Title: Animal Care & Control Volunteer Policy	Category: 100
Effective Date: April 15, 2025	Number: 142
Amended:	
Issuing Authority: Board of Commissioners	
Responsible Officer: Animal Care & Control Director	

Purpose

To establish a mandatory comprehensive volunteer manual/handbook, volunteer Code of Conduct and Volunteer training program for anyone that would like to volunteer at the Saginaw County Animal Care & Control (SCACC) facility or with the Animal Care & Control program, ensuring understanding of critical best practices, with specific focus on Saginaw County Animal Care & Control mission and values.

Responsibility

Users: Anyone who has applied to be a volunteer at SCACC; approval to work as a volunteer at SCACC is contingent upon applicant accepting the terms of the Volunteer Handbook & Code of Conduct.

Saginaw County Management: Saginaw County Animal Care & Control Director and SCACC Shelter Manager are responsible for ensuring volunteers attend appropriate training program(s), review the policies and Code of Conduct and sign agreeing to be bound by the policies and Code of Conduct and address any reported security concerns promptly.

Saginaw County Animal Care & Control Director: The content of the volunteer handbook, Code of Conduct, and training curriculum must be reviewed and updated annually, or when significant changes to the enterprise occur.

Scope

This policy applies to all County of Saginaw Elected Officials, Judges, volunteers, employees, contractors, third-party vendors, or anyone else who has access to the Saginaw County Animal Care & Control facility. Anyone mentioned who fails to comply with this, or any County of Saginaw policy, is subject to disciplinary action outlined in the County of Saginaw Standards of Conduct and may be subject to revocation of volunteer status, as well as any other penalties provided by law.

Policy

Develop, implement, and maintain a mandatory program for volunteer management and training. The program must contain the following elements:

1. A comprehensive Volunteer Manual/Handbook created and maintained outlining all policies and protocols governing volunteer tasks, mandatory training and Code of Conduct.

2. All new County of Saginaw volunteers at SCACC must complete training prior to being granted access to SCACC buildings, animals in the care and/or control of SCACC or SCACC management software (including remote access). The training must include:
    a) Best practices for shelter management and animal care protocols.
    b) Any legal and / or regulatory obligations of the above.
3. All Volunteer users must be trained on how to use any shelter management or volunteer management software or tools prior to being granted access. If a volunteer is granted access to County controlled networks or other IT assets, they must comply with all applicable policies and procedures.
4. All Volunteers must be trained on how to recognize and report incidents involving harm to animals or volunteers while operating in their capacity as Volunteers.
5. Any Volunteer IT users with privileged access will receive and complete specialized security awareness training annually.

Administrator/CAO Legal Counsel Review
The Administrator/CAO has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Approved as to Legal Content:
Saginaw County Administrator/CAO   Saginaw County Civil Counsel

ADOPTED: April 15, 2025