


TOWN OF HINTON

To: Potential Volunteers – Hinton Dog Pound
From: Shelly Newton, Mayor 
Date: September 19, 2014
Re: Volunteer Application

Thank you for your willingness to volunteer to help at the Town's dog pound. You are much appreciated!

We've worked with Ron Sheppard, Hinton's Animal Control Officer, to develop the attached application and policies and procedures. We hope these measures will ensure that our volunteers and the municipality are appropriately protected. Just as importantly, we expect the written policies and procedures to help the Pound and the volunteer service run smoothly and efficiently.

Please understand that every volunteer application must be approved by Ron Sheppard. No person is authorized to volunteer (or even have access to the Dog Pound premises) unless the application is approved, in writing, by Mr. Sheppard.

Volunteer Name: _____

Town of Hinton – Municipal Pound VOLUNTEER APPLICATION

Thank you for your interest in helping with animals impounded in the Town of Hinton.

**All volunteers must be over eighteen (18) years of age.
No person under eighteen (18) may accompany or assist in any way or at any time.**

Incomplete applications will not be considered.

PERSONAL INFORMATION

Date: _____

Last Name _____ First Name _____ Middle Initial _____

Mailing Address _____ City, State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____ Date of Birth (m/dd/yr) _____

List pets you currently own:

Are they spayed/neutered? Yes No Are they licensed in Hinton (or where you live)? Yes No

INSURANCE - Proof of health insurance, including a copy of insurance card, must be provided. Proof of auto liability insurance must be provided for any person who will volunteer to drive/transport.

EMERGENCY CONTACT List persons to notify in case of an emergency.

Name Relationship Phone number 1 Phone number 2

REFERENCES Please list two references who may be contacted regarding your application.
Any combination: professional - present or former employers/volunteer agencies: academic - from an educational program; character - someone who has known you for at least a year:

Name Relationship Phone number 1 Phone number 2

Volunteer Name: _____

EDUCATIONAL BACKGROUND

_____	_____	_____	_____
High School	City, St	Diploma or GED	Year
_____	_____	_____	_____
College/University	City, St	Degrees/certificates earned	Year(s)
_____	_____	_____	_____
College/University	City, St	Degrees/certificates earned	Year (s)

DRIVING RECORD

Do you have a valid drivers license? Yes No
DL Number / State: _____ / _____

Has your license ever been suspended or revoked? Yes No

Have you had a traffic conviction (other than parking tickets)? Yes No

Please list traffic citations and accidents for the last 5 years, including location, date & offense or circumstances. Provide additional sheets when necessary.

CRIMINAL HISTORY

Have you ever been questioned, detained, arrested, and investigated, warned or issued a citation for any misdemeanor or felony, other than traffic, either as an adult or juvenile? Yes No

Have you ever been convicted of a crime? Yes No`

If yes, please explain and list the name of the agency or court, date of contact, reason for contact, charge if any, sentence if any, and disposition of incident (including deferred sentences). Provide full details on supplemental sheets when necessary.

Volunteer Name: _____

VOLUNTEER PROFILE QUESTIONS:

1. Briefly state why you want to volunteer with the Hinton pound.
2. Describe what you anticipate doing or hope to be doing in your volunteer capacity.
3. Describe any previous education, training or work experience working with animals.
4. Describe any of your life and work experiences, skills, training or personal qualities that you believe have prepared you to volunteer in this capacity.
5. Please list any memberships in any community organizations and previous/present volunteer experience
6. Are you proficient in any language other than English? Yes No If yes, please list.
7. Are you allergic to any chemicals or animals? Yes No List:

I certify that the information in this application, is to the best of my knowledge, correct and complete, I give my permission to the Town of Hinton to contact the listed references and to otherwise fully investigate my application and background.

