



**Escambia County Animal Services
Volunteer/Animal Services Agreement**

FOR ANIMAL SERVICES USE ONLY:		
VOLUNTEER JOB TITLE:		
DATE		
<input type="checkbox"/> DOG	<input type="checkbox"/> CAT	<input type="checkbox"/> BOTH

Volunteer involvement is vital to our success and growth.

I, _____ (VOLUNTEER) accept the assignment to volunteer
With the Escambia County Animal Services in the following areas:

- | | | |
|---|---|--|
| <input type="checkbox"/> ANIMAL CARE | <input type="checkbox"/> DISASTER RELIEF | <input type="checkbox"/> VETERINARY MEDICAL PRACTICE |
| <input type="checkbox"/> ADOPTION ENHANCEMENT | <input type="checkbox"/> PROMOTIONAL ACTIVITIES | <input type="checkbox"/> VETERINARY MEDICAL SUPPORT |
| <input type="checkbox"/> CUSTOMER SERVICE | <input type="checkbox"/> DOG EXERCISE PROGRAM | <input type="checkbox"/> OTHER: |

and agree to the following Volunteer Schedule:

DAY OF WEEK	Start Time	End Time	Comments:
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

- Learn and adhere to the policies of Animal Services and Escambia County as they relate to my assignment
- Call Animal Services at (850) 595-3075 if I cannot volunteer during my volunteer shift or am going to be late. If I fail to do so three times, I understand that I will no longer be a volunteer. I will inform the Volunteer Coordinator before making any changes to my schedule;
- Arrive promptly for my volunteer shift. I will leave no later than 10 minutes past closing, unless I have received permission from and made plans with Animal Services Staff to stay late;
- Sign in and out upon arriving and leaving;
- Wear appropriate attire, **long jean-type pants (no shorts), enclosed, non-slip shoes, and no hoop earrings. I will wear volunteer t-shirt and my name badge at all times while at the Shelter;**
- Notify a staff person immediately of *any* injury I may suffer while at the Shelter. I will also make sure the Volunteer Coordinator is informed of my injury and sign the injury form;
- Communicate any concerns I may have with potential solutions directly to the Volunteer Coordinator.
- Keep my involvement confined to volunteer responsibilities. I will not interfere with the work of the Animal Services personnel. If I have questions about a situation, I will bring it to the attention of the Animal Services Staff, away from the public;
- Ask questions when I am unsure;
- Not work with any non-adoption animals (including those in holding and animals that are being surrendered), unless instructed to do so by the appropriate Animal Services Staff. I will not show/tell customers who are looking to adopt an animal about any animals that are not in adoption areas;
- Avoid going into off limit areas of the Shelter: euthanasia, bite runs and non-adoption areas;
- Not speak/communicate with the media (including TV, radio, newspaper, and websites) about the Shelter or any aspect of the Shelter as a volunteer.**
- Never volunteer under the influence of alcohol or any illegal substance. If I need to take medication or have a medical condition that may affect my physical or mental functions, I will speak with my physician about the possible risk for myself, the public and animals to volunteer and I will follow his/her advice.
- Perform all volunteer tasks as needed. I understand that as a dog and cat volunteer, it is my responsibility to do a large variety of tasks, including assisting customers and spot cleaning;
- Always comport myself in a professional manner;
- Treat all Escambia County Animal Services staff, volunteers and Shelter customers with respect and empathy.

ESCAMBIA COUNTY ANIMAL SERVICES agrees to:

- Make the best use of every volunteer's time;
- Inform volunteers of important updates/changes in its policies/procedures;
- Provide regular/ongoing training to all volunteers;
- Provide regular feedback on volunteer's work (both negative/positive) in a caring/respectful manner;
- Request/listen to feedback from volunteers and develop communication among staff and volunteers;
- Appreciate volunteers as often as possible for their commitment and important contributions.

