



CITY OF ANDREWS ANIMAL SHELTER VOLUNTEER POLICY

A) Mission and Purpose

The City of Andrews Animal Control Department is a division of Andrews Police Department and is responsible for protecting the health and safety of the citizens through enforcing applicable state and local laws and regulations relating to animals. This includes enforcing all City codes and ordinances pertaining to animals, apprehending and controlling stray animals within the city limits, defending threatened animals from abuse or neglect and working closely with law enforcement to contain aggressive animals that threaten the community. These services include rabies prevention, animal bite investigation, education on responsible animal ownership, animal adoption, and capture and care for stray and unwanted animals. In conjunction with these services, the Animal Control Department operates the City's Animal Shelter that houses animals for a variety of reasons including housing strays and unwanted pets. Whenever possible, the Animal Control Department will strive to reunite pets with their family or placing adoptable pets with qualified families or rescue groups. The Animal Control Department strives to treat all animals humanely and with compassion.

The Animal Control Department encourages and welcomes volunteer assistance from members of the public who share in this mission. Volunteers provide invaluable assistance to the City's Animal Control Department in operating the City Animal Shelter and often are key in uniting homeless shelter pets with loving families, which is both exciting and rewarding. A strong, vibrant and cooperative volunteer program is essential and this policy is designed to encourage and foster that volunteer relationship with the City of Andrews within the framework of this mission.

B) Volunteer Opportunities

The Andrews Animal Control Department utilizes volunteers at the City's Animal Shelter in a number of different areas. Generally, a volunteer is asked to perform certain duties by the City Animal Control Officer. These duties include, but aren't necessarily limited to, the following:

- 1) Grooming Animals
- 2) Socialization of animals – may include exercise, walking, companionship and reducing stress.
- 3) Kennel – includes a wide variety of tasks ranging from cleaning kennel runs and general cleaning in the kennel area.
- 4) Bathing Animals
- 5) Walking Dogs

- 6) Feeding/Watering Animals
- 7) Administrative Duties – may include assistance with photographing animals, off-site events, social media or data entry.
- 8) Washing Food Bowls
- 9) Laundry - Drying & Folding

C) Volunteer Requirements, Qualifications and Acceptance

All individuals interested in volunteering at the City Animal Shelter must complete and submit an application with City Animal Control Department. Once approved, applicants will be notified and invited to attend an orientation meeting with a member of the Animal Control Department. All applicants must meet the following minimum requirements in order to be considered for volunteer work at the City Animal Shelter:

- 1) Must be 18 years of age or older (or 14 years of age with parental or guardianship consent);
- 2) Volunteer at least 5 hours per month;
- 3) Remain active for at least 6 months;
- 4) Agree to submit to a background/reference check;
- 5) Read, acknowledge and agree to abide by this policy;
- 6) Sign a release and waiver of liability;
- 7) Complete all orientation and training as may be required by the Animal Control Department;
- 8) Follow all City policies and guidelines regarding the City Animal Shelter; and
- 9) Wear volunteer identification as provided by the City, if required.

Not all potential volunteers may be accepted to work at the City's Animal Shelter. There may be a number of reasons that a volunteer may not be accepted to work at the City's Animal Shelter including failing to submit a completed application, there are not any volunteer positions open or there already a sufficient number of volunteers working at the City's Animal Shelter, the potential volunteer's schedule is incompatible. Ultimately, the decision as to whether a volunteer is accepted at the City's Animal Shelter is determined solely by the City of Andrews and what is in the best interest of the City of Andrews.

D) Volunteer Orientation

After a volunteer's application has been approved, the volunteer will be required to attend an orientation meeting with a staff member of the Animal Control Department. At the orientation, the Animal Control Officer or their designee will review safety and security procedures, Animal Shelter

protocol, and other applicable City policies and procedures. Only volunteers who have completed the orientation will be allowed to serve as volunteers at the City's Animal Shelter.

E) Animal Shelter Authority and Control

The Animal Control Officer ("ACO") shall be the supervisor of and have authority over all volunteers working at the City's Animal Shelter. The ACO may delegate this responsibility to another paid staff member of the City of Andrews but in no event shall a volunteer have supervisory authority over other volunteers, City staff or the Animal Shelter.

