

**Lewis-Upshur Animal Control Facility (LUACF) Volunteer Form**

**Revised 2/1/2024**

318 Mud Lick Rd  
Buckhannon, WV 26201  
304-472-3865

General Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number / Email: \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

If you are under the age of 18, you must provide proof of being at least 16 years of age and a Junior or Senior in high school. For example, a copy of your driver's license or birth certificate and school class schedule. Volunteers under the age of 18 must be accompanied by an adult volunteer at all times. For a list of adult volunteers and their volunteer schedules, please see Jan Cochran, Facility Supervisor.

Are you affiliated with any other organization? College? Please list: \_\_\_\_\_

Animal Handling Skills, Training, or Experience or any special skills that you have that could be useful during your volunteer service at LUACF (i.e. handler training, public speaking, grooming, photography etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Availability

How many hours a week are you available to volunteer? \_\_\_\_\_

Days you are available to volunteer:  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

What area would you like to serve? *Check all that apply.*

- |                                                                                     |                                                                              |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Cleaning kennels                                           | <input type="checkbox"/> Bathing / Grooming Animals                          |
| <input type="checkbox"/> Cleaning cat cages                                         | <input type="checkbox"/> Dog Walking                                         |
| <input type="checkbox"/> Taking Pictures                                            | <input type="checkbox"/> Vaccination Assistance                              |
| <input type="checkbox"/> Transportation (to rescues)<br>*Must be at least 18 y.o.a. | <input type="checkbox"/> Evaluation for Rescue<br>*Must be at least 18 y.o.a |
| <input type="checkbox"/> Adoption Events                                            | <input type="checkbox"/> Writing Descriptions for Website / Rescue           |

What experience do you have with your areas of interest for volunteering? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell Us About Yourself

Why do you want to volunteer at LUACF? (Personal enrichment, school credit, required community service). Have you volunteered with other shelters? If yes, please list and explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been arrested?  Yes  No

If yes, explain the number of arrests(s), nature of offense(s) leading to arrest(s), how recently such arrest occurred, the disposition of the arrest(s) and types of rehabilitation.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

I authorize the Lewis County Commission and/or the Upshur County Commission to contact any reference, present and/or previous employer listed above. I understand that the Lewis County Commission and the Upshur County Commission may discontinue the services of any volunteer at any time for any reason. In addition, not actively volunteering for a period of two years, will

result in removal from the volunteer registry. By volunteering at the LUACF, you acknowledge that you are neither an employee of the LUACF nor are you an independent contractor of the LUACF.

_____ Signature	_____ Date
_____ Parent Signature	_____ Date
_____ Under 18 Volunteer Signature	_____ Date

### **Release of Liability & Assumption of Risk**

The staff of the Lewis Upshur Animal Control Facility welcomes you to our facility and thanks you for your volunteer services. However, we must be clear that certain dangers exist that you should be aware of before assisting with animal rescue or allowing your child to assist.

Risks of caring for animals include but are not limited to being bitten by an animal, scratched by an animal, falling, illnesses, and other various perils. Many animals have been traumatized, some are sick, all are unpredictable, and may either bite or injure you or cause you to fall or hurt yourself. If you are a guardian allowing your child to volunteer, please talk to your child about being careful with dehydration, overheating, lifting heavy objects, and unauthorized personnel.

By signing up as a volunteer I agree that if I am injured for any reason while assisting the LUACF, I am solely responsible for said injuries, medical expenses, or any other losses of any kind whatsoever. By allowing your child to sign up as a volunteer you agree that if he/she is injured for any reason while assisting with the LUACF, you are solely responsible for your child's injuries, medical expenses, or any other losses of any kind whatsoever.

If you do not have your own health insurance, you may not volunteer for the LUACF.

I expressly assume the risk for any and all potential injuries which may arise during my volunteer work with the LUACF. If this application is for a minor and you are not willing to agree to the full assumption of risk for any and all injuries your child may sustain, please do not allow your child to volunteer to participate in any activity at the LUACF. By signing this agreement, you expressly assume the risk for any and all potential injuries which may arise during your child's volunteer work with the LUACF.

I understand that my participation is strictly voluntary and I freely chose to participate. I voluntarily agree to assume all risks of injury and/or death and, on my own behalf and on behalf of my child, heirs, next of kin, and all representatives, after having been advised of the potential hazards of this activity, do hereby WAIVE AND RELEASE all demands and claims, whether in law or in equity, that I or my heirs, next of kin, and all representatives might otherwise have against the Lewis Upshur Animal Control Facility, Upshur County Commission and Lewis County Commission and all Commissioners, agents, employees, and officers thereof as well as

any other entity, organization or individual who is assisting with any animal care or interaction at the Lewis Upshur Animal Control Facility on account of any injuries, disabilities, death, property damage or losses and expenses of any nature whatsoever, resulting from my volunteer activities for the Lewis Upshur Animal Control Facility.

I understand that certain federal and/or state statutes may grant immunity or limit my personal liability in the event that personal injury or harm comes to another as a result of my volunteer activities. However, I understand that this is not complete and total immunity and that I may be held personally liable in certain situations including, but not necessarily limited to, willful or criminal misconduct; reckless misconduct; conscious and/or flagrant indifference to the rights or safety of others.

I further agree to indemnify, defend, and hold harmless, the Lewis Upshur Animal Control Facility, Upshur County Commission and Lewis County Commission, and its Commissioners, agents, employees and volunteers from any claims, suits, and actions of any kind or nature, whether at law or in equity, arising from mine or my child's volunteer activities at the Lewis Upshur Animal Control Facility.

\_\_\_\_\_  
Adult Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Under 18 Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

State of West Virginia  
County of: \_\_\_\_\_

I, \_\_\_\_\_, Notary Public in and for said  
County and State to affirm and attest that the above individual(s) appeared before me and  
executed this document on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal)

\_\_\_\_\_  
(Notary Public)

My Commission Expires on: \_\_\_\_\_

Lewis-Upshur Animal Control Facility  
318 Mud Lick Road  
Buckhannon, WV 26201  
(304) 472-3865

**VOLUNTEER PROGRAM POLICIES AND PROCEDURES**  
**REVISED 10/06/2016**

**GOALS OF THE VOLUNTEER PROGRAM:**

- To provide a formal framework of policies, procedures, and standards for the recruitment, training, evaluation, and recognition of the Lewis-Upshur Animal Control Facility (hereinafter referred to as the "Facility")
- To provide orientation and training to volunteers to ensure that each person has adequate knowledge and skills to make positive experiences for our animals and volunteers alike.
- To provide volunteers a means to support the Facility and its animals in the way they feel most comfortable, through direct services (exercising dogs, socializing cats, cleaning and maintaining facility) or indirect services (fundraising, clerical work, etc.)
- To increase community and individual awareness of animal issues, such as overpopulation and responsible pet ownership, by forming and maintaining a group of volunteers committed to the common goals of the Facility.

**VOLUNTEER ETHICS & RULES OF CONDUCT:**

- Show a genuine interest in the vision and mission of the Lewis-Upshur Animal Control Facility.
- Be present and on time for your commitments made. The animals and other volunteers rely on you to honor your scheduled shift times.
- Respect the confidentiality of information.
- Take pride in your work. Maintain a neat and clean appearance. Your appearance and conduct reflect directly on the Facility.
- Working with animals is not always easy. Dealing with people and animals, at times, can cause strong emotional reactions. Regardless of what happens during the day, it is important that you do not express negative feelings and emotions to the public. What you do and say affects the public's view of the Facility, so be courteous and empathetic at all times.
- If an unresolved problem develops, bring it to the attention of the Facility Supervisor.
- Demonstrate loyalty to the Facility programs, services and Staff. Do not discuss or challenge Facility policies when customers are present. If you have concerns, bring them up to the attention of the Facility Supervisor or County Commission/Administrator.

## VOLUNTEER GUIDELINES

- Familiarize yourself with and adhere to the Facilities policies.
- Familiarize yourself with the literature in the center so you can give appropriate information to the public if they have questions.
- Learn the jurisdictions over our center and others so you can correctly advise people as to where and how they should continue looking for their lost pet.
- Familiarize yourself with the behavioral tendencies noted on animal cages prior to initiating physical contact with the animal.
- Discuss behavior observations of the animal with the Facility Supervisor.
- Be empathetic to people and animals.
- Report any signs of illness in an animal to an animal care staff member or the Supervisor of the Facility.
- Wash your hands between handling each animal and use all required supplies to protect the animals against the spread of disease.
- Clean up after yourself, whether in the office, kennel or laundry room.
- Follow all Facility policies. Do not use your personal feelings or opinion as expertise when talking to the public.
- **DO NOT** involve yourself with any business being handled by the Facility staff unless requested to do so.
- **DO NOT** involve yourself in any decisions to euthanize an animal and do not openly question, criticize, publicize, or post on any social media website the decisions made by the staff of the Facility to perform euthanasia on an animal.
- **DO NOT** remove any animals from the premises without the express written permission of the Supervisor of Facility.
- **DO NOT** feed the animals unless you have specifically been assigned to do so.
- **DO NOT** attempt to break up a dog or cat fight. Report the incident to the Supervisor of Animal Services.
- **DO NOT** bring your children to the Facility without prior approval and express written consent of the Upshur County Commissioners, Upshur County Administrator and Supervisor of the Facility.

## **VOLUNTEER DUTIES:**

- We at the Lewis-Upshur Animal Control Facility value our volunteers and the effort put forth by our volunteers for the benefit and welfare of our “furry friends.” As a volunteer at the Lewis-Upshur Animal Control Facility, you will be asked to perform different duties and a list of those duties shall be provided to you during your scheduled shift by the Supervisor of Animal Services. Those duties include, but are not limited to the following:
  1. Cleaning. Cleaning may consist of emptying and sanitizing litter boxes, cat cages, dog kennels, both inside and out, or any other cleaning necessary of the Lewis-Upshur Animal Control Facility.
  2. Exercising and walking the dogs.
  3. Socializing cats.
  4. Laundry.
  5. Unloading of supplies.
  6. Bathing and/or brushing dogs and/or cats.
  7. Assist with vaccinations and weighing of animals.
  8. All duties as requested and assigned by the Supervisor of the Facility.
- Volunteers under the age of 18 must be accompanied by an adult volunteer at all times. For a list of adult volunteers and their volunteer schedules, please see Jan Cochran, Facility Supervisor.

## **DISMISSAL OF VOLUNTEER:**

Occasionally, a situation or circumstances may arise that requires the dismissal of a volunteer from his or her volunteer position. Dependent upon the circumstances of each case, the process is generally, but not limited to, the following:

Initially, the Supervisor of Facility will address the issue with the Volunteer. Secondly, contingent upon the circumstances, a letter will be issued by the Supervisor of Animal Control specifying the terms of probationary requirements. Finally, if all attempts to correct the recurrent problem fail, and after consulting with the County Administrator, a letter of dismissal will be issued by the Facility Supervisor and the County Administrator.

## **REASONS FOR DISMISSAL MAY INCLUDE BUT ARE NOT LIMITED TO:**

- Treating any animal in an inhumane fashion.
- Failing to adhere to Lewis-Upshur Animal Control Facility Volunteer Program Policies and Procedures.
- Insubordination.
- Using intoxicating beverages on duty.
- Being intoxicated on duty.
- Possessing or using drugs/narcotics on duty.
- Defacing any Lewis-Upshur Animal Control property.

- Failing to follow the chain of command.
- Disclosing or publicizing confidential information.
- Stealing Lewis-Upshur Animal Services property or animals.
- Failing to maintain a harmonious relationship with staff/volunteers/public.
- Providing false information about the Lewis-Upshur Animal Control Facility or any employee to a member of the public or media.
- Engaging in negligence or willful misconduct causing personal injury, harm to an animal or property damage.
- Being arrested.

In summary, it is our hope that your volunteer efforts will be enjoyable and rewarding for you, the animals, and the volunteers and staff you work with. Please discuss any concerns you may have with the Supervisor of our Facility. It is important that we resolve problems that arise so that we can work together effectively as a team.

I have read the above referenced guidelines and agree to abide by them. Signed this \_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Volunteer Applicant Signature

\_\_\_\_\_  
Under 18 Volunteer Applicant Signature

\_\_\_\_\_  
Parent Signature

State of West Virginia  
County of: \_\_\_\_\_

I, \_\_\_\_\_, Notary Public in and for said County and State to affirm and attest that the above individuals appeared before me and executed this document on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Seal)

\_\_\_\_\_  
(Notary Public)

My Commission Expires on: \_\_\_\_\_



Reviewed and Approved on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

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Jan Cochran, Supervisor of the  
Lewis-Upshur Animal Control Facility

Reviewed and Approved on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

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Upshur County Commission