ROMULUS ANIMAL SHELTER

Volunteer Program Application

Thank you for your interest in becoming a part of the Volunteer Program at the Romulus Animal Shelter. Our staff and our animals depend upon a reliable and friendly volunteer force to best serve the Shelter and our community. Again, thank you!

All volunteers must complete both the Volunteer Application and the Volunteer Program Liability Waiver and return them to the on-duty Animal Control Officer at the Romulus Animal Shelter prior to application review.

The Romulus Animal Shelter does not accept volunteers seeking to satisfy a court-ordered community service requirement for assault- (including domestic violence), theft-, or animal neglect/cruelty-based criminal offenses.

Not all individuals who apply are accepted into the Volunteer Program.

The Romulus Animal Shelter cannot accept volunteers under the age of 18.

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant's Birthdate: _____

Applicant ever charged with or convicted of animal neglect, animal cruelty, or similar charges? Y / N

Please list all criminal convictions (misdemeanors and felonies), including charge and court of jurisdiction: _____

In case of Emergency, whom should we notify? For your safety, please list two (2) persons:

1. Name_____ Relationship_____

   Home Phone: _____ Work Phone: _____

   Address_____

2. Name_____ Relationship_____

Home Phone: _____ Work Phone: _____

Address_____

Copy of Photo ID provided? Y / N

Do you have any allergies or physical conditions that might affect your volunteer work? Y/ N
Explain: _____

Have you had any experience working with animals? Y / N
Explain: _____

Why would you like to volunteer at the Romulus Animal Shelter?
Explain: _____

ROMULUS ANIMAL SHELTER

Volunteer Program Liability Waiver

I, the undersigned, understand and acknowledge that as a volunteer at the Romulus Animal Shelter, I would be exposed to animals which may be dangerous, diseased, or which might otherwise pose a risk to my health and safety. I would also be exposed to cleaning agents and chemicals which may also pose a risk to my health and safety. I may further be exposed to veterinary medicines and/or treatment agents which may also pose a risk to my health and safety. I expressly assume the risk of my involvement in the Volunteer Program and understand that I may be in some greater or lesser danger because of my involvement.

I do hereby agree that for and in consideration of volunteering at the Romulus Animal Shelter, I do hereby assume all responsibility and risk of injury that might occur to me or my property and agree to waive my rights and release, indemnify, hold harmless, and defend the City of Romulus, the Romulus Animal Shelter, and their representatives, officials, employees, animal control officers, agents, servants and employees from any and all claims or suits for property damage or loss, or personal injury, including death sustained by me in connection with my volunteer services, whether or not damages or injuries are caused directly or indirectly by the negligence of representatives, officials, employees, animal control officers, agents, servants or employees of the City of Romulus. I agree to indemnify and hold harmless the Romulus Animal Shelter, the City of Romulus, its representatives, officials, employees, attorneys, Animal Control Officers, Director of Animal Control, agents, servants and employees from and against any and all liability whatsoever arising out of or related to my volunteer activities and for any negligent act or omission by the City of Romulus and/or the Romulus Animal Shelter or any representatives, officers, employees, Animal Control Officers, Director of Animal Control, agents, attorneys, or servants thereof.

I further state affirmatively that I am either self-insured or have adequate health insurance protection to cover any injury that I might receive.

_____
Signature
Print Name: _____

In the presence of:

_____

_____

State of Michigan }
}
County of Wayne

Subscribed and sworn to before me, a Notary Public, on this _____ day of _____, 20___.

_____
Notary Public

My commission expires: _____

ROMULUS ANIMAL SHELTER

Volunteer Agreement

Congratulations! Your Volunteer Program Application has been preliminarily accepted. In order to be approved and to begin serving as a volunteer at the Romulus Animal Shelter, it will be necessary for you to carefully review and sign this Volunteer Agreement.

On behalf of the Shelter staff and our animals, thank you again for your interest!