F) Safety and Security

As a volunteer it is critical to recognize that the City's Animal Shelter is first and foremost an animal shelter and its primary purpose is to assist the City of Andrews and its Animal Control Department in protecting the health and safety of the citizens in enforcing applicable state and local laws and regulations relating to animals. The animals housed in the shelter can be unpredictable and the health and safety of City employees, volunteers, the public and the animals requires adherence to certain protocols and rules. As such, volunteers:

- 1) are not to handle any animals unless authorized by the ACO;
- 2) are prohibited from entering unauthorized or secure areas without prior permission from the ACO; shall immediately leave and secure any area if they are directed to do so by the ACO;
- 3) shall not contact any animals located in a quarantined or unauthorized area unless directed to do so by the ACO;
- 4) shall only work with those animals designated by the ACO; and
- 5) shall keep dogs on a leash at all times when the dog is outside of its kennel.

The ACO may place additional safety restrictions, protocols and rules, in addition to those outlined above for any volunteers under the age of 18.

G) Injuries

- 1) If a volunteer is injured while volunteering, the volunteer must report the injury to the ACO as soon as possible and complete an incident and/or accident report. It is very important to report injuries, even if the injury doesn't require immediate medical attention. If the volunteer needs medical attention, the ACO or other City staff shall contact emergency services if necessary.
- 2) If a dog or cat in the Animal Shelter bites a volunteer, City staff member or member of the public, it must immediately be reported to the ACO to investigate the incident. The ACO will determine if a bite report and quarantine is required.

H) Access to Kennels and other Animal Shelter Facilities

Volunteers are not permitted to enter the following areas without either being accompanied by the ACO or receiving permission from the ACO:

- 1) area where the kennels are housed;
- 2) areas designated as “staff only”;
- 3) behind the front counter; or
- 4) personal offices of the Animal Control Department staff.

Even if a volunteer has been granted permission into one of the restricted areas outlined above, they can be required to leave immediately at the request of any Animal Control Officer.

I) Access to and Handling Animals

- 1) For the safety of the ACO, volunteers and animals, volunteers are not allowed to handle or walk any animal that has not been health and temperament tested. Volunteers are authorized to handle only the animals that they have been explicitly authorized to handle by the ACO.
- 2) Volunteers are not to remove an animal from a kennel or the Animal Shelter unless they have specific authorization from the ACO. Volunteers may, when requested or authorized by the ACO, walk temperament-tested dogs at the Animal Shelter.

J) Confidential Information

As part of volunteering at the City’s Animal Shelter, volunteers may be exposed to certain sensitive or non-public information. This information could include information relating to City employees, volunteers, members of the public, patrons of the Animal Shelter, donors, investigations and internal records. This information may be considered confidential under applicable Texas law including Texas Local Government Code Chapter 552 (the Texas Public Information Act) the disclosure of which carries criminal implications. Volunteers are not allowed to disclose or make any private use of such confidential information.

K) Volunteer Conduct

- 1) All volunteers are expected to conduct themselves in a professional manner that is supportive of the mission of the City of Andrews Animal Control Department.
- 2) Volunteers are not allowed to volunteer at the Animal Shelter or at off-site adoption events when they have been drinking alcohol or are under the influence of medications or drugs.
- 3) Alcohol is not permitted on Animal Shelter grounds.
- 4) Volunteers are to conduct themselves in a manner that reflects positively on the Animal Control Department and the City of Andrews.
- 5) Volunteers shall refrain from using profane or abusive language when dealing with City staff, other volunteers and the public.

- 6) Volunteers are not to gossip or complain negatively about City staff or other volunteer workers. If a volunteer has an issue with a City staff member or other volunteer, they are to work it out amongst themselves, if possible, or bring it to the ACO or the Chief of Police.

L) Media Relations, Publications and Photography

The City of Andrews's policy is to encourage positive communication and to ensure the exchange of accurate, timely information among City officials, employees, citizens, media representatives and others interested in the City's Animal Control Department and Animal Shelter. The City has designated certain employees with the responsibility of overseeing the City's communication policies including handling all media requests and publications.