Signature of Applicant

Date

Must also be submitted with this Application:

Confidentiality Agreement
Letter of Understanding & Hold Harmless
Release, Waiver of Liability & Agreement to Indemnify
Acknowledgment & Agreement – Policies & Procedures

Volunteer Name: _____

CONFIDENTIALITY AGREEMENT

If accepted as a volunteer, I understand I may come in contact with confidential information. Therefore, I shall treat all information I receive from fellow citizens, staff, reports, or law enforcement officers as confidential. I understand that I could jeopardize the ultimate investigation of a crime by revealing information. I will not discuss any aspect of a crime or investigation with any person unless directed to do so by my supervisor. I do hereby agree to protect this information to the best of my ability and to not divulge it during or after my service as a volunteer. I also agree that I will not use my association with the Town of Hinton or the Hinton Municipal Pound to seek favors for others or myself.

Signature of Applicant

Date

Print Full Name

Signature of Witness

Date

Print Full Name

Volunteer Name: _____

LETTER OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT

I understand that I am not an employee of the Town of Hinton. I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the Town of Hinton. *I understand that my status as a volunteer may be revoked at any time, at the complete discretion of the Town of Hinton's Animal Control Officer and/or the Town Board of Trustees.*

I promise that I have health insurance and, if I plan to volunteer to drive a vehicle in my capacity as a volunteer, have automobile liability insurance. I agree that should I be injured or involved in any accident, or should any other person or property be injured or damaged as a result of or in relation to my service as a volunteer, I agree that my insurance shall be primary in all instances. I further agree to indemnify the Town of Hinton and hold the Town harmless for any injuries, claims, damages, or causes of action related to or resulting from my volunteer services.

In consideration of the agreement to allow me to volunteer, and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the Town of Hinton, and every one of its employees, agents or representatives, harmless. I agree to hold harmless and to indemnify the Town of Hinton and its employees, agents, and representatives from any and all claims, damages, losses, and expenses including but not limited to bodily injury, illness or death, or property loss of use arising out of any volunteer work, my presence on any property owned or controlled by the Town of Hinton, and related activities.

Signature of Applicant

Date

Print Full Name

SUBSCRIBED AND SWORN TO BE ME on _____, 201_.

My Commission Expires: _____

Notary Public

Volunteer Name: _____

**RELEASE, WAIVER OF LIABILITY & AGREEMENT TO INDEMNIFY
THIS IS AN IMPORTANT DOCUMENT. PLEASE READ IT CAREFULLY.**

I hereby declare and state that I desire a volunteer assignment at the Town of Hinton's Municipal Pound. Further, I hereby freely and of my own free will and volition execute this document releasing the Town of Hinton and all of its employees, agents, and representatives from any and all liability, claims, suits, demands, or causes of action which may arise out of or be brought against the Town or Hinton, its employees, agents, or representatives as a result of or in relation to my volunteer service and further agreeing to fully and completely indemnify the Town of Hinton, its employees, agents and representatives for any liability, damages, claims, demands, and causes of actions which may result from my actions or conduct, such indemnity to include all attorney fees and costs associated with any such claim, demand, liability or damages.

I agree to comply with all of the rules, regulations, policies, and procedures of the Town of Hinton, whether now in effect or later implemented. I understand that failure to do so may result in immediate termination as a volunteer. I acknowledge that my services are provided strictly on a volunteer basis, without pay or compensation of any kind, and that I am not authorized to hold myself out as a representative of the Town of Hinton or to bind or obligate the Town in any way.

I further understand and acknowledge that the animal shelter/pound will contain animals of various species, breeds, ages, socialization status, personalities and temperaments, and that some animals may be dangerous, unpredictable, vicious, or ill with diseases that are transmittable to humans or to other animals, including my own pets, through direct contact or by contamination of shoes, clothing, hands, or through other means. I further understand and acknowledge that the animal shelter may possess noxious odors and animal waste, and may pose health and/or safety hazards.

I recognize that in the performance of volunteer tasks there exists a risk of injury including, but not limited to, physical harm caused by animals. On behalf of myself, my heirs, personal representatives and executors, I hereby freely and of my own free will and volition execute this document releasing the Town of Hinton and its employees, agents and representatives from any and all liability, claims, suits, demands, or causes of action which may arise out of or be brought against the Town of Hinton or its employees, agents, or representatives as a result of or in connection with my volunteer service.

By executing this document it is my intent to forever discharge, release and hold harmless the Town of Hinton and all of its employees, agents, representatives, or sub-contractors. I am fully aware that by signing this document I am releasing parties from liability that may arise as a result of intentional or negligent acts relating to any accident and/or injures and/or death that may occur during my volunteer service, including but not limited to animal bites, accidents or injuries. I further acknowledge that I am obligating myself to fully indemnify the Town if my actions or behavior in any way result in any claim, action, demand, or cause of action against the Town of Hinton or any employee, agent, or representative.

EXECUTED on _____, 20____.

Signature of Applicant

Birth date: _____

Print Full Name

Address: _____

SUBSCRIBED AND SWORN TO BE ME on _____, 20__.

My Commission Expires: _____

Notary Public

Volunteer Name: _____

**ACKNOWLEDGMENT OF AND AGREEMENT TO FOLLOW
POLICIES AND PROCEDURES – TOWN OF HINTON POUND/SHELTER**

Every person who desires to volunteer in any way with the Hinton Municipal Pound must acknowledge and agree to abide by the rules, policies and procedures (the "Rules") concerning the Municipal Pound as well as all applicable laws. Failure to do so will result in the volunteer's approval being revoked. If the failure also amounts to a violation of any law, criminal prosecution may also be sought.

1. The municipal Animal Control Officer ("ACO") is responsible for and in charge of the Municipal Pound. Every volunteer is subject to the supervision and direction of the ACO.
2. No volunteer is authorized to act on behalf of or hold his/herself out as a representative of the Town of Hinton or the Hinton Municipal Pound. No volunteer may obligate the Town or the Municipal Pound in any way.
3. No volunteer is authorized to solicit donations or funds for the Municipal Pound without prior approval by the Town Board of Trustees.
4. No volunteer is authorized to accept donations on behalf of the Municipal Pound. Any donation intended to benefit the Municipal Pound should be made directly to the Town at Town Hall.
5. No animal shall be removed from the Municipal Pound at any time without specific approval of the ACO. Specifically, no animal shall be removed from the Municipal Pound for the purpose of exercise or play.
6. No volunteer shall be on the premises of the Municipal Pound at any time without approval of the ACO, specific to the particular time and for the particular activity. Specifically, any person who is on the premises without authorization, and any person who removes any animal from the premises without authorization, is in violation of Section 3-55 of the Hinton Code of Ordinances and may be prosecuted.
7. Volunteer status/approval will be revoked for any person who is on the premises of the Municipal Pound without specific authorization and approval of the ACO.
8. No person under the age of eighteen (18) years is allowed on the premises of the Municipal Pound at any time, under any circumstances. If authorization is granted to take an animal from the premises, the animal will not be transported in a vehicle with any person who is not also a volunteer and every animal will be transported individually in a pet carrier.
9. No person is authorized to volunteer unless proof of health insurance coverage is provided. Should any volunteer be injured, or be involved in any way in an incident that involves injury to any person or animal, the volunteer's insurance (health, liability, auto, or otherwise) shall be deemed primary.
10. The Hinton Municipal Pound is funded by taxpayer dollars and is operated as part of the Town of Hinton's public safety and welfare budget. Any animal, regardless of its temperament, condition, or "adoptability," may find its way to the Municipal Pound. While it is the hope and desire of all involved that every animal which finds its way to the Pound will end up in a loving home, the reality is that the Hinton Municipal Pound, unfortunately, is not a "no-kill facility." The facility is not intended for, or designed to accommodate, stays of more than several days by any animal. The Municipal Pound is not equipped to directly place animals for adoption.
11. The Town of Hinton seeks to cooperate with individuals and organizations, including rescue organizations, who are equipped and able to place animals in foster situations and ultimately in "forever homes." Such placements are accomplished via transfer of the animals to an available rescue organization.
12. All animals in the care of the Municipal Pound will be treated humanely and respectfully. The length of stay for, and ultimate disposition of, any animal in the Municipal Pound shall be determined by the ACO, in his or her sole discretion and in compliance with all applicable laws.

I have carefully read the Policies & Procedures and agree to abide by the above, as well as any other policy/procedure conveyed to me either verbally or in writing by the Animal Control Officer.

Date: _____

Signature: _____