I, _____, the undersigned, a participant in the Volunteer Program ("Program") at the Romulus Animal Shelter ("Shelter"), hereby agree to abide by this Volunteer Agreement, as well as the Romulus Animal Shelter Policy and Regulations (which are incorporated by reference herein and made a substantive part of this agreement) and all attendant policies, procedures, terms, and conditions as set forth by the Shelter and further to the following:

1. I agree to abide by any and all directions and instructions given by the City of Romulus Director of Animal Control (the "Director") and the Animal Control Officers (the "ACOs"). I will report directly to the ACO.

2. Under no circumstances will I work at the Shelter without an ACO on site.

3. If I fail to abide by the terms of this Volunteer Agreement or the Romulus Animal Shelter Policy and Regulations or any policies, procedures, terms, and conditions as set forth by the Shelter or am otherwise unable to meet the Program's requirements, I will be terminated from the Program; provided additionally that I may be terminated from the Program without cause and without notice in the Director and/or the ACO's sole discretion.

4. I acknowledge that volunteer work consists mainly of helping ACOs clean and disinfect animal housing areas and that I will be working with industrial strength chemicals that may aggravate bronchial medical conditions or asthma or which may otherwise be harmful.

5. I acknowledge that I may, in some instances, be asked to handle or otherwise be exposed to the animals themselves. I acknowledge the risks inherent in exposure to and/or in working with animals. I will handle animals appropriately and only when directed to and will not handle animals or enter kennels occupied by animals without consent from an ACO.

6. I acknowledge I may also come into contact with animals that have or harbor contagious diseases and/or with veterinary medicines and/or treatment agents which may affect my health or the health of other people or animals with which I come into contact.

I am responsible for taking appropriate precautions and for dressing appropriately, including bringing a change of clothes to prevent exposure of household pets.

7. I acknowledge that all volunteers are expected to familiarize themselves with any and all materials provided at the Shelter relevant to identifying diseased and/or injured animals and further that all volunteers are expected to be on the lookout for and to report any potential cases of a diseased and/or injured animal to an ACO and/or Director immediately.

8. The City of Romulus, the Romulus Animal Shelter, the ACOs, and the Director assume no responsibility whatsoever for providing any training or for ensuring my safety or the safety of any other people or animals with whom I come into contact.

9. I hereby assume all responsibility and risk of injury that might occur to me or my property and agree to indemnify, hold harmless, release and defend the City of Romulus, the Romulus Animal Shelter, and their representatives, officials, employees, Animal Control Officers, Director of Animal Control, agents, servants and attorneys from any and all claims or suits for property damage or loss, or personal injury, including death sustained by me in connection with my volunteer services, whether or not damages or injuries are caused directly or indirectly by the negligence of representatives, officials, employees, animal control officers, agents, servants or employees of the City of Romulus. I agree to indemnify and hold harmless the Romulus Animal Shelter, the City of Romulus, its representatives, officials, employees, Animal Control Officers, Director of Animal Control, agents, servants and attorneys from and against any and all liability whatsoever arising out of or related to my duties as a volunteer and for any negligent act or omission by the City of Romulus and/or the Romulus Animal Shelter or any representatives, officers, employees, agents, Animal Control Officers, Director of Animal Control, attorneys, or servants thereof.

10. I further understand and agree that as a volunteer:

a. I am not an Animal Control Officer;

b. I am not an agent or employee of the City of Romulus or the Shelter;

c. My service in volunteer activity shall not be construed or interpreted as that of an officer or agent of the City of Romulus;

d. There is no employment relationship that exists between me and the City of Romulus; and

e. The doctrine of respondent superior shall not apply between the City of Romulus and me.

11. I represent and warrant that I have current medical insurance coverage and agree to be responsible for any and all billings and debts incurred with respect to such medical treatment or services.

12. I understand that as a volunteer I may gain access to information about Shelter customers, the Shelter itself, or its staff that is confidential. I agree to maintain confidentiality and will not disclose to any third party any information that is confidential, private, personal, or which might impact any legal proceedings.