- 1) Volunteers may not use any City of Andrews' logo or act or present themselves as representing the City of Andrews with regard to their volunteer work at the City's Animal Shelter without getting prior approval of the City's employee responsible for communications and media relations (the "City PIO"). No publications or print media relating to the City's Animal Shelter may be published without first getting the approval of the City PIO.
- 2) If a volunteer is approached by a member of the media (newspaper, television station, radio station, social media site or some other public media organization) wanting to do an interview at the Animal Shelter the volunteer must refer them to the ACO or Chief of Police. Once approved, volunteers may be approved for interviews if the story involves animal adoptions or similar events.
- 3) It is critical that the proper, factually accurate message is put out to the media regarding the animal services provided by the City, negating opinions, incomplete information, or bias. Volunteers are not to discuss Animal Shelter or City business with media representatives without approval of the City PIO. Volunteers may suggest stories to City staff, but they should not directly contact the media to do stories for the Animal Shelter.
- 4) At times, volunteers may be asked to take digital photographs of the adoptable dogs and cats to use on the City's website and other social media accounts. Volunteers may also be asked to write a blurb to help market pets to the public. Volunteers are prohibited from taking photographs on Animal Shelter premises unless directed to do so by the ACO.

M) Open Door Policy

Volunteers are encouraged to share their concerns, seek information, provide input, and resolve problems through the ACO. If for any reason a volunteer is unable or unwilling to talk to the ACO, the volunteer should contact the Chief of Police regarding their concerns.

N) Miscellaneous Volunteer Requirements

1) Smoking and Tobacco Policy

Volunteers are expected to conduct their dealings with the public in a courteous and professional manner. As such, within the bounds of common sense, they are expected to refrain from smoking when with a member of the public while working at the Animal Shelter. Smoking and the use of smokeless tobacco is prohibited inside and around the Animal Shelter.

2) *Alcohol and Drugs in the Workplace*

The City is committed to providing a drug-free and alcohol-free environment for the health, safety, and security of its employees and citizens. Volunteers who use drugs or who work while under the influence of drugs or alcohol present a safety hazard to themselves, to fellow volunteers and staff, to customers and to the animals. Volunteers are prohibited from using or being under the influence of alcohol or illegal drugs while on duty. Violation of this policy will result in immediate dismissal as a volunteer.

3) *Dress Code and Appearance*

As volunteers at the City's Animal Shelter, volunteers are encouraged to present a professional personal image to the public. Volunteers are expected to exercise regular hygiene care and to dress in a neat and tasteful manner. Volunteers who appear for work inappropriately dressed will be sent home.

4) *Workplace Harassment*

The City's policy is that the work environment at the City should be free from all forms of harassment. This includes harassment based on the following reasons: race, national origin, religion, disability, pregnancy, age, military status, and gender. Harassment is defined as verbal or physical conduct that has the intent or effect of unreasonably interfering with an individual's or group's work performance or that creates an intimidating, hostile, or offensive work environment. Harassment will not be tolerated by volunteers or by City staff. If a volunteer has concerns about this, they should notify the ACO or the Chief of Police.

O) Non-Employee Status, At-Will Service of Volunteers, Dismissal

- 1) Volunteers participating in activities at the City's Animal Shelter under this policy do not receive any payment for services and that no contract or agreement of employment is created by any written or oral representations made in connection with the volunteer activity or in connection with any other program of the City of Andrews. Volunteers are not employees of the City of Andrews but are volunteers who serve at the will of the City of Andrews. No expectation of continued participation is created by volunteering at the Animal Shelter and any volunteer may be dismissed, with or without cause, at any time by the City of Andrews. Volunteers are not provided with any employee benefits, accident insurance, death benefits, compensation for lost time due to injury or any other benefit.
- 2) The City of Andrews reserves the right, in its best interest, to terminate a volunteer's service, with or without cause, at the City's discretion. Without limiting the ability of the City to dismiss with or without cause, possible grounds for termination of a volunteer's service include, but are not limited to: gross misconduct or insubordination; being under the influence of drugs or alcohol; theft of property; misuse of City's equipment or materials; abuse or mistreatment of animals, City staff or other volunteers; failure to adhere to the City's policies and procedures; repeated entry into areas identified as "staff only;" failure to take direction from staff; failure to satisfactorily perform assigned duties; and behavior which is deemed detrimental to the City of Andrews and its Animal Control Department.

