

Volunteer Information Packet



City of Fredericksburg Animal Shelter

Welcome

Welcome to the City of Fredericksburg Animal Shelter! Giving your time is one of the best things you can do for the pets at the Shelter. We rely on you to help us continue to provide the highest level of care for the animals we care for during their time with us.

Volunteering at the shelter will not only be rewarding for you, but also for the animals at the shelter. We need you to work together with us to find good homes for every healthy and behaviorally sound animal.

Our policy manual outlines our general shelter policies as they pertain to the volunteer program. If chosen to be a volunteer you must agree to follow our policies and guidelines while performing your duties. We depend on you to be an advocate in the community and help educate the public on issues that affect the lives of shelter animals everywhere. You can make all the difference to the animals we care for.

We look forward to working with you.



Brian Vorauer
Chief of Police
City of Fredericksburg

Introduction

The City of Fredericksburg Animal Shelter is a part of the Fredericksburg Police Department. Our State certified Animal Control Officers strive to provide the best possible services to the animals left in our care. Our staff, with your help, will attempt to find that forever home for every animal possible.

Our Mission

The City of Fredericksburg Animal Shelter's mission is to serve as an active animal control resource for the City of Fredericksburg by:

- Enforcing all state and local Animal Control Ordinances
- Actively promoting adoptions and foster homes for abandoned animals
- Promoting the spaying and neutering of dogs and cats through program participation
- Providing vaccinations and registration clinics to all county residents

Our Staff

The Fredericksburg Animal Control Division is under the direction of the Fredericksburg Police Department and is comprised of three State Certified Animal Control Officers.

Animal Control Officers are crossed trained in Field Operations and Shelter Operations to better handle all animal needs.

How to become a volunteer

1. Complete an Authorization and Release form to authorize a background check.
2. Complete a Volunteer Application and sign the Liability Waiver. The waiver must be signed prior to participation in volunteer activities.
3. Attend one Volunteer Orientation/Animal Handling meeting
4. After completion, you will be rated based on skills and placed in a position that you best serve.

Volunteer Duties

- Clerical duties (Answering Phones, Scheduling, Social Media,)
- Helping potential Adopters with animal interaction
- Bathing and grooming animals
- Cleaning kennels and the facility
- Lawn care
- Helping with programs

Qualifications

Be at least 16 years of age. All volunteers are asked to contribute at least 6 hours per month. If it is noted that you have not logged any volunteer time within 3 months we may remove you from active volunteer status. If placed on inactive status, a volunteer may be required to repeat orientation and/or handling classes.

If you are pregnant or if you have any condition that might compromise your immune system, you provide us with a release from your physician of your intent to volunteer at the shelter. Your doctor may want you to limit or stop your volunteering or she/he may have medical advice/precautions for you, and you may request a leave of absence.

You must complete both the volunteer orientation meeting and the handling classes (if you wish to have direct animal contact). Additional training may be required depending upon which area you would like to volunteer.

Dress Code and Conduct Code

When involved in events or working at the shelter, volunteers are expected to present a good image at all times. Volunteers will be easily identified by wearing a marked shirt at all times as well as complying with a dress code.

Drugs and Alcohol

Drugs and alcohol are not to be used by volunteers during activities or 8 hours prior to volunteer activities.

Termination Policy

Animal Control Officers have the right to terminate a volunteer's service at any time. Appeals can be made to the Chief of Police but his decision is final. The following are some occurrences that may result in termination:

- Failure to follow the direction of Animal Control Officers
- Substance Abuse
- Discourtesy/rudeness to another volunteer, staff member, or citizen
- Unauthorized communication with media regarding shelter policies or practices
- Any deliberate act of cruelty to an animal
- Careless, negligent performance of volunteer duties



Animal Shelter

City of Fredericksburg Animal Shelter
VOLUNTEER APPLICATION

PLEASE PRINT

NAME: _____ DATE: _____

ADDRESS: _____ CITY: _____

EMAIL: _____ PHONE: _____

PLEASE DESCRIBE ANY PREVIOUS VOLUNTEER EXPERIENCE: _____

DO YOU HAVE ANY AFFILIATIONS WITH ANY OTHER ANIMAL SHELTERS OR ANIMAL GROUPS? IF YES, WHO?