13. I represent and warrant that I have never been convicted of any crime pertaining to neglect of or cruelty to animals or similar charge or any assault-based or theft-based criminal offense.

14. I acknowledge that the Romulus Animal Shelter is not a "No Kill Shelter". The Shelter does have to euthanize animals, some of which may be animals that are up for adoption, due to kennel stress and other factors. I will not be present at any time for any part of an animal euthanasia, nor will I make any medical or behavioral decisions regarding any animals whatsoever.

15. I understand that respect, maturity, and professionalism are expected from me while I am a volunteer at the Shelter. No discrimination, harassment, or disrespect of any kind will be tolerated.

16. I acknowledge that I have been provided a copy of the "Romulus Animal Shelter Volunteer Program Rules and Regulations" and the "Romulus Animal Shelter Diseased/Injured Animal Reporting Protocol" and that I have read and agree to the same.

I, the undersigned, hereby agree to be bound by the above:

ROMULUS ANIMAL SHELTER VOLUNTEER:

Signature: _____

Print Name: _____

Date: _____

ROMULUS ANIMAL SHELTER

Volunteer Program Rules and Regulations

In addition to the terms and conditions of their Volunteer Agreement, Liability Waiver, the Romulus Animal Shelter Diseased / Injured Animals Reporting Protocol, and any and all other rules, regulations, policies, and procedures promulgated by the Romulus Animal Shelter (the "Shelter"), all volunteers at the Shelter shall be subject to all of the following Rules and Regulations:

Safety of the staff, volunteers and animals at the Shelter is of the utmost importance and can be achieved only through strict adherence to these Rules and Regulations.

Failure to comply with the Rules and Regulations may result in dismissal from the Volunteer Program.

1. **Scheduling:**

   a. Once a volunteer's application has been approved, and a Volunteer Agreement is signed, volunteers will need to sign-up for and commit to days they expect to volunteer. Scheduling will be conducted through the Animal Control Officers (the "ACOs") or Director of Animal Control (the "Director"). Available volunteer hours will be at such times as will least impact the normal operation and services provided by the City of Romulus Animal Control to the citizens of the City of Romulus.

   b. Volunteer hours are conducted at the Shelter between 8:00 a.m. and 10:00 a.m. and between 2:30 p.m. and 4:45 p.m.

   c. Volunteers must inform an ACO if a volunteer's available days change, if they become ill and cannot come in, or if they are running late. Messages may be left on the Shelter answering machine prior to the volunteer's scheduled day.

   d. Volunteers are responsible for arranging their own transportation to and from the Shelter.

   e. Volunteers shall sign in at the Shelter upon arrival and sign out at the end of their shift.

2. **Maximum Number of Volunteers On-Site:** At no time will the scheduled number of volunteer positions or the number of volunteers at the facility at any given time surpass a total of three (3) volunteers. Volunteers will not be allowed to bring friends, relatives, or personal pets* with them to the Shelter at any time during the designated volunteer hours (*except for special needs individuals who utilize animals to assist them).

3. **Volunteers Subject to Direction of Animal Control Officers:** Volunteers are at all times required to follow the direction of the ACOs and Director. Volunteers shall have no decision-making authority regarding the Shelter or its rules, regulations, policies, procedures, or courses of action, or otherwise with respect to the animals at the Shelter.

4. **Identification Required and Access:**

a. All volunteers are required to wear a volunteer ID badge at all times while volunteering at the Shelter. ID badges are provided and available at the front desk of the Shelter. These badges remain the property of the City of Romulus and must be left at the Shelter;

b. Under no circumstances will any volunteer work at the Shelter without an ACO present on site;

c. Volunteers are only permitted in the Shelter or on its grounds when open to the public or during special functions;

d. No volunteer may enter any restricted area of the Shelter without express authorization from an ACO or the Director;

e. No key to the Shelter shall be given to any volunteer.

