

# VOLUNTEER GUIDELINES

In order to be considered for a Volunteer for the Spotsylvania County Sheriff's Office Animal Control Division, the following shall apply:

1. Qualifications: all volunteers must meet the qualifications and guidelines set forth by the Sheriff or designee:
  - Be a United States citizen
  - Be at least 18 years of age
  - Have a high school diploma
  - Be drug-free and not have any illegal use of any Schedule I, II, or III drugs
  - Not have any felony convictions
  - Not have been convicted of a misdemeanor crime of domestic violence
  - Not have a history of criminal activity of a serious nature or that reflects moral turpitude, or indicates a tendency to violate the law
  - Not have been convicted of any Animal Cruelty charge
  - Not have been dishonorably discharged from the military
  - Participate in an interview conducted by the Shelter Manager;
  - Provide proper background information, including, but not limited to: previous experience with public service, driving record, and animal care experience;
  - Have his/her own dogs and cats, 4 months old or older, vaccinated against rabies;
  - Have a current license for his/her own dogs from Spotsylvania County or the jurisdiction in which the volunteer lives;
  - Understand, accept and abide by the Guidelines for Availability of Animals for Adoption (Attachment B); and
  - Not have any conflict of interest with any activity or program of Spotsylvania County Animal Control, whether personal, philosophical, or financial.
  
2. Application Process:
  - Persons interested in acting as a Volunteer will be required to submit a completed application and pre-screening worksheet
  - Once the application is received for a Volunteer, a background investigation will be completed to include:
    - Interview with the Shelter Manager
    - Verification of minimum requirements
    - Criminal History Check
    - Driving Record Check
  
3. After the initial screening process (as outlined above), the Shelter Manager has the discretion to approve or deny the volunteer application. If the

application is approved the volunteer will be assigned a volunteer position and will be provided further orientation and training as outlined below.

4. All volunteers will be provided an orientation.
5. All volunteers must satisfactorily complete the specific training requirements of the assigned volunteer position.
6. All volunteers will receive a copy of the Volunteer Manual and must complete the Volunteer Acknowledgement form, which is included as the last page of this document. The Volunteer is responsible to ensure he/she understands his/her duties, the information provided in the Volunteer Manual, and the general management of the Animal Shelter. If a Volunteer does not understand this information, it is his/her responsibility to seek further instruction or clarification.
7. The Shelter Manager, or designee, is responsible for all Volunteers and shall ensure proper supervision for all Volunteers is provided.
8. Volunteer evaluation will be completed on a regular basis in order to provide the volunteer feedback (both positive and constructive) about his/her performance. Such an evaluation will be conducted by the paid employee most closely working with the Volunteer and will be provided in writing. In situations where corrective action may need to be taken, the Volunteer will be given either a verbal or written warning. Any further actions may result in the suspension or dismissal of the Volunteer depending on the severity of the circumstances.
9. Possible reasons for dismissal may include, but are not limited to: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of agency equipment or materials, abuse or mistreatment of clients, animals, other volunteers or employees, failure to abide by the established volunteer guidelines, and failure to satisfactorily perform assigned duties.

#### Volunteer Conduct

10. Volunteers must dress appropriately for the conditions and performance of their duties. Volunteers will be provided an identification (ID) badge and are required to wear this ID badge along with the designated uniform. As representatives of the Spotsylvania County Sheriff's Office Animal Control Division, Volunteers, like paid employees, are responsible to present a good image to the citizens and other community members who visit the Animal Shelter and therefore, must maintain a neat, clean appearance.

11. Volunteers shall maintain the confidentiality of all proprietary or privileged information to which they are exposed while serving as a Volunteer. This includes information that may involve a paid employee, volunteer, client, or other person, or involves any business of the division or Sheriff's Office.
12. All volunteers are responsible to complete a personal record of attendance (see Attachment C) and must sign in at the beginning of their shift and sign out at the end.
13. Volunteers will be assigned specific days and times for duties. Each volunteer will be responsible for his/her assigned shift. If the volunteer cannot serve at his/her designated time, he/she must notify the designated position within the Spotsylvania County Sheriff's Office Animal Control Division as soon as possible. Failure to provide notification of an absence or tardiness may result in dismissal from the volunteer program.
14. Volunteers are prohibited from certain non-public areas unless accompanied by a paid employee of the Animal Control Division.
15. Volunteers are only permitted in the Spotsylvania County Animal Shelter or on its grounds during hours the Animal Shelter is open to the public, during special functions, or during assigned work times.
16. In order to allow visitors room to park their vehicles in the parking lot closest to the facility, Volunteers will park in the lot across from the Animal Shelter.
17. Volunteers must comply with all requirements set forth by Spotsylvania County Sheriff's Office Animal Control Division.