P) Animal Welfare, Adoption and Rescue Organizations

1) Rescue Agency Designation

The City of Andrews supports local animal welfare, adoption and rescue organizations (“Rescue Agency” or “Rescue Agencies”) and encourages such organizations to work with the City of Andrews. Subject to the provisions and requirements outlined below and elsewhere in this policy, approved Rescue Agencies:

- a) Are given priority to pull a particular animal from the Animal Shelter or designate the animal as a Rescue Agency animal so long as the animal has no pending applications for adoption. If an animal has a pending application(s), the Rescue Agency will fall in line behind the pending application(s);
- b) Will not be charged to pull or designate an animal from the Animal Shelter;

If a Rescue Agency requests an animal be pulled or designates an animal as a Rescue Agency animal before any adoption applications are received, the Rescue Agency will be allowed first choice at the animal. The Animal Control Department may hold the animal for a reasonable amount of time, not to exceed thirty (30) days, for the Rescue Agency or may keep the animal available for adoption until the Rescue Agency can pull the animal. City staff will make all determinations and decisions regarding which animals may be pulled or designated by the Rescue Agency, the length of time an animal may be kept available for the Rescue Agency and any other decision that is, in the City staff’s discretion, is in the best interest of the City of Andrews and the animal.

2) Rescue Agency Requirements for Approval

- a) In order for a local animal welfare, adoption and rescue organization to be designated as an approved Rescue Agency, the local animal welfare, adoption and rescue organization must:
 - (i) Hold a 501(c)(3) tax identification status;
 - (ii) Provide the names and contact information of the officers and board members of the organization;
 - (iii) Work in the area of animal rescue and adoption;
 - (iv) Maintain reliable communication and contact with the City of Andrews and the Animal Control Department;
 - (v) Maintain and provide to the City of Andrews an updated list of their volunteers and employees covered under the organization’s liability insurance policy;
 - (vi) Maintain a mandatory spay and neuter program prior to the animal being released for adoption, except in cases of very young puppies or other rare extenuating circumstances such as a severe illness or injury such that a veterinarian deems the surgery to be unsafe;

- (vii) Agree to fully indemnify and hold the City of Andrews and its officers and employees harmless from liability for releasing an animal to the organization or for actions or inactions of the organization;
- (viii) If requested, provide references not directly associated with the organization and within the area to verify the organization is reputable;
- (ix) If requested, enter into a written agreement, in a form approved by the City, for purposes of memorializing the understanding between the City and the organization;
- (x) Agrees to abide by all policies and procedures as mandated by the City with regard to the Animal Shelter; and
- (xi) Agrees not to circumvent the authority of the ACO, or other designated City employee in charge of the Animal Shelter.

3) *Approval Process of Rescue Agency*

- a) Any local animal welfare, adoption and rescue organization desiring to be designated an approved Rescue Agency shall submit documentation verifying the requirements outlined above to the City Manager of the City of Andrews in form and substance acceptable to the City Manager. The City Manager may approve the organization as an approved Rescue Agency or reject the organization if the City Manager, in the City Manager's sole discretion, determines that the agency does not meet the requirements outlined herein.

4) *Annual Re-evaluation of Approved Rescue Agency*

The City Manager shall review the status of all approved Rescue Agencies on an annual basis and may disapprove an organization if it no longer meets the requirements outlined herein.

5) *Termination of Relationship with Approved Rescue Agency*

The City or the Rescue Agency shall have the right to terminate any agreement and this relationship at any time, with or without cause.

6) *Access to Shelter*

Volunteers and employees of a Rescue Agency shall have access to the Animal Shelter for purposes of fulfilling adoption goals and objectives with the coordination and approval of the ACO. The Rescue Agency shall provide a list to the City of all volunteers and/or employees who are authorized to represent the Rescue Agency at the Animal Shelter. All Rescue Agency volunteers or employees who represent the Rescue Agency at the Animal Shelter must:

- a) attend a volunteer orientation meeting with the ACO;
- b) abide by all provisions of the City Animal Shelter Policy.

7) *Animals Pulled, Designated or Relinquished to the Rescue Agency*

All animals relinquished to a Rescue Agency shall become the sole responsibility of the Rescue Agency. An authorized representative of the Rescue Agency shall sign any and all documentation as may be necessary or required by the City to confirm that the Rescue Agency is taking full legal responsibility of any pulled, designated or relinquished animal requested by the Rescue Agency.

RELEASE OF CLAIMS

State of Texas §
County of Andrews §

This Release is executed on _____, 20____, by _____
_____(“Releasor”), who resides at the following address and may
be contacted as follows (Street/City/State/Zip/Telephone Number/E-mail Address): _____

The City of Andrews owns and operates an animal shelter at 1020 SE Ave B, Andrews, Texas, 79714 which houses animals that were strays, unwanted, quarantined for health purposes or for other reasons associated with enforcing state and local animal regulations (the “Animal Shelter”).

The Releasor desires to volunteer their services at the City of Andrews’s Animal Shelter and assist the City of Andrews’s Animal Control Department in housing the animals, caring for the animals and operating the Animal Shelter.

The Releasor understands and acknowledges that such activity carries with it an inherent risk and danger of personal injury including but not limited to being bitten, injured or attacked by an animal and is requesting participation with full knowledge and assumes all risk associated with such activity.

In consideration of allowing the Releasor this opportunity, the Releasor voluntarily and knowingly agrees that the Releasor, with the intention of binding it’s members, agents, employees, representatives, successors, heirs, executors, administrators, assigns, and any affiliated organizations, entities, or parties, expressly releases and discharges the City of Andrews, Texas and its employees, agents, representatives, successors, assigns, affiliated organizations, departments, corporations, and parties in privity with the City, whether named or not named in this Release, from all actions, claims, and demands that Releasor, and it’s members, agents, employees, representatives, successors, heirs, executors, administrators, assigns, and any affiliated organizations, entities, or parties, may have or claim to have for all maintenance, costs, personal injuries, known or unknown, death, and injuries to property, real or personal, caused by or arising from or out of, directly or indirectly, the Releasor’s participation in the activities outlined above.

Further Releasor agrees to indemnify and hold harmless the City of Andrews, Texas and its employees, agents, representatives, successors, assigns, affiliated organizations, departments, corporations, and parties in privity with the City, whether named or not named in this Release, from all claims for costs, loss or damage on account of injury or death to any person or persons or damage to or destruction of property resulting or arising from or out of, directly or indirectly, the Releasor’s participation in the events identified above and any activities conducted by Releasor related to such participation.

RELEASOR HAS CAREFULLY READ THIS RELEASE AND FULLY UNDERSTANDS ITS CONTENTS AND TERMS. RELEASOR IS AWARE THAT THIS IS A RELEASE OF LIABILITY AND AN AGREEMENT TO HOLD THE CITY HARMLESS AS STATED HEREIN, AND THAT THIS RELEASE IS A CONTRACT BETWEEN RELEASOR AND THE CITY OF ANDREWS. RELEASOR HAS VOLUNTARILY EXECUTED AND ENTERED INTO THIS RELEASE.

RELEASOR

Signature

Acknowledgement by Volunteer

By signing below:

_____ If accepted, I hereby agree to accept a position as a volunteer worker for the City of Andrews Animal Shelter (“Animal Shelter”) and in so doing I agree to comply with all the rules and regulations established by the City of Andrews (the “City”). I acknowledge that I have received the City of Andrews’s Animal Shelter Policy (the “Policy”), and I understand that it is my responsibility to read and comply with this Policy and the protocols and procedures contained in it and any revisions made to it. I also understand that the requirements outlined in this Policy supersede all prior written and/or oral Animal Shelter policies. I have been given the opportunity to ask a representative of the City any questions or need for clarification that I might have regarding the Policy.

_____ I have entered into my relationship with the City voluntarily and acknowledge that there is no specified length of participation. I understand that I am not an employee of the City and am not entitled to any employee benefits. I understand that either I or Animal Services can terminate the volunteer relationship at will, with or without cause, at any time.

_____ With the exception of the volunteer program-at will policy, all of the information and policies described in the orientation or in this Policy are subject to change. I understand that revised information may supersede, modify, or eliminate existing policies. I agree that any conflicts or ambiguities in City policies and procedures will be decided by the City Manager.

_____ I realize that in my capacity as a volunteer with the Animal Shelter, I may come in contact with confidential information. I do hereby agree to protect this information to the best of my abilities as a volunteer and to not divulge it during or after my service as a volunteer.

