As a public service facility, we at Oakland County Animal Control & Pet Adoption Center strive to keep all of the public, volunteers, animals and staff members safe. Please be sure to follow the below listed rules to assist OCAC & PAC in keeping a safe, friendly, and enjoyable place to volunteer. When you agree to become a volunteer at our facility, you are committing to following.

**At no time shall a volunteer enter the following areas:**

- No entry in areas behind rows B, C, D, E and F (behind kennel; between rows)
- Storage room by laundry area
- Cat sick room
- Incinerator room
- Trusty lunch room (door directly across from front counter w/sign of “Restricted Area”
- Kitchen room (where animal bowls are kept)
- Blanket/sheet room (if a blanket(s) and/or sheet(s) are needed, please see the front desk staff for assistance

**At no time shall a volunteer allow the animals urinate or defecate in the following areas:**

- Animals are to be kept **OUT** of the flower beds/mulched areas
- Walk ways
- In and around any/all windowed areas
- Poop bags are available at the front desk

**Sign-In Book**

Volunteers are required to utilize the Volunteer Sign-In Book and must sign in upon arriving to volunteer and sign out at the end of your volunteer service. PLEASE PRINT CLEARLY when signing in

**County Issued Volunteer Badges**

Each volunteer is required to receive a County issued Volunteer Badge prior to volunteering. If one is not obtained and/or worn at the time you arrive to volunteer, you will not be able to volunteer until a badge is either obtained and/or visibly on your person.
Dress Code

Volunteers must dress appropriately and be in a clean/neat appearance. Keep in mind that volunteering at OCAC & PAC can be a messy job at times. Because the shelter animals are very excited to see and spend time with you, they often jump with excitement to show you their appreciation and affection. It is VERY important that the following dress code be followed with the understanding that if any volunteer arrives in attire that is deemed inappropriate, you will be asked to go home and change. Come dressed to get dirty!

- No short shorts or skirts are to be worn. If shorts are desired, they should be no more than 2 inches above the knee – this will assist in preventing scratching of one’s legs and causing injury while volunteering.

- Tennis shoes are recommended. While at the shelter, you may experience wet, slippery floors inside the building, and slippery, muddy areas outside during inclement weather, as well as high levels of walking. It is for your safety that your feet be covered in secure closed toed shoes. **At no time will flip flops/open toed shoes or heels be permitted.**

- Shirts that are low cut, show midriff area are prohibited.

- Pants must be properly fitted and at no time shall undergarments be revealed.

- Please keep in mind, that as a volunteer, you are representing our shelter. Volunteers who arrive dressed inappropriately will be asked to go home to change.

Trusties

You will notice that we have in and around OCAC & PAC, Trusties from the Oakland County Jail. Their role here is one of great importance. Trusties continually work to ensure our facility is kept in a clean, orderly manner so that staff and volunteers can effectively exercise their roles here. Trusties also work hard to care for the shelter animals; therefore, at **NO TIME** shall a volunteer have interaction with a Trusty or request their assistance in any capacity. If a volunteer has a need, the front desk staff MUST be approached with your need and only a staff member will request assistance from a Trusty. At no time will a trusty be given food, cigarettes, lighters, or any type of contraband. Volunteers seen interacting with any trusty risks being removed from our volunteer team without warning.

By signing below, you’re agreeing to follow the above mentioned rules.

_____________________________________________________________________________________
Volunteer Printed Name

_____________________________________________________________________________________
Volunteer Signature  Date
Essential Capabilities of Volunteers

Working as part of the volunteer team at the Oakland County Animal Control & Pet Adoption Center (OCAC & PAC) can be physically, mentally and emotionally challenging. Because of the work we do to help animals, we need to ensure that volunteers are ready for any/all challenges that may occur. Please review these basic capabilities carefully to ensure this is the right fit for you. Please sign the back of this form if you feel you can fulfill our requirements.

Essential Physical Capabilities

- Quick reflexes and ability to use both hands simultaneously (ie: open cage door while handling animals)

- Bend, squat and maintain average strength in order to leash, harness, and maneuver well in tight spaces. Handle, restrain, and capture animals of various sizes (up to 110 pounds) with extreme caution and care, in a quick/quiet movement and/or use of a blanket or net.

- Walk unaided on unpaved, uneven, muddy, slippery areas of the lawn for significant periods of time (when walking dogs).

