volunteer to go. The Staff will promptly notify the Volunteer Manager, Volunteer Liaison and Department Head. Volunteer Department (Manager or Liaison) shall contact the volunteer before the volunteer returns to a scheduled shift.
4. Volunteers are assigned at will, and Chatham County Government retains the right to terminate a volunteer with or without notice for any reason consistent with federal, state, and local laws.

BY SIGNING THIS DOCUMENT, THE APPLICANT ACKNOWLEDGES THAT THEY HAVE READ AND UNDERSTAND ITS CONTENTS AND WILL COMPLY WITH ALL CHATHAM COUNTY ANIMAL SERVICES POLICIES AND PROCEDURES.

**Signature of Volunteer Applicant:** \_\_\_\_\_

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

**Signature of Volunteer Manager or Assistant Director:** \_\_\_\_\_

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



# Chatham County Animal Services Volunteer Program - Application



## LIABILITY RELEASE FORM

By signing this Release, I acknowledge that I have read and understand the risks associated with this activity. (Warning: Individuals who do not wish to accept the risks described in this document should not sign it). The undersigned participant in the Animal Services Volunteer Program acknowledges and agrees as follows:

### **ACKNOWLEDGEMENT OF RISK**

Participation in the Animal Services Volunteer Program involves physical labor and carries a risk of personal injury. I recognize that there are natural and man-made hazards, environmental conditions, diseases, and other risks, which in combination with my actions, can cause injury to me. This may include animal bites and scratches, zoonotic illnesses, strain injuries, or other injuries sustained while handling or interacting with an animal.

### **LABOR COMPENSATION PROVISIONS**

I understand that I will perform various duties for Chatham County Solely as a volunteer. I understand that I am not entitled to any compensation from Chatham County, the State of Georgia, or any other persons for my duties as a volunteer. I understand that I am not performing these duties as an employee, as defined in O.C.G.A. 34-9-1(2). I understand that I am not entitled to any benefits while performing these duties as a volunteer.

### **PHYSICAL ACTIVITY**

I understand that the physical activity involved in this program may cause physical and emotional discomfort. If there is concern about your ability to perform the required level of physical and emotional activity, you should seek medical attention and clearance from your practitioner before committing to volunteer with CCAS. I am sufficiently physically fit and/or my medical practitioner has cleared me to participate in the program's activities.

### **IMMUNITY**

I recognize that the activities associated with this program fall within the general immunity from liability for emergency care pursuant to OCGA 51-1-29. I certify that I have medical insurance to cover the cost of any emergency or other medical care I may receive for an illness or injury. If I do not have medical insurance, I will be personally responsible for the cost of any emergency or other medical care that I receive.

### **RELEASE AND INDEMNIFICATION**

I hereby assume all risk of injury or liability and waive any right of recovery from or to bring suit against Chatham County and any other public or private entity involved with the Animal Services Volunteer Program, together with all of their employees or agents, for any bodily injury, death, or other consequences arising out of my participation in this activity. I agree to indemnify, defend, and hold harmless the above-listed entities and their agents or employees from all loss, costs, damage, injury, liability, claims, and causes of action whatsoever arising out of or related to any act, error, or omission while participating in any aspect of this activities.

I HAVE READ THE ABOVE RELEASE AND CONSENT TO ITS PROVISIONS.

Volunteer:

Print Name:  Signature:  Date:

Volunteer Manager/Assistant Director:

Print Name:  Signature:  Date:



**Chatham County Government  
Chatham County Animal Services  
Animal Services Volunteer Program - Application**

**HOLD HARMLESS PERMISSION REQUEST**

I hereby request permission to volunteer with the Animal Services Volunteer Program. I understand that this participation will involve active physical involvement, which includes a potential risk of personal injury and/or personal property damage. I make this request with full knowledge of the possibility of personal injury and/or personal property damage.

I agree to hold Chatham County, Chatham County Animal Services, and their agents and personnel harmless from any and all claims, actions, suits, and/or injury that I may suffer and which may arise as a result of my participation.