_____ I hereby agree that I will not object to or challenge the protocols and procedures outlined by this Policy and the City’s Animal Control Department. This includes but is not limited to: not entering unauthorized areas, not handling any animals without authorization from the ACO, not touching animals that are in unauthorized areas due to the risk of transmitting contagious disease to other animals or personal injury, not bringing cameras on the premises unless directly asked to by City staff, not representing yourself as an employee of the Animal Shelter and failing to secure areas as advised. Violation of any of these guidelines is grounds for immediate removal from the premises and termination of all future volunteer opportunities with the City of Andrews.

Volunteer’s Signature

Volunteer’s Printed Name

Date



ANIMAL SHELTER VOLUNTEER APPLICATION

Name: _____ Date: _____

Residential Address: _____ Phone Number: (____) _____

_____ E-Mail: _____

_____ Date of Birth: _____

Driver's License or Identification Number: _____

Occupation: _____

Have you previously worked for the City of Andrews? _____

If "Yes", please give the position held, dates of employment and reason for leaving: _____

Have you ever been charged with or have charges pending for an offense that resulted in a conviction, probation, or community supervision or deferred adjudication, excluding Class C traffic offenses? _____

If "Yes", please provide the date of the offense, nature of offense, court where adjudicated and disposition of case: _____

Have you ever volunteered with the City of Andrews before? If "Yes", please give the area where you volunteered, dates of volunteer work: _____

Please describe any other volunteer experience: _____

Why do you want to volunteer at the Animal Shelter? _____

Do you have any affiliations with other animal adoption or rescue groups, animal shelters or animal organizations? If "Yes", please provide the name of the group, the nature of your affiliation and your role within the group: _____

Based on your understanding of volunteering at the City Animal Shelter, will you require any special accommodation to participate as a volunteer? If "Yes", what reasonable accommodations would be needed to assist you? _____

EMERGENCY CONTACT INFORMATION: In case of an EMERGENCY contact the following:

Name: _____ Relationship: _____

Phone Number:(_____) _____

Alternate Phone Number:(_____) _____

I understand the City operates the Animal Shelter, a facility that houses animals picked up by animal control personnel/citizens, assists with recovery of lost animals, and finds homes for animals that can be adopted. I understand the City allows volunteers to assist with the operation of the Animal Shelter in an effort to provide more care, encourage adoption, and reduce rates of euthanasia.

I am aware of the inherent risks associated with working with animals, and I voluntarily assume full responsibility for any risk of loss, property damage, or personal injury that may be sustained by me, as a result of being engaged in such activity. In consideration for being permitted to volunteer, I hereby release, indemnify, and hold harmless the City, and its officers, servants, agents, or employees from any and all liability, claims, demands, actions, and causes of action (including claims for court costs and attorney's fees) whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by me or to any property belonging to me, whether caused by the negligence of the City or otherwise, while volunteering at the Animal Shelter, or while in, on or upon the premises.

I acknowledge that the statements made by me in this application are true and complete to the best of my knowledge, and I understand the contents of the application are subject to verification by the City of Andrews. I understand that any false information, omissions of facts or misrepresentations may disqualify me from volunteer work with the City of Andrews or immediate release from volunteer work. I understand authorize the City of Andrews to verify the information in this application including conducting a criminal history check, reference checks, driving record checks etc.

In the event that I am placed as a volunteer with the City of Andrews, I understand that I shall be required to comply with all of the City's rules, policies and regulations. I agree to abide by the City's policies and instructions given by City staff.

I understand that the City has the right to terminate my services as volunteer at any time, with or without notice and with or without cause. By signing below, I certify that I have read and agree with these statements.

Signature of Applicant

Printed Name of Applicant

Date

***USE THE FOLLOWING
FORMS IF THE VOLUNTEER
IS UNDER THE AGE OF 18***

RELEASE OF CLAIMS

State of Texas §
County of Andrews §

This Release is executed on _____, 20____, by _____
_____ (“Volunteer”) and _____
_____ (parents of _____) (collectively the
Volunteer and parents are referred to as “Releasor”), who resides at the following address and may be
contacted as follows (Street/City/State/Zip/Telephone Number/E-mail Address): _____

The City of Andrews owns and operates an animal shelter at 1020 SE Ave B, Andrews, Texas, 79714 which houses animals that were strays, unwanted, quarantined for health purposes or for other reasons associated with enforcing state and local animal regulations (the “Animal Shelter”).