Volunteer Signature

Please Print Volunteer's Name

Date



VOLUNTEER APPLICATION

*Escambia County Animal Services
 200 West Fairfield Drive
 Pensacola, FL 32501-1410
 Telephone: (850) 595-3075
 Fax: (850) 595-3081*

ADULTS 18 YEARS OF AGE AND OLDER

NAME: (LAST)		(FIRST)		(M.I.)
ADDRESS:			CITY:	
COUNTY	STATE:	ZIP CODE:	BIRTH DATE:	
HOME PHONE:	WORK PHONE:	CELL PHONE:	FAX NUMBER:	
EMAIL ADDRESS:		EMERGENCY CONTACT/TELEPHONE:		
EDUCATION: <input type="checkbox"/> HIGH SCHOOL/GED <input type="checkbox"/> SOME COLLEGE <input type="checkbox"/> 4 YEARS OF COLLEGE <input type="checkbox"/> GRADUATE DEGREE <input type="checkbox"/> 2 YEARS OF COLLEGE <input type="checkbox"/> SOME GRADUATE WORK <input type="checkbox"/> PHD				
DRIVER'S LICENSE: <input type="checkbox"/> OPERATOR <input type="checkbox"/> CDL-A <input type="checkbox"/> CDL-B <input type="checkbox"/> CDL-C <input type="checkbox"/> NO DRIVER'S LICENSE				
DRIVER'S LICENSE #:				
OTHER LANGUAGES: <input type="checkbox"/> SPANISH <input type="checkbox"/> SIGN LANGUAGE <input type="checkbox"/> OTHER (<i>Specify</i>)				
HAVE YOU HAD TRAINING IN THE FOLLOWING AREAS? <input type="checkbox"/> CPR <input type="checkbox"/> FIRST AID				
HOW DID YOU HEAR ABOUT THE ESCAMBIA COUNTY ANIMAL SERVICES VOLUNTEER PROGRAM? <input type="checkbox"/> COUNTY WEBSITE <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> WHILE VISITING ESCAMBIA COUNTY ANIMAL SERVICES <input type="checkbox"/> NEWSPAPER <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> OTHER: _____				
PLEASE LIST ANY RELEVANT VOLUNTEER OR WORK EXPERIENCE: 				
PLEASE LIST YOUR AREA(S) OF INTEREST: <input type="checkbox"/> ANIMAL CARE <input type="checkbox"/> DISASTER RELIEF <input type="checkbox"/> VETERINARY MEDICAL PRACTICE <input type="checkbox"/> ADOPTION ENHANCEMENT <input type="checkbox"/> PROMOTIONAL ACTIVITIES <input type="checkbox"/> VETERINARY MEDICAL SUPPORT <input type="checkbox"/> CUSTOMER SERVICE <input type="checkbox"/> DOG EXERCISE PROGRAM <input type="checkbox"/> OTHER: _____				

QUESTIONS:

DO YOU HAVE ANY ALLERGIES TO ANIMALS?

YES NO

DO YOU HAVE PETS AT HOME?

YES NO

IF YES, HAVE PETS BEEN SPAYED/NEUTERED?

YES NO

DO YOU HAVE EXPERIENCE WITH ANIMALS

YES NO

IF YES, DESCRIBE:

HAVE YOU EVER HAD TO TURN A PET INTO A SHELTER?

YES NO

IF YES, PLEASE EXPLAIN THE CIRCUMSTANCES:

BESIDES A LOVE FOR ANIMALS, WHAT WOULD YOU LIKE TO GET OUT OF VOLUNTEERING WITH US?