5. **Handling of Animals:** Volunteers must be mindful that, in most cases, animals coming to the Shelter are strays and little is known about the animals' history, temperament, disposition, health, or potential for harboring diseases or injuries. *All animals must be handled with caution.* Volunteers will not take on any duties for which they have not been trained or received authorization from an ACO or the Director to perform.

a. General: Volunteers will handle animals appropriately and **only** when directed to by an ACO or the Director. Volunteers will **not** handle animals or enter kennels occupied by animals without consent from an ACO or the Director;

b. Bathing: Volunteers may be allowed to bathe animals at the Shelter only with the prior approval of an ACO;

c. Grooming: Volunteers with verified grooming experience may be allowed to groom animals only with the prior approval of an ACO;

d. Reporting of Diseased and/or Injured Animals: All volunteers are subject to the Romulus Animal Shelter Diseased / Injured Animals Reporting Protocol. All volunteers are expected to familiarize themselves with any and all materials provided at the Shelter relevant to identifying diseased and/or injured animals and further that all volunteers are expected to be on the lookout for and to report any potential cases of a diseased and/or injured animal to an ACO and/or Director;

e. Administering Medication: No volunteer may administer medication to any animal at the Shelter.

f. Reporting Injuries: Volunteers are required to report any bites, scratches, or other injuries sustained at the Shelter premises to an ACO immediately; provided, however, that volunteers will be solely responsible for seeking appropriate medical attention.

6. **Appropriate Attire Required:** Volunteers may come into contact with animals that have or harbor contagious diseases and many animals that are housed at the animal shelter have some form of worms and/or fleas. Volunteers must take precautions and dress appropriately (long pants, sleeves, closed-toed shoes, and no jewelry are encouraged). Volunteers are encouraged to bring a change of clothes to minimize exposure. Protective gloves are available upon request.

7. **Exposure to Chemicals and/or Medicinal Agents:** Volunteering consists mainly of helping ACOs clean and disinfect animal housing areas. Volunteers will be working with industrial strength chemicals that may aggravate bronchial medical conditions or asthma or which may otherwise be harmful. Volunteers may further be exposed to veterinary medicines and/or treatment agents which may be harmful.

8. **Communications and Non-Disclosure:**

a. Non-Disclosure:

(1) Volunteers may overhear or be privy to conversations concerning animals, their owners, or complainants. All volunteers agree to respect their privacy and not discuss these conversations with others.

(2) Volunteers may not disclose or disseminate adoption information to potential adopters such as previous ownership, removal from a home, court case, etc., without the express authorization of an ACO or the Director.

b. Distribution of Materials: Volunteers may not distribute or post personal fliers or memos without the prior approval of an ACO or the Director.

c. Providing Information to the Public: Volunteers may, from time to time, be questioned by citizens of the community, potential adopters, or persons looking for lost animals. However, volunteers are not allowed to provide information to the public regarding animals in the custody of the Shelter other than information displayed on the animal's kennel card or information on file at the Shelter regarding the animal's personality profile that has been approved by an ACO or the Director. Only ACOs shall write personality profiles on an animal. Any questions regarding information not contained in an animal's kennel card or

personality profile will be directed to an ACO or the Director. Information or questions regarding Shelter policies, practices, or procedures will be directed to an ACO or the Director.

9. **Animal Adoption Listings (Pet Finder / Craig's List):** The Shelter will make reasonable efforts to place or adopt as many safe, healthy, and compatible animals as feasible; provided, however, the Shelter, in its sole discretion, will determine the limitations of space or other factors involving population limits within the Shelter facility including other environmental factors, conditions of the animals, and any other circumstance that may affect the Shelter operations. Volunteer assistance in such animal adoption procedures shall be subject to the following:

a. Volunteers who are assisted by an ACO or the Director may assist in photographing, adoptable animals and possible lost pets to be placed on the Pet Finder and/or Craig's List web site(s).

