

Animal Control Volunteer Policy

- Volunteers must be 18 years of age or older - or 16 years of age with a signed parental waiver. Please be aware that the liability waiver signed by the volunteer covers the volunteer only. Volunteers must complete a liability waiver. No one under the age of 16 will be allowed around the animals.
- Volunteers will treat staff, customers and fellow volunteers with respect, and will treat all animals in the shelter's care with compassion.
- Volunteers will wear name badges, and are encouraged to wear t-shirts.
- Staff processes the intake of animals at the shelter. All animals surrendered to the shelter must be handled by staff. However, volunteers are encouraged to gather as much information as possible from the owner if the animal is being surrendered. This information helps us re-home the animal.
- Volunteers moving animals to off-site events have permission to remove animals to transport vehicle to take them to those events as appropriate. Animals may also be removed for purposes of fostering and the appropriate paperwork must be done before the animal is taken out of the shelter.
- Volunteers are not to diagnose medical cases and remove sick animals from the shelter without permission from the director. Any volunteer doing so will be subject to dismissal.
- Harassment of any kind is not tolerated by the shelter or the County. Harassment must be reported to the shelter supervisor immediately.
- There is no smoking allowed in the shelter or on shelter property.
- Volunteers are not to disclose any confidential information (contact, financial) of shelter customers.
- Volunteers may use their personal cell phones, but shelter telephones are to be used for business purposes only.
- Computer access at the shelter is given in cases where the volunteers are helping with processing or other office duties, and is by permission of the County Animal Control staff only. Access will be provided by appropriate personnel.
- At the front desk, volunteers are not to handle any cash, check or credit card transactions related to JCAC business.
- Volunteers are not authorized to drive any JCAC vehicles.

- The shelter director reserves the right to counsel, discipline, or dismiss any volunteer for violations of shelter policies.

For purposes of clarification of duties of volunteers include but are not limited to:

- Walking animals
- Bathing/grooming animals
- Interaction with the public in regards to the animals and the Animal Shelter
- Promotion of animals for adoption by helping with advertising/photos/promotion

APPROVED AMENDED
BY COUNTY BOARD ON

JUL 25 2016

Cherie Simmons
COUNTY CLERK AND RECORDER
JEFFERSON COUNTY ILLINOIS