

Animal Shelter Volunteer City of Royal Oak

The following guidelines have been established to provide for the use of volunteers at the Royal Oak Animal Shelter.

1. **APPLICATION** - Persons wishing to perform volunteer service at the Animal Shelter must make application for acceptance through the Royal Oak Police Department, Deputy Chief of Police. Applicants must cooperate with the following application procedures:
 1. Complete a written application form provided by the City of Royal Oak.
 2. Consent to criminal history check, as well as any other background investigation deemed necessary by the City.
 3. Complete and sign a liability waiver provided by the City.
 4. Volunteers must be 18 years of age or older.

2. **APPROVAL** - The Deputy Chief of Police shall approve or disapprove the application. The Deputy Chief of Police may terminate any volunteer if he deems it to be in the best interest of the City.
 1. Upon approval, the applicant will be contacted by the Animal Shelter Manager to discuss with the applicant hours of assignment.
 2. The Animal Shelter Manager will notify other shelter attendants that the volunteer has been authorized to assist at the shelter.

3. **PARTICIPATION & RULES OF CONTACT**
 1. Volunteers shall not handle any cash transactions at the shelter.
 2. Volunteers shall at all times obey the instructions of the Animal Shelter attendants and/or officials of the City of Royal Oak.

The applicant hereby acknowledges having read the above program guidelines and agrees to abide by those guidelines.

Signature of Applicant

Date

Volunteer Application Questionnaire

Royal Oak Animal Shelter

1. Name of Applicant _____
Home Address _____
Home Phone No. (____) _____ Work Phone No. (____) _____
Cell Phone No. (____) _____
Driver's License No. _____
2. Employer _____
Position _____
Employed Since: _____
3. List any arrests or convictions for felonies or misdemeanors (provide details)

4. Are you a member of an animal rescue organization? If yes, describe _____

5. **The hours of operation are:** M – F 4pm to 7pm Sat. 10am – noon Sun. cleaning only
What days and hours are you available? _____
6. What assignments are you interested in: Dog walking _____ Cage cleaning _____
Laundry _____ Dish washing _____ Special events only _____

I hereby declare that the above information is accurate and complete.

Signed _____ **Date** _____

Royal Oak Police Department
221 E. Third Street
Royal Oak, MI 48067

Criminal Record Check Request

The below information is required for the completion of a criminal history check.

Purpose: Animal Shelter Volunteer .

Exact name as it appears on driver ' s license

Address

City

Driver ' s License Number

Expiration Date

Date of Birth

Sex

Authorization of Applicant

I, the undersigned, authorize the Department of State Police, Central Records Division, and the Royal Oak Police Department, to conduct a criminal history file check by name and identifiers to determine the existence of any arrest resulting in conviction and furnish a response to the above requesting agency. Furthermore, I authorize the Royal Oak Police Department to conduct a file check by name and identifiers to determine the existence of any contacts, whatsoever, between myself and any law enforcement agency.

Signature of Applicant

Date

Requested By (to be completed by department):

Signature:

Name:

Title:



Request to Participate Inside the Royal Oak Animal Shelter Release and Save Harmless Agreement

The terms of our insurance require that you complete a "hold harmless" agreement (below) and that it be authorized by a designated representative of the City of Royal Oak. Please read the following and then complete the agreement:

1. The minimum age to work inside the Shelter is 18.
2. The following release must be signed by all who work with/around animals in the Shelter.
3. All volunteers must sign in each day they work. If unable to work your scheduled time, please notify the Shelter.
4. Do not open a cage that has a sign reading "Do Not Touch" or "DANGER," or any such notification.
5. All volunteers must attend orientation and/or training prior to handling the animals.
6. All volunteers must wash their hands before and after they handle the animals
6. All bites, scratches, slips, or falls must be reported to the Deputy Chief of Police.
7. Deputy Chief of Police or his/her designee or Mayor Ellison makes the final decision on any animal in the Royal Oak Animal Shelter. Please be aware that even though we strive to find every adoptable animal a quality home, we do, on occasion, have to euthanize animals when there is no other alternative, such as severe injury or illness, exceedingly aggressive temperament or unsound mental health.

WHEREAS: _____ (*your name*) has expressed the desire to participate in police and community relations work to include working at the Royal Oak Animal Shelter on a voluntary basis with a beginning date of ____/____/____, and WHEREAS: that request is deemed acceptable to the City of Royal Oak, provided the undertaking is completely at the sole risk of the above _____ (*your name*) as to injury, death or property damage resulting from such undertaking, therefore: _____ (*your name*) does hereby assume personally all risk of death, injury or property damage and does hereby agree to hold safe and harmless and release forever the City of Royal Oak from all liability whatsoever to _____ (*your name*) his/her heirs or assigns, such release of liability shall expressly cover all acts or occurrences arising from participation by _____ (*your name*) working at the Animal Shelter including all acts or occurrences of any kind, in agreement thereto: _____ (*your name*) does this _____ (*day*) of _____ (*month*), _____ (*year*), execute this release and does release the City of Royal Oak and agree to save the City safe and harmless from action arising from his/her participation described above.

_____/_____/201_____
(Signature of applicant) (Date)

To Be Completed by the City	
Approved by	Date