b. Volunteers who receive prior express authorization from an ACO or the Director are permitted access to the Pet Finder and/or Craig's List web site(s) to assist the ACO in maintaining the City of Romulus Animal Control page(s) of adoptable animals.

c. All information listed by volunteers on such web site(s) will be as true and accurate as possible to provide adopters the best information on each animal. Prior to posting any such information on any such web site(s), it must be reviewed and approved by and ACO and/or the Director.

d. All contact information on the site(s) will be directed to the City of Romulus Animal Control Division. Only animals in the custody of the Shelter will be placed on such web site(s).

e. No animals impounded, as evidence for court in a possible criminal case shall be made available for placement or adoption until the court decision has been made.

9. **Veterinary Care:** In the event that a volunteer wishes to obtain outside veterinary care for any animal at the Shelter, the following shall apply:

a. The volunteer shall first seek written permission from an Animal Control Officer and/or the Director for such proposed treatment. Such request must be made in writing and must provide a full description of the animal, and the name, telephone number, and address of the veterinarian from whom treatment will be obtained by the volunteer;

b. In the event such permission is granted, the volunteer shall assume full responsibility and liability for the transportation, treatment and cost of treatment, care, and safety of the animal and for those with whom the animal may come into contact and shall indemnify, defend, and hold harmless the City of Romulus, the Shelter, the Director of Animal Control, the Animal Control Officers, and any and all City of Romulus employees, officers, agents, and attorneys for any and all claims arising out of the same;

c. The volunteer shall obtain and provide to the Shelter complete documentation of any and all diagnosis and treatment rendered by any such veterinarian without delay;

d. Upon completion of such diagnosis and treatment, the volunteer shall return such animal to the Shelter without delay.

10. **Dismissal from Volunteer Program:** Volunteers may be dismissed from the Volunteer Program for any reason, at any time, and without notice. A volunteer who is dismissed from the Program may request a review hearing conducted by the Director. The Director shall have the authority to make the final determination on a dismissal.

11. **Reporting of Harassment and Mistreatment:** Volunteers should immediately report to an ACO and document in writing any and all instances of harassment or discrimination and any and all instances of mistreatment of any animal.

I, the undersigned, acknowledge that I have been provided a copy of the "Romulus Animal Shelter Volunteer Program Rules and Regulations" and that I have read and agree to the same

ROMULUS ANIMAL SHELTER VOLUNTEER:

Signature: _____

Print Name: _____

Date: _____

ROMULUS ANIMAL SHELTER

Diseased / Injured Animal Reporting Protocol

ALL ANIMAL CONTROL OFFICERS ("ACOs") AND VOLUNTEERS SHALL BE SUBJECT TO THE FOLLOWING:

- All ACOs and volunteers are expected to familiarize themselves with any and all materials posted and/or otherwise available at the Shelter relevant to identifying diseased and/or injured animals and minimizing the risk of spreading such diseases.

- All ACOs and volunteers are expected to be on the lookout for and to report any potential cases of a diseased and/or injured animal to an ACO and/or the Director of Animal Control ("Director") immediately.

- All newly-arriving animals at the Shelter shall initially be housed in a separate area and shall undergo a two (2) day observation period in an effort to identify and separate those animals which may be injured or diseased. Animals identified as diseased shall be quarantined by an ACO without undue delay so as to minimize exposure to other animals.

- In the event of a suspected diseased and / or injured animal, the following protocol shall be followed:

  1. REPORT TO SUPERIOR: Volunteers shall report such animal to an ACO and/or the Director. ACOs shall report such animal to the Director.

  2. CONTACT VETERINARIAN:

     a. An ACO or the Director shall contact the veterinarian serving the Shelter, Dr. John Hermann, at (313) 686-5701 without delay.

     b. An ACO or the Director shall complete a Vet Contact Report form documenting the call to the veterinarian, which shall include the following information: identification of the subject animal, the nature of the call, the name and title of the person making the call, the date and time of the call, and the recommended course of action indicated by the veterinarian.