DO YOU HAVE ANY SPECIAL SKILLS THAT COULD CONTRIBUTE TO YOUR VOLUNTEER ACTIVITIES (BILINGUAL, SIGN LANGUAGE, DATA ENTRY, GROOMER) _____

LIST ANY LIMITATIONS ON WORKING : _____

PLEASE DESCRIBE ANY ANIMAL RELATED EXPERIENCE:

PLEASE DESCRIBE ANY EXPERIENCE WORKING WITH THE PUBLIC: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

HOME/CELL PHONE: _____ WORK PHONE: _____

DAYS OF THE WEEK & TIMES AVAILABLE FOR VOLUNTEERING:

MONDAY _____ TUESDAY _____ WEDNESDAY _____

THURSDAY _____ FRIDAY _____ SATURDAY _____

SUNDAY _____

TYPES OF VOLUNTEER POSITION(S) OF INTEREST:

____ Volunteer Aide: Walking animals, helping with adoptions and programs.

____ Animal care Aide: Assisting our Animal Control personnel with cleaning kennels, bathing animals, and general care.

____ Office and Clerical Aide: Answering phone , photograph, website and face book updates.

A SUCCESSFUL CRIMINAL HISTORY CHECK IS REQUIRED FOR PERSONS PRIOR TO ATTENDING THE VOLUNTEER ORIENTATION. WE WILL NOTIFY YOU OF SATISFACTORY COMPLETION OF THE CHECK AS WELL AS THE NEXT AVAILABLE ORIENTATION CLASS IF THE CRIMINAL HISTORY CHECK IS ACCEPTABLE.

Initials _____ I understand my criminal check history must be acceptable and that I will be notified via email if I am eligible to attend the volunteer orientation meeting.

Initials _____ I understand that if accepted as a volunteer my contact information may be shared with other volunteers and staff for the purposes of shelter related communications and event coordination.

CITY OF FREDERICKSBURG ANIMAL SHELTER

Authorization & Release Form

To be engaged as a volunteer (age 16 and over) for the City of Fredericksburg Animal Shelter, you must satisfactorily pass a criminal history check. This form authorizes The Fredericksburg Police Department to obtain criminal history information on the applicant.

Instructions: This form is to be completed by the applicant. Print legibly and complete all information requested.

LAST NAME:	FIRST NAME:	MIDDLE NAME:
DATE OF BIRTH: (M/DD/YYYY)	*SSN:	LIST ANY FORMER NAME USED:
PLACE OF BIRTH: CITY, STATE, COUNTY	DRIVER'S LICENSE NUMBER:	STATE LICENSE ISSUED:

*The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. Your SSN will be used to obtain this information as part of a background check. You are not required by law or other authority to disclose your SSN, however, failure to do so may result in the inability to complete the background check. Under Texas Public Information Act, your SSN will not be disclosed to the public.

Acknowledgement and Authorization

I hereby authorize a duly accredited representative of the Fredericksburg Police Department to check for any warrant or criminal history record information, to check DPS for driving records and sex offender registration records. The Fredericksburg Police Department can also obtain any information from schools, previous employers and perform reference checks. This information may include: education, history, work history, arrest and conviction records.

I hereby release The City of Fredericksburg and all its officers, employees and entities providing information or reports, about me from all liability resulting from the use of information obtained as part of this background check. I certify that the information provided by me on this form is true, complete and correct to best of my knowledge. I understand that any false information provided herein will void my application for volunteering and may result in termination. I further understand that a criminal history may disqualify me for volunteering at the City of Fredericksburg Animal Shelter.

Print Name: _____

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Parent or Guardian of Volunteer under the age of 18.