The Releasor desires to volunteer their services at the City of Andrews’s Animal Shelter and assist the City of Andrews’s Animal Control Department in housing the animals, caring for the animals and operating the Animal Shelter.

The Releasor understands and acknowledges that such activity carries with it an inherent risk and danger of personal injury including but not limited to being bitten, injured or attacked by an animal and is requesting participation with full knowledge and assumes all risk associated with such activity.

In consideration of allowing the Releasor this opportunity, the Releasor voluntarily and knowingly agrees that the Releasor, with the intention of binding it’s members, agents, employees, representatives, successors, heirs, executors, administrators, assigns, and any affiliated organizations, entities, or parties, expressly releases and discharges the City of Andrews, Texas and its employees, agents, representatives, successors, assigns, affiliated organizations, departments, corporations, and parties in privity with the City, whether named or not named in this Release, from all actions, claims, and demands that Releasor, and it’s members, agents, employees, representatives, successors, heirs, executors, administrators, assigns, and any affiliated organizations, entities, or parties, may have or claim to have for all maintenance, costs, personal injuries, known or unknown, death, and injuries to property, real or personal, caused by or arising from or out of, directly or indirectly, the Releasor’s participation in the activities outlined above.

Further Releasor agrees to indemnify and hold harmless the City of Andrews, Texas and its employees, agents, representatives, successors, assigns, affiliated organizations, departments, corporations, and parties in privity with the City, whether named or not named in this Release, from all claims for costs, loss or damage on account of injury or death to any person or persons or damage to or destruction of property resulting or arising from or out of, directly or indirectly, the Releasor’s participation in the events identified above and any activities conducted by Releasor related to such participation.

RELEASOR HAS CAREFULLY READ THIS RELEASE AND FULLY UNDERSTANDS ITS CONTENTS AND TERMS. RELEASOR IS AWARE THAT THIS IS A RELEASE OF LIABILITY AND AN AGREEMENT TO HOLD THE CITY HARMLESS AS STATED HEREIN, AND THAT

THIS RELEASE IS A CONTRACT BETWEEN RELEASOR AND THE CITY OF ANDREWS.
RELEASOR HAS VOLUNTARILY EXECUTED AND ENTERED INTO THIS RELEASE.

RELEASOR

Signature

I, _____, the parent/guardian of the above named Volunteer, authorize the Volunteer; to participate in the activities outlined above as a volunteer with the City of Andrews and to sign this Release on their own behalf and be bound by its terms; I also agree to be legally responsible for the actions of the Volunteer with regard to the activities contemplated by this Release; understand, acknowledge and accept the risks associated with the Volunteer participating in such activities; and I agree to be bound by the terms and conditions of this Release.

Parent's Signature: _____

Date: _____

Acknowledgement by Volunteer

By signing below:

_____ If accepted, I hereby agree to accept a position as a volunteer worker for the City of Andrews Animal Shelter (“Animal Shelter”) and in so doing I agree to comply with all the rules and regulations established by the City of Andrews (the “City”). I acknowledge that I have received the City of Andrews’s Animal Shelter Policy (the “Policy”), and I understand that it is my responsibility to read and comply with this Policy and the protocols and procedures contained in it and any revisions made to it. I also understand that the requirements outlined in this Policy supersede all prior written and/or oral Animal Shelter policies. I have been given the opportunity to ask a representative of the City any questions or need for clarification that I might have regarding the Policy.

_____ I have entered into my relationship with the City voluntarily and acknowledge that there is no specified length of participation. I understand that I am not an employee of the City and am not entitled to any employee benefits. I understand that either I or Animal Services can terminate the volunteer relationship at will, with or without cause, at any time.

_____ With the exception of the volunteer program-at will policy, all of the information and policies described in the orientation or in this Policy are subject to change. I understand that revised information may supersede, modify, or eliminate existing policies. I agree that any conflicts or ambiguities in City policies and procedures will be decided by the City Manager.

_____ I realize that in my capacity as a volunteer with the Animal Shelter, I may come in contact with confidential information. I do hereby agree to protect this information to the best of my abilities as a volunteer and to not divulge it during or after my service as a volunteer.