- Average vision (with or without corrective lenses) to move safely around the building, observe animal body language without difficulty, be able to read and understand cage cards, as well as hear if an animal is growling or making sounds indicating fear and/or pain.

- Average sense of smell and touch in order to assess body conditions of animals. Have a tolerance for strong/unpleasant odors, fleas, feces, possible wounds or injuries. Maintain a tolerance for a loud environment, as well as make proper notations and update staff accurately.

- Must not have strong allergies to dogs, cats, other animals, or to chemicals used for grooming and cleaning, that cannot be managed by medication. Possess an immune system strong enough to tolerate exposure to zoonotic diseases such as ringworn and/or mange.

Essential Mental Capabilities

- Read, write, spell, communicate, understand, remember and follow instructions and procedures of OCAC & PAC and staff. Also have an understanding of words such as quarantine, euthanize, as well as other common industry related terms.

- Possess problem solving capabilities to observe, evaluate, and respond to handling of health and behavioral issues that are revealed during socialization with animals. (THIS IS DONE ONLY BY TRAINED VOLUNTEERS)

- Judge an animal’s reaction to voice change, to and from soft, strong, and/or authoritative tone in order to calm a dog’s response or to give commands. Be aware of potentially dangerous situations with animals; if they become upset, remain in a calm and confident manner at all times.
Essential Emotional Capabilities

- Tolerate unexpected animal behavior without assistance, possibly in a highly emotionally charged environment. Understand that some animals may be homeless, abandoned, abused, and some may require euthanasia.

- Understand and familiarize yourself with our procedures and positions regarding animal welfare issues. Maintain an ability and willingness to appropriately and accurately represent our OCAC & PAC when interacting with the public.

Level of supervision

- **Working with Rescue Dogs:** Once trained you must be able to work with minimal supervision, yet recognize limitations in knowledge, abilities, and ask for help when needed. Work independently and/or with other volunteers, as well as within a team atmosphere.

Other:

- Volunteers are expected to conduct themselves in a respectful, appropriate manner at all times, with staff, animals, trusts, volunteers, and anyone within our facility. Non compliance will be grounds for dismissal.

- Experience and familiarity with animal anatomy is desirable. Understand and support that under normal conditions, ONLY animals that are too ill to treat at our facility or whose behavior makes the animal ineligible for adoption, are the only animals that will be euthanized.

- All animal care positions involve some cleaning and can involve the use of hazardous toxic chemicals.

- Please indicate any reasonable accommodations you may need in order to meet the Essential Capabilities of your volunteer position with OCAC & PAC. However, we do not guarantee that we will be able to provide for your special needs.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Volunteer Signature       Date

____________________________________________________________________________________

Signature of Parent/Guardian (if volunteer is under 18)       Date
When you agree to become a volunteer at The Oakland County Animal Control & Pet Adoption Center (OCAC & PAC) you are committing to follow our procedures and protocols. Over the many years OCAC & PAC has been in existence, our staff has cared for thousands of animals. While we are always learning and adapting, we strive to act on both industry and evidence based practices within our means.

It is imperative that volunteers understand the procedure of euthanasia, as well as the procedures we employ in the shelter.

Volunteers who do not follow the procedures of OCAC & PAC may be removed from our volunteer team, without a warning.

_____________________________________________________________________________________
Volunteer Printed Name

_____________________________________________________________________________________
Volunteer Signature         Date
The Oakland County Animal Control & Pet Adoption Center (OCAC & PAC) takes pride in working to help animals, as well as building a good reputation with the public we serve. Social media sites are a great way for us to get our message out and to network the animals available for adoption and rescue. Our staff, following Oakland County's social media policy and procedure, monitors and responds to social media comments. Volunteers MAY NOT speak on behalf of OCAC & PAC on any social media site.

We understand that people may be critical and/or not agree with Oakland County's procedures, and may desire to express this on the Internet. However, volunteers must refrain from responding to social media posts and instead, leave responses to OCAC & PAC staff. Attacking or talking down to people goes against what we stand for and does not help the animals or our reputation.

Remember, when posting on the internet you should not disclose any information that is confidential. Sometimes, as a volunteer you may encounter situations of sensitivity; please check with OCAC & PAC staff before posting anything that may be deemed inappropriate.

Please think before you post any photos, thoughts or comments involving the OCAC & PAC. If it is likely to cause a negative reaction, do not post it.

