



## **Volunteer Application and Volunteer Agreement**

We are thrilled you are interested in volunteering at the Pima Animal Care Center. PACC could not thrive without the time and talents that volunteers offer us.

Volunteers work in many areas, including Cat Care, Dog Socialization, Foster Care, and as Groomers, Lobby Greeter, Adoption Counselors, PACC Ambassadors, Clinic Assistants and Office Support. Depending on the needs of PACC, volunteers may be assigned a role at the discretion of the Volunteer Coordinator.

PACC volunteers are held to the highest industry standards. To become a volunteer, the minimum requirements are:

- A six-month commitment as volunteer. Additionally, we also ask that you try to commit to a minimum of six hours per month.
- In the Generations program, youth ages 11 to 15 years old are only allowed to volunteer with a parent or guardian. Youth ages 16 to 18 years old can volunteer on their own.
- Attending the Volunteer Orientation and subsequent animal handling classes (if applicable). Once you have successfully completed the volunteer application and it is approved, we will invite you to an orientation.
- Reading and agreeing to policies, procedures and rules contained below. Failure to abide by these policies, procedures and rules is grounds for disciplinary action, up to and including, dismissal from PACC's volunteer corps.

**PACC Spay/Neuter Policy:**

To help control the unwanted pet population, PACC will spay/neuter all canines and felines surrendered to our care unless there is a medical reason not to sterilize the animal.

INITIAL HERE to confirm that you understand and accept “PACC Spay/Neuter Policy”: \_\_\_\_\_

**PACC Euthanasia Policy:** The decision to euthanize an animal is difficult and not made lightly. Pima Animal Care Center accepts all animals from the community. We do not limit the length of time an animal remains in our shelter. All animals in good health and of good temperament are placed up for adoption. We do have a good adoption rate and make every effort within our resources to help as many animals as possible; however, there are certain circumstances when an animal must be euthanized.

INITIAL HERE to confirm that you understand and accept “PACC Euthanasia Policy”:  
\_\_\_\_\_

**Professional Expectations**

*As a PACC volunteer, I AGREE TO:*

- Support the mission, vision, goals, efforts and official positions of the Pima Animal Care Center.
- Treat all animals with kindness.
- Promote goodwill by handling my responsibilities and contacts with staff, other volunteers, customers and visitors in a spirit of courtesy and cooperation.
- Observe Pima County Board of Supervisor Policies:
  - D21-2: Prevention of Sexual Harassment
  - D21-3: Prevention of Workplace Harassment
  - D23-1: Preventing, Identifying, and Addressing Workplace Bullying
  - D23-11 Preventing Workplace Violence
- Follow the most current communication plan for reporting concerns with policies, practices or procedures.
- Observe current Social Media Policy
- Observe all policies and directives from Pima County Animal Care Center.

INITIAL HERE to confirm that you understand and accept “Professional Expectations”: \_\_\_\_\_

### **Safety, Security and Confidentiality**

*As a PACC volunteer, I AGREE TO:*

- Report to my volunteer job physically and mentally fit for duty.
- Observe all safety and security rules.
- Report accidents, injuries, fire, theft or other unusual incidents immediately after the occurrence or discovery.
- Refrain from using PACC property, services or supplies for personal reasons unless given prior permission by Volunteer Coordinator or Shelter Manager.
- Deal fairly with all PACC colleagues, co-workers, supervisors, customers, visitors, volunteers, etc., without regard to their gender, race, ethnicity, religion, creed, age, sexual orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap or disability.
- Contact the Volunteer Coordinator or another appropriate supervisor immediately if I feel discriminated against or harassed in connection with my volunteering.
- Hold harmless Pima Animal Care Center, its agents, employees, directors and insurance carriers from any and all claims, damages and judgments which I may have now or in the future against the Pima Animal Care Center in all matters pertaining to my services as an agency volunteer, including, but not limited to, personal injury.

INITIAL HERE to confirm that you understand and accept “PACC Safety, Security and Confidentiality” expectations: \_\_\_\_\_

### **Working with Pima County Inmates**

*As a PACC volunteer, I AGREE TO:*

- Recognize that PACC volunteers and staff work in close proximity to inmates from the Pima County Jail in the day-to-day operation of PACC.
- Understand that under Arizona Revised Statutes inmates have a very different existence and rules of conduct than an ordinary citizen.
- Not engage in conversation or any other type of activity with inmates, other than the courtesy of hello.
- Not give, take or in any manner barter with, inmates, i.e. supply any goods, including food and soft drinks or monies. Said act is unlawful and constitutes a felony for which I can be prosecuted.
- Not handle any mail, notes, packages or verbal messages for any inmate.
- Not photograph an inmate for any reason.
- Not ask inmates to assist me in any way unless in an emergency situation where my personal safety may be in jeopardy.
- Report to PACC staff immediately if an inmate approaches me on any matter other than outlined in this memo.

INITIAL HERE to confirm that you understand and accept “Working with Pima County Inmates” expectations: \_\_\_\_\_

**Confidentiality and Conflict of Interest**

*As a PACC volunteer, I AGREE TO:*

- Maintain and safeguard the confidentiality of all business, donor, employee, volunteer and animal records, credit and financial information, and/or any information relating to the operation of the agency that is not known or readily available to the general public.
- Abide by PACC Social Media policy.
- Avoid engaging in any conduct that is or could be perceived as a conflict of interest.

INITIAL HERE to confirm that you understand and accept “Confidentiality and Conflict of Interest” expectations: \_\_\_\_\_

**Community Relations**

*As a PACC volunteer, I AGREE TO:*

- Allow the agency to use and reproduce my name, voice and/or likeness or that of my pet(s) in connection with any advertising, programming and/or promotion of the agency in media as needed.
- Refrain from any political activity while performing responsibilities as a volunteer for Pima Animal Care Center. I will not use any Pima County resources for the purpose of influencing the outcome of an election.

INITIAL HERE to confirm that you understand and accept “Community Relations” expectations: \_\_\_\_\_

By initialing all sections, checking the “I agree” button, and submitting this application, I agree to abide by the policies and procedures of the Pima Animal Care Center during my time as a member of the volunteer team, conforming to all rules and regulations commonly applied to employees of the agency, including but not limited to, safety, discrimination, harassment, confidentiality and Position Statements.

I agree that if I do not adhere to any item listed in the agreement it may result in disciplinary action, up to and including dismissal. In most cases, failure to adhere to items listed in the agreement will be addressed in three phases: verbal discussion, written warning and finally, dismissal. In egregious cases of harassment, animal endangerment or violation of social media policy, dismissal may be immediate. This is at the discretion of the PACC administration.