Have you ever been convicted of a MISDEMEANOR or FELONY other than minor traffic violations and/or placed on probation, fined or given a suspended sentence in court? Include any convictions by military trial and any criminal charges for which you are awaiting trial. List all cases other than minor traffic violations. (Driving under the influence, reckless or hit-and-run are not minor traffic violations.) You will be subject to a FDLE check before starting your volunteer assignment. Your fingerprints may, at some point, be sent to State and Federal agencies and all service will be subject to satisfactory review of any criminal convictions. PLEASE NOTE: A full disclosure by you is to your advantage, as your record does not constitute an automatic bar to service. Factors such as, but not limited to, age at time of offense(s) and recency of offense(s) as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account. HOWEVER, FAILURE TO ADMIT CONVICTIONS WILL RESULT IN DISQUALIFICATION.

YES NO

I certify that the information contained in this application is correct and complete to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or for dismissal from service. I hereby authorize investigation of all statements I have made herein. I authorize the companies or persons named herein to give any information regarding my past employment, together with any information that they have regarding me, whether or not it is on their records. I hereby release said companies or persons, and Escambia County Government from all liability for any damages whatsoever for issuing or obtaining this information. I understand that if I am selected for service I may be required to undergo a physical examination including urinalysis. In the event I am selected for service by Escambia County, I agree to comply with all its policies, rules and regulations.

DATE:

APPLICANT'S SIGNATURE:

ESCAMBIA COUNTY ANIMAL SERVICES VOLUNTEER PROGRAM AGREEMENT

In signing this statement, I agree to abide by the policies and procedures of Escambia County Animal Services, during my time as a volunteer.

I will direct all comments, questions, suggestions, whether positive or negative, to the staff supervisor I am working with or to the volunteer coordinator.

I agree to the schedule I set for myself as a volunteer with Escambia County Animal Services. If I am unable to honor my commitment, I may have to consider resigning from volunteering.

I will present myself in a positive manner and be helpful to all visitors and staff at Escambia County Animal Services.

I will treat every animal with love and care as if they were my own pets.

Because of the amount of training involved for a successful experience, volunteers should be willing to volunteer a minimum of 2 hours a week for a minimum of 6 months. By signing this you are agreeing to this time commitment.

DATE: _____

VOLUNTEER SIGNATURE: _____



**ESCAMBIA COUNTY, FLORIDA
AGREEMENT TO RELEASE AND HOLD HARMLESS/
RELEASE OF LIABILITY AND INDEMNITY AGREEMENT**

WHEREAS, I, _____,
(being/not being) over the age of eighteen and not being employed by the Escambia County Animal Services, having made a voluntary request to assist in the Animal Services Shelter at 201 West Fairfield Drive, Pensacola, Florida.

WHEREAS, the Escambia County Animal Services is willing to allow me to assist in the shelter and to accompany a member or members of the Division during the performance of their duties on the following conditions and understandings:

- My services to Escambia County Animal Services will be provided in as volunteer and without express or implied promise of salary, compensation or other payment of any kind whatsoever.
- My services will be furnished without employment benefits, including insurance programs, vacation or sick time, or any other benefit that would imply employment with Escambia County Animal Services.
- I will become familiar with and comply with all policies and procedures applicable to my volunteer services with Escambia County Animal Services.
- I understand that I am **NOT** an agent or representative of the Escambia County Board of County Commissioners or Escambia County Animal Services and have no authority to enter into any agreements or otherwise bind either in any respect.
- I understand that Escambia County Animal Services may terminate my services as a volunteer at any time without reason, notice, or hearing.

NOW, THEREFORE, in consideration of the permission given to me to assist the Escambia County Animal Services Division and to accompany a member or members of said Division during the performance of their official duties, I do:

1. Hereby release and forever discharge Escambia County, all members of the Animal Services Division of Escambia County, their sureties, and each of them from any liability, actions, causes of action, damages, claims and demands of every kind and nature whatsoever incurred while accompanying any member or members of said Division during the performance of their official duties and resulting from any negligent act of omission on the part of any member of the Escambia County Animal Services Division.