_____ I hereby agree that I will not object to or challenge the protocols and procedures outlined by this Policy and the City’s Animal Control Department. This includes but is not limited to: not entering unauthorized areas, not handling any animals without authorization from the ACO, not touching animals that are in unauthorized areas due to the risk of transmitting contagious disease to other animals or personal injury, not bringing cameras on the premises unless directly asked to by City staff, not representing yourself as an employee of the Animal Shelter and failing to secure areas as advised. Violation of any of these guidelines is grounds for immediate removal from the premises and termination of all future volunteer opportunities with the City of Andrews.

Volunteer’s Signature

Printed Name

Date

By signing below, I represent to the City of Andrews that I am the parent/guardian of the above named Volunteer and authorize the Volunteer to participate in the activities outlined, execute this acknowledgment and be bound by its terms; I also understand and acknowledge the terms outlined above.

Parent/Legal Guardian’s Signature

Printed Name

Date



111 LOGSDON
ANDREWS, TX 79714
OFFICE: (432) 523-4820

ANIMAL SHELTER VOLUNTEER APPLICATION - MINOR

Name: _____ Date: _____

Residential Address: _____ Phone Number: (____) _____

_____ E-Mail: _____

_____ Date of Birth: _____

Driver's License or Identification Number: _____

Name of Parent/Legal Guardian: _____

Residential Address (if different than Minor's address): _____

Phone Number: (____) _____ E-Mail: _____

Have you previously worked for the City of Andrews? _____

If "Yes", please give the position held, dates of employment and reason for leaving: _____

Have you ever been charged with or have charges pending for an offense that resulted in a conviction, probation, or community supervision or deferred adjudication, excluding Class C traffic offenses? _____

If "Yes", please provided the date of the offense, nature of offense, court where adjudicated and disposition of case: _____

Have you ever volunteered with the City of Andrews before? If "Yes", please give the area where you volunteered, dates of volunteer work: _____

Please describe any other volunteer experience: _____

Why do you want to volunteer at the Animal Shelter? _____

Do you have any affiliations with other animal adoption or rescue groups, animal shelters or animal organizations? If "Yes", please provide the name of the group, the nature of your affiliation and your role within the group: _____

Based on your understanding of volunteering at the City Animal Shelter, will you require any special accommodation to participate as a volunteer? If "Yes", what reasonable accommodations would be needed to assist you? _____

EMERGENCY CONTACT INFORMATION: In case of an EMERGENCY contact the following:

Name: _____ Relationship: _____

Phone Number: (____) _____

Alternate Phone Number: (____) _____

I understand the City operates the Animal Shelter, a facility that houses animals picked up by animal control personnel/citizens, assists with recovery of lost animals, and finds homes for animals that can be adopted. I understand the City allows volunteers to assist with the operation of the Animal Shelter in an effort to provide more care, encourage adoption, and reduce rates of euthanasia.

I am aware of the inherent risks associated with working with animals, and I voluntarily assume full responsibility for any risk of loss, property damage, or personal injury that may be sustained by me, as a result of being engaged in such activity. In consideration for being permitted to volunteer, I hereby release, indemnify, and hold harmless the City, and its officers, servants, agents, or employees from any and all liability, claims, demands, actions, and causes of action (including claims for court costs and attorney's fees) whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by me or to any property belonging to me, whether caused by the negligence of the City or otherwise, while volunteering at the Animal Shelter, or while in, on or upon the premises.

I acknowledge that the statements made by me in this application are true and complete to the best of my knowledge, and I understand the contents of the application are subject to verification by the City of Andrews. I understand that any false information, omissions of facts or misrepresentations may disqualify me from volunteer work with the City of Andrews or immediate release from volunteer work. I understand authorize the City of Andrews to verify the information in this application including conducting a criminal history check, reference checks, driving record checks etc.

In the event that I am placed as a volunteer with the City of Andrews, I understand that I shall be required to comply with all of the City's rules, policies and regulations. I agree to abide by the City's policies and instructions given by City staff.

I understand that the City has the right to terminate my services as volunteer at any time, with or without notice and with or without cause. By signing below, I certify that I have read and agree with these statements.

Signature of Applicant

Printed Name of Applicant

Date

Parent/Legal Guardian's Signature

Printed Name

Date