I agree to follow the rules established by the CCAS Volunteer Manager, lead volunteers, and exercise reasonable care while participating in the Animal Services Volunteer Program. I understand that if I fail to follow the instructor's rules and regulations or if I fail to exercise reasonable care, I can be administratively removed from participation.

By executing this Release, I certify that I have read this Release in its entirety, understand all of its terms and have had any questions regarding the Release or its effect answered to my satisfaction. I sign this Release freely and voluntarily.

**Volunteer Signature Block:**

Print Name:

Signature:

Date:

**Volunteer Manager/Assistant Director:**

Print Name:

Signature:

Date:



# Chatham County Animal Services

## Volunteer Application



### CCAS Volunteer Code of Conduct

Each Chatham County Animal Services Volunteer serves as a representative to the public, new volunteers, and those to whom we render our services. Although not County employees, they are also considered team members of our Staff and Rescue Partners. It is essential to portray a positive image and maintain respectful working relationships.

As a CCAS Volunteer, you are expected to comply with the following:

1. All employees, clients, and associates must be treated with courtesy and respect at all times. Volunteers are expected to refrain from any conduct that may be dangerous or disrespectful to others.
2. Dress appropriately and bring any equipment needed for your assignment. No open-toe shoes are to be worn in the kennels or play yards. Volunteers tasked with kennel cleaning duties may not wear shorts or tank tops. Volunteer T-shirts are to be worn on and off CCAS property while on assignment.
3. Quarantine/Restricted areas may not be entered without a staff member.
4. Volunteers are not to handle bite cases or sick animals under any circumstances.
5. Volunteers are not to perform any task for which they have not been trained or enter any areas they have not been given clearance to enter. If a volunteer needs a task completed or entrance to a restricted area, they must ask a staff member for assistance.
6. Make staff aware of animal behavior issues and incidents **immediately** to take corrective measures and safety precautions.
7. We respect the privacy of the persons we serve and their pets. All personal information regarding Animal Services clients or cases will be kept confidential and not used for purposes other than those prescribed by the assigned task.
8. Conduct yourself with professionalism, dignity, and pride. Be sure to act appropriately and responsibly at all times when interacting with others.
9. Be sensitive to the diversity of team members and those we assist.
10. Keep leadership informed of any progress, concerns, or problems with the tasks to which you have been assigned.
11. Partaking in alcohol or drugs while acting as an Animal Services Volunteer, both on and off-site is **never** allowed. Do not report for duty under the influence of alcohol or drugs.





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- 12. You are forbidden to carry guns, knives, sticks or other weapons (you may have multipurpose tools, pliers, screwdrivers, wrenches, walking sticks, etc.). To do so will jeopardize your own safety and the continued existence of the Chatham County Animal Services Volunteer Program.
- 13. You shall not authorize the use of or use for the benefit or advantage of any person the name, emblem, endorsement, services, or property of CCAS or any group under the CCAS program without the approval of the Volunteer Program Manager.
- 14. You shall not accept or seek any money or gifts due to your affiliation with the CCAS Volunteer Program.
- 15. You shall not use your participation in the CCAS Volunteer Program to promote partisan politics, religious matters, or positions on any social or political issue.
- 16. You shall avoid inappropriate conduct, both on- and off-duty, that would jeopardize program effectiveness. Such behavior includes, but is not limited to, the following:
  - a. Offensive or profane language or gestures
  - b. Public criticism of an Animal Services volunteer, staff member, leadership, or the program.
  - c. Jeopardizing another team member or an animal's safety.

The Chatham County Animal Services Volunteer Program is committed to a policy of fair representation. It will not discriminate based on race, ethnicity, age, disability, gender, color, religion, sexual orientation, geography, or group affiliations. Volunteers will adhere to these same standards in the course of their duties.

Violations of this code will be thoroughly investigated. During the investigation, involved members will be temporarily suspended from CCAS Volunteer activities pending the outcome. Members will be notified of their status with the CCAS Volunteer Program by the Volunteer Manager.

Volunteer Signature Block:

**Print Name:**

Signature:  Date:

CCAS Volunteer Manager / Assistant Director:

**Print Name:**

Signature:  Date: