

Bryan County Animal Services

Volunteer Application

Name: _____ Date: _____

Address: _____ City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Preferred method of contact: Call Text Email

Are you at least 18 years old? Yes No

Date of last tetanus vaccine _____

Do you have medical insurance? Yes No

Employment Information

Employed Student Unemployed/Seeking Bryan County Employee Retired Other

Employer: _____ Position Title: _____

Emergency Contact Information

Name: _____ Phone: _____

Relationship: _____

Alternate Contact

Name: _____ Phone: _____

Relationship: _____

I understand my responsibility is to inform Bryan County Animal Services if my contact or emergency contact information changes. Failure to report a change could result in complications if injury occurs while volunteering. This application will be reviewed by BCAS and can be denied for any reason.

Bryan County Animal Services

Volunteer Questionnaire

Why are you interested in volunteering with BCAS?

Please describe any previous experience working with animals:

Please describe any past and present volunteering:

Other than traffic violations, have you ever been convicted of any criminal offense?

Yes No

If Yes, please explain: _____

Training and Certifications

Please all related skills, training or certifications (Examples - Fluent in Spanish or CPR Certified)

Volunteer Time Availability

Please indicate your availability: (Our hours of operation are 8:00 am to 5:00 pm Monday through Friday) Volunteer hours may differ from normal operating hours.

Bryan County Animal Services

Volunteer Areas of Interest and Skill

Doggy Day Out - Take one of the shelter dogs out for a day trip. This can include leash walks in the park, leash walks on trails or take them home for the day. (Our dogs can NOT have any interaction with other animals while out. No exceptions.)

Special Event Support - Transportation to events, working at the events and spreading the word of out adoptable pets.

Transportation - Helping to transport animals to events, rescue partners and veterinary appointments.

Fostering - Bringing one of the shelter pets into your home until they are able to find a forever home.

Other - Please explain: _____

Bryan County Animal Services

Volunteer Policies and Procedures

Bryan County Animal Services (BCAS) reserves the exclusive right to change any volunteer program policies at any time. Volunteers will be notified of any changes, and all volunteers and staff will be responsible for adherence to the updates policies. Unless expressly stated in writing, the volunteer program policies and procedures apply to all BCAS volunteers. These policies apply to all departments undertaken by or on behalf of BCAS, wherever these are located.

Volunteers are prohibited from taking photos or videos of any kind (including via cell phone) of BCAS animals unless they have express written permission from the Director. These photos may not be used for personal or commercial gain or any other personal use, including social media unless approved by the Director. The volunteer expressly agrees by signing this document that any photos, videos, and other forms of media taken of BCAS animals or on BCAS property shall be considered property of BCAS.

Volunteers are not Bryan County Government employees and shall not represent themselves as such. Any Communication that uses BCAS name or suggests that the sender is acting on behalf of BCAS must be approved in advance by the BCAS Director. Volunteers must forward any media questions or requests to the BCAS Director. Volunteers are not allowed to speak to the media on behalf of BCAS at the worksite or at any BCAS - hosted events.

Volunteers and staff are partners in implementing the mission and programs of BCAS. Each must understand and respect the needs and abilities of the others. Any act or communication by staff or volunteers that damages this partnership may result in removal from the program. Volunteers are encouraged to discuss any concerns related to their volunteer assignment with the ACO on shift. They may secondarily express concerns to the Director.

Volunteers must attend a training session prior to removing any animals from the facility. All non-staff members that intend to handle the animal must have a completed and approved application on file and have attended training.

Volunteers will be removed from the program for any conduct deemed inappropriate in BCAS' sole discretion, including, but not limited to; animal cruelty, negligent handling, care, or supervision of animals, insubordination, disrespect to staff, public or volunteers, failure to follow BCAS procedures and policies, harassment of any kind, reporting to volunteer under the influence of drugs or alcohol and, or, using BCAS property for any illegal or unauthorized purposes.

BCAS will provide clear, complete and current description of duties and responsibilities.

Bryan County Animal Services

Volunteer Code of Conduct

Each Bryan County Animal Services Volunteer serves as a representative to the public, new volunteers, and those to whom we render our services. Although not County employees, they are also considered team members of our staff and rescue partners. It is essential to portray a positive image and maintain respectful working relationships.