Volunteer Printed Name

Volunteer Signature 

Date
Volunteer Waiver and Release of Liability

This is a legal document – please read carefully and be sure you understand it before signing.

I, (PRINT NAME HERE) ______________________________________, have voluntarily applied to assist the Oakland County Animal Control & Pet Adoption Center with the work referenced in the Position Description(s) for my volunteer role(s), and as specified in the Volunteer Agreement I signed. By applying for and performing this volunteer work, I agree as follows and have initialed each item to indicate that agreement:

___ I am aware that this is a contract between me and OCAC/PAC and that it waives legal rights that I may have now or in the future and releases OCAC/PAC and others from claims for damages.

___ I AM VOLUNTARILY PARTICIPATING IN THIS ACTIVITY WITH FULL KNOWLEDGE OF THE TASKS INVOLVED. I AGREE TO ACCEPT ANY AND ALL RISKS ASSOCIATED WITH MY PARTICIPATION, INCLUDING BUT NOT LIMITED TO INJURY AND ILLNESS.

___ I understand there are risks and dangers associated with working with wild, feral and domesticated animals, including but not limited to, bites, scratches, zoonotic diseases (diseases transmitted from animals to humans), and allergic reactions. I also understand there may be risks involved with exposure to certain chemical cleaning products while performing my volunteer duties. I fully understand and accept those risks and dangers.

___ I fully assume all the risks involved with my volunteer activities, and acknowledge that they are acceptable to me. I agree to use my best judgment in undertaking these activities. I also agree to follow the rules and safety instructions as given by OCAC/PAC employees and volunteers authorized to act in a supervisory capacity.

___ I agree that I will not sue, prosecute, or in any way make a claim against OCAC/PAC for injury to me or damage to my property resulting from the negligence or other acts, howsoever caused, by any employee, agent, volunteer or contractor of OCAC/PAC or other people as a result of my volunteer duties.

___ I fully and forever release and discharge OCAC/PAC from any and all actions, causes of action, claims, liabilities, or demands I have or may have in the future, whether known or unknown, for injury, illness, death or damage arising out of or related in any way to my volunteer duties.

___ I agree that the OCAC/PAC may use my name, and pictures, photographs, or video and/or sound recordings of me on television, on radio, on the Internet, in emails, and in stories, news articles, advertisements, or other written or digital materials. I agree that such uses may include education, advocacy, and fundraising. I consent to and authorize, in advance, such use and agree that the OCAC/PAC does not have to notify me of such use or provide me with other consideration for such use. I waive any rights of privacy and/or publicity I may have in connection with these uses.

___ I agree that the rights I am giving up and agreements I am making apply equally to me and to my heirs, successors, assigns, guardians and legal representatives. I agree that none of those individuals may make any claim or take any action that I could not make or take myself.
Volunteer Waiver and Release of Liability

I agree that this Waiver and Release of Liability protects and is for the benefit of the OCAC/PAC, and also for its affiliates, and their respective employees, officers, directors, consultants, interns, volunteers, licensees, and all others acting on their behalf. I also agree that I may not make any claim or take any action against any of those affiliates or individuals that I could not make or take against the OCAC/PAC itself.

I intend to fully and voluntarily waive any rights I have as described in this Waiver and Release of Liability. To the extent that legal consideration is required for this Waiver and Release of Liability to be effective, I agree that I have received good, valuable and sufficient consideration by being permitted by the OCAC/PAC to provide volunteer service and to receive training and instruction.

I further agree that if any part of this Agreement is determined to be invalid by law, all other parts of this Agreement shall remain valid and enforceable. A copy of this Agreement shall have the same force and effect as an original.

I have carefully read this Waiver and Release and fully understand its contents and accept and sign it of my own free will. If I am under 18 years of age at the time of registration, my parent or legal guardian has completely reviewed this Waiver and Release of Liability, understands and consents to its terms, and authorizes my participation.

____________________________________________________________________________________
Printed Name of Volunteer

____________________________________________________________________________________
Signature of Volunteer       Date

____________________________________________________________________________________
Printed Name of Parent/Guardian (if volunteer is under 18)

____________________________________________________________________________________
Signature of Parent/Guardian (if volunteer is under 18)       Date

____________________________________________________________________________________
Printed Name of OCAC/PAC Representative

____________________________________________________________________________________
Signature of OCAC/PAC Representative       Date