2. For myself, my heirs, executors, administrators and assigns, I hereby agree to defend and indemnify the Escambia County, all members of the Escambia County Animal Services Division, their sureties and each of them, against any and all manner of actions, causes of actions, suits, debts, claims, demands, or damages or liability or expense of every kind and nature incurred or arising by reason of any actual or claimed negligence or wrongful act or omission of mine while accompanying any member or members of said Animal Services Division during the performance of their official duties.

I hereby represent that I have carefully read and understand the contents of this document and sign the same of my own free will.

Date

Signature (Parent or Guardian if applicable)

Print Name

Witness

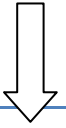
Print Name of Minor

READ THIS DOCUMENT IN FULL BEFORE SIGNING

Escambia County Animal Shelter Volunteer Opportunities

(Please check those areas you may be interested in)

Volunteer Name



Opportunity	Description	Special Requirements	Check all interests
ANIMAL CARE	Train, feed, water, groom, bathe and exercise animals as well as clean, disinfect and repair their cages, play with the animals, provide companionship, and observe behavioral changes that could indicate illness or injury.		
AIDE/CUSTOMER SERVICE	Assist visitors at the Shelter facility by providing information and assisting with animal care, greets customers, direct visitors to the appropriate area in the shelter, answer basic questions, controls public access at entry door, enhance facility safety by assigning customers with small children to staff or volunteer escort.	Excellent customer service skills – must be professional and courteous	
ADMINISTRATIVE OFFICE SUPPORT	Provide clerical support which may include filing, typing and helping with other office needs, contacting resources to update information and assisting with media release.	Computer skills helpful	
ADOPTION COUNSELOR	Increase the number and quality of adoptions by helping people to find the right pet. Volunteers explain adoption procedures; help adopters with completing the adoption process and answer questions.	Must be 18 or older	
ADOPTION AND PLACEMENT COORDINATOR/ADOPTION ENHANCEMENT	Assist in the selection of animals to be considered for placement into new individual homes, specific breed groups, foster care homes, or other placement agencies. Volunteer meets with other volunteer staff to select and prepare animals for placement.	Must be 18 or older	
CANINE EXERCISER/DOG WALKER	Help caged pets obtain additional exercise, fresh air and human contact, walk the dogs spending quality time with them to get them use to interaction with people, work and play with them in yards, spend time with them in quiet rooms.		
DISASTER RELIEF	Plan, prepare and setup up temporary shelters, ready to work at a moment's notice, shelter cleaning, feeding, walking animals.	Must be 18 or older	
DONATION COORDINATOR	Assist with donated goods from the public, which are used to maintain the quality of care at the Shelter facility. The volunteer coordinates communication with volunteer groups to host drives to collect these supplies.	Must be 18 or older	
EDUCATION/OUTREACH VOLUNTEER	Assist at various sites throughout the County and at the Shelter facility to educate citizens about animal care and welfare, pet over-population, rabies prevention, and other specific animal related topics.		
FELINE HELPER/Cat care	Feed, clean, groom, visit with the cats and kittens to help socialize, care, comfort, pet, brush, or simply provide some lap-time.		
FOSTER PARENTS	Provide a temporary home for very young, nursing or ill animals that are not ready to be placed for adoption.	In-home visit - must be 18 or older	
FUNDRAISER	Make donor calls and assist with various fundraising events.		
GENERAL ANIMAL CARE	May work directly with animals, performing tasks like feeding, bathing and exercising or walking animals, interact with perspective pet owners introducing them to pets – handling them, assisting with filling out adoption forms, provide advice, provide clerical assistance, advertising, fund-raising events or adoption drives, assist in laundry room, washing dishes, assist in general clean-up of the facility, provide assistance where needed.		
GROOMER	Bathe and brush the shelter animals to make them more comfortable and more attractive to adopters.		
SPECIAL EVENT AIDE/PROMOTIONAL ACTIVITY	Perform various duties at events sponsored by the Shelter, assist in spreading the word at various fairs and other public events, contact shelters to inform them of top-notch supplies, care and more, create posters or other advertisements to let adopters know about Animal Services, design brochures, and educational hand-outs.		
VETERINARY MEDICAL PRACTICE	Responsible for overseeing the operations of veterinary care for animals, perform humane euthanasia as needed, assist with spay neuter surgery preparation and recovery, may possibly assist with surgery, shots and medical instruments.	Must be 18 or older	
VETERINARY MEDICAL SUPPORT	Assist with humane euthanasia as needed, assist with spay neuter surgery preparation and recovery, may possibly assist with surgery, shots and medical instruments.	Must be 18 or older	
TRAINER	Provide dogs with basic obedience skills to help them become better canine citizens.		
WEBSITE VOLUNTEER/Photographer	Assists in the production of adoption flyers and website updates by taking pictures of adoptable and/or stray animals.		