As a BCAS Volunteer, you are expected to comply with the following:

1. All employees, clients, and associates must be treated with courtesy and respect at all times. Volunteers are expected to refrain from any conduct that may be dangerous or disrespectful to others.
2. Dress appropriately and bring any equipment needed for your assignment.
3. Quarantine/Restricted areas may not be entered without a staff member.
4. Volunteers are not to handle bite cases, sick animals, or any animals deemed aggressive by staff under any circumstances.
5. Volunteers are not to perform any task for which they have not been trained or enter any areas they have not been given clearance to enter. If a volunteer needs a task completed or entrance to a restricted area, they must ask a staff member for assistance.
6. Make staff aware of animal behavior issues and incidents immediately to take corrective measures and safety precautions.
7. We respect the privacy of the persons we serve and their pets. All personal information regarding Animal Services clients or cases will be kept confidential and not used for purposes other than those prescribed by the assigned task.
8. Conduct yourself with professionalism, dignity, and pride. Be sure to act appropriately and responsibly at all times when interacting with others.
9. Be sensitive to the diversity of team members and those we assist.
10. Keep leadership informed of any progress, concerns, or problems with the tasks to which you have been assigned.
11. Partaking in alcohol or drugs while acting as an Animal Services Volunteer, both on and off-site is never allowed. Do not report for duty under the influence of alcohol or drugs.
12. You are forbidden to carry guns, knives, sticks or other weapons (you may have multipurpose tools, pliers, screwdrivers, wrenches, walking sticks, etc.). To do so will jeopardize your own safety and the continued existence of the Bryan County Animal Services Volunteer Program.

13. You shall not authorize the use of or use for the benefit or advantage of any person the name, emblem, endorsement, services, or property of BCAS or any group under the BCAS program without the approval of the Director.

14. You shall not use your participation in the BCAS Volunteer Program to promote partisan politics, religious matters, or positions on any social or political issue.

15. You shall avoid inappropriate conduct, both on- and off-duty, that would jeopardize program effectiveness. Such behavior includes, but is not limited to, the following:

- a. Offensive or profane language or gestures
- b. Public criticism of an Animal Services volunteer, staff member, leadership, or the program.
- c. Jeopardizing another team member or an animal's safety.

The Bryan County Animal Services Volunteer Program is committed to a policy of fair representation. It will not discriminate based on race, ethnicity, age, disability, gender, color, religion, sexual orientation, geography, or group affiliations. Volunteers will adhere to these same standards in the course of their duties. Violations of this code will be thoroughly investigated and prosecuted as permitted under law. During the investigation, involved members will be temporarily suspended from BCAS Volunteer activities pending the outcome. Members will be notified of their status with the BCAS Volunteer Program once the investigation is complete.

Applicant Signature _____ Date _____



Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby authorize Bryan County Board of Commissioners - Parks and Recreation Department to conduct an inquiry for the purpose listed below and receive any Georgia and/or national criminal history record information as authorized by state and federal law.

Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number

- ☐ This authorization is valid for _____ days from date of signature.
- ☐ I, _____, give consent to the above-named entity to perform periodic criminal history background checks for the duration of my employment.

Signature _____ Date _____

Attorney for Individual (Pur E and U Only) _____ Bar Number _____ Date _____

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code Used: (check one)

NON-CRIMINAL JUSTICE PURPOSES	
☐	E - Employment
☐	M - Working with Mentally Disabled
☐	N - Working with Elderly
☐	W - Working with Children
☐	P - Public Records (no consent required)
☐	F - Probate Court / Weapons Carry License
PERSONAL REQUEST (INDIVIDUAL OR THEIR ATTORNEY)	
☐	U - Personal Copy
CRIMINAL JUSTICE EMPLOYMENT	
☐	J - Civilian Criminal Justice Employment (State & III Info Received)
☐	Z - Sworn Criminal Justice Employment (State & III Info Received)

The inquiry resulted in the following: (check all that apply)

☐	No Criminal Record Available
☐	Criminal Record (Attached/Released)
☐	No NCIC/GCIC Warrant
☐	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: _____

Wanting Agency Telephone: _____

Agency Designee Signature and Title _____ Date _____