



# Taylor County

## Board of County Commissioners'

### Policy Manual

5.13

Policy #:	Title:	Effective Date:
2009-15	Shelter Volunteers	03/17/09

#### PURPOSE

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To provide guidelines for citizens wishing to volunteer at the Animal Shelter.

#### REFERENCE

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None

#### POLICY

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Upon inquiring about volunteering at the Taylor County Animal Shelter, the citizen will be given the attached information packet, including an application. Once the application has been submitted, the Animal Control Coordinator will make an initial decision as to the suitability of the potential volunteer. If the decision is made to proceed, the following shall occur:

- An interview will be scheduled. The interview committee shall include: The Environmental Services Director, The Animal Control Coordinator, and County Staff Member at-large. (NOTE: Staff member must be qualified to participate in interviews).
- If the applicant is approved, the application will be turned in to Human Resources for a background investigation. If the background investigation is acceptable, the volunteer will then be contacted in order to complete the volunteer packet. (See attached)
- Once the volunteer has completed the volunteer packet, an informal meeting with all Animal Control staff will be conducted in order to introduce the volunteer.
- Volunteers will receive orientation and then schedules will be set and jobs will then be assigned.

Any violations of the policies and procedures above or Taylor County Policy and Procedure will result in termination of the volunteer.

#### RESPONSIBLE DEPARTMENT

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Environmental Services Department– Animal Control

**Sunset Date: 03/17/14**