Note: All volunteers are required to attend the Escambia County Animal Shelter Orientation and Training.



ESCAMBIA COUNTY ANIMAL SERVICES
VOLUNTEER PROGRAM BACKGROUND SCREENING FORM

FOR OFFICE USE ONLY: Screening Type: <input type="checkbox"/> Escambia Sheriff's Department (Local) <input type="checkbox"/> Florida Department Of Law Enforcement (State) <input type="checkbox"/> National Crime Information Center (National)	Division Manager Approval: _____ Volunteer Location: _____ Date: _____ Date Copy To Human Resources: _____
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THIS FORM MUST BE COMPLETED IN ITS ENTIRETY

Applicant Name: (Please Print) _____
Last
First
Middle

Please List All Other Names You Have Used (i.e. Alias, Maiden)

1. _____ 2. _____

Social Security Number: _____ Date Of Birth: _____
Month
Date
Year

Race: (Circle One) Black White Asian/Pacific Islander American Indian Other: (Specify) Sex: Male Female

Present Address: _____

City _____ State _____ Zip Code _____ County _____

Previous Address (if less than one year at present address) _____

City _____ State _____ Zip Code _____ County _____

It is the highest priority of Escambia County Animal Services Division to ensure the safety of our citizens while visiting our facility. In order to provide a safe and secure atmosphere for our community's citizens, division volunteers will be screened through the Escambia County Sheriff Department, the Florida Department of Law Enforcement (FDLE), or the National Crime Information Center. Animal Services Division will incur all costs of the background screenings. All information received from the background check applications and reports returned from either of the agencies mentioned, will be used for the purpose of determining applicant's eligibility as a volunteer participant with Escambia County Animal Services. Thank you for your cooperation in this very important matter.

NO VOLUNTEER APPLICANT WILL BE ACCEPTED WHO HAS BEEN:

- A. Arrested or convicted of any crime involving sexual misconduct with or against a minor.
- B. Arrested or convicted for any type of violent crime.
- C. Arrested or convicted of any crime involving illegal drugs or alcohol.
- D. Arrested or convicted of child abuse or domestic violence.

All other arrests and convictions will be examined in order to determine whether the incident is related to the volunteer position. In these situations eligibility determinations will be based upon a minimum of the last five years.

Any applicant that is turned away based upon the background screening, will be notified by the Volunteer Coordinator of the findings via certified letter. The volunteer may then provide a written appeal for reconsideration to the program. The volunteer must be willing to discuss with the Division's Volunteer Committee his or her previous record(s). Once the volunteer has presented his or her case, the Volunteer Committee will decide to uphold or reverse the screening decision. The Volunteer Committee's decision will be final concerning program eligibility. (Volunteer Committee consist of Volunteer Coordinator, Animal Services Division Manager and Community Affairs Deputy Director)

Escambia County Animal Services reserves the right to make changes to the Volunteer Background Check Guidelines-Eligibility Criteria without notice whenever deemed necessary for the safety and protection of all citizens.

I certify that the above information is true to my knowledge and understand that it will be utilized to obtain a background screening check as a condition of volunteering with Escambia County Animal Services Division.	
Applicant Signature	Date