  3. QUARANTINE: Animals identified as diseased shall be quarantined without undue delay so as to minimize exposure to other animals.

4. FOLLOW-THROUGH ON VET RECOMMENDATION:

   a. An ACO and/or the Director shall ensure that the course of action recommended by the veterinarian is followed;

   b. An ACO and/or the Director shall make a written record on a Vet Contact Form of any and all actions taken with respect to treatment, including: identification of the subject animal, a description of the symptoms, name and title of the person first observing the symptoms, the date and time of the contact with the veterinarian, the nature of the instructions given by the veterinarian, a description of any follow-up care rendered, indication of whether and when the animal was quarantined, the name and title of the person rendering any follow-up care, the date(s) of any aftercare rendered, and a description of post-care observations; and

   c. In the event of treatment by a veterinarian, an ACO and/or the Director shall ensure that complete documentation of any and all diagnosis and treatment is kept on file at the Shelter.

ROMULUS ANIMAL SHELTER

Vet Contact Form

General:

Name and Title of Person Completing Form: _____
Name and Breed of Animal: _____

Description of Symptoms: _____
_____
_____
_____

Date Symptoms First Observed: _____, 20___
Name and Title of Person First Observing Symptoms: _____

Contact with Veterinarian:

Name of Veterinarian: _____ Phone #: _____
Date and Time of Contact with Veterinarian: _____, 20___ ___:___ AM / PM

Instructions given by Veterinarian: _____
_____
_____

Additional Contact with Veterinarian (if any): _____
_____

Follow-Up Care:

Description of Follow-up Care Rendered (if any): _____
_____
_____

Name and Title of Person(s) Rendering Follow-up Care: _____
Date(s) Follow-up Care Rendered: _____
_____

Animal Quarantined: Yes / No If Yes, list date of Quarantine: _____, 20___

Description of Post-Care Observations: _____
_____
_____

ROMULUS ANIMAL SHELTER

Visitors Hold Harmless/Release of Liability

I, the undersigned, in consideration of allowing me and/or my minor child to visit the Romulus Animal Shelter, understand and acknowledge that at the Romulus Animal Shelter, I and/or my minor child would be exposed to animals which may be dangerous, diseased, or which might otherwise pose a risk to my and/or my minor child's health and safety. I and/or my minor child would also be exposed to cleaning agents and chemicals which may also pose a risk to my and/or my minor child's health and safety. I and/or my minor child may further be exposed to veterinary medicines and/or treatment agents which may also pose a risk to my and/or my minor child's health and safety. I and/or my minor child expressly assume the risk of my and/or my minor child's exposure and/or involvement with any animals and understand that I and/or my minor child may be in some greater or lesser danger because of my and/or my minor child's involvement.

I, the undersigned parent or legal guardian, do hereby represent that such parent or legal guardian is in fact acting in such capacity, and as such assume all risk and liability arising out of my/my minor child's participation, and this visitation at the Romulus Animal Shelter. I also agree to hold harmless and indemnify the City of Romulus, the Romulus Animal Shelter, the City of Romulus elected officials, agents, employees and volunteers, from any and all liability or responsibility whatsoever from injury (including death) to persons and for any damage to any City of Romulus property or otherwise arising out of or resulting from my and/or my minor child's participation and visitation at the Romulus Animal Shelter. I further hereby remise, indemnify, agree to defend, pay on behalf of, and release forever and discharge, the City of Romulus, its elected officials, agents, employees and volunteers, from any and all claims, demands, actions or causes of action, damages and liabilities resulting or arising directly or indirectly out of my and/or my minor child's visitation and/or participation at the Romulus Animal Shelter.

I further state affirmatively that I am either self-insured or have adequate health insurance protection to cover any injury that I and/or my minor child might receive.

Agreed to this _____ day of _____, 20_____.

Name (Print) _____

And/or on behalf of minor Child: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Signature: _____

Signature of Parent or Guardian: _____

This form must be completed and returned to the City of Romulus Animal Shelter.