

**NOTICE OF MEETING
REGULAR MEETING**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. SYNOPSIS APPROVAL**
- 6. VISITORS**
- 7. PUBLIC HEARING**
- 8. PENDING BUSINESS**
 - A. Animal Shelter Fee Schedule **Page 3**
 - i. Kenai and Soldotna Shelter Fees
 - B. Animal Shelter Budget **Page 9**
 - i. 2016 Budget Workbook
 - ii. Animal Shelter profits
 - C. Animal Shelter Contract **Page 15**
 - D. Volunteerism **Page 25**
 - i. Kenai Volunteer Guide
 - ii. Animal Shelter Volunteer Release
- 9. NEW BUSINESS**
 - A. Online Payment of Animal Shelter Fees **Page 41**
 - B. Peace Officer Status **Page 43**
 - C. Dog License Educational Pamphlet **Page 45**
 - D. Animal Shelter Inspection **Page 47**
 - E. Agenda and meeting packet deadlines **Page 49**
- 10. INFORMATIONAL ITEMS**
 - A. Humane Society of the United State Standards for Operation of an Animal Shelter **Page 51**
 - B. Animal Shelter layout **Page 61**
- 11. COMMENTS OF THE AUDIENCE**
- 12. COMMENTS OF CITY STAFF**
- 13. COMMENTS OF THE TASK FORCE**
- 14. ADJOURNMENT NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 5, 2015 AT 5:15**
in the City Hall Cowles Council Chambers located at 491 E. Pioneer Ave, Homer, Alaska.



City of Homer

www.cityofhomer-ak.gov

Administration

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Sustainable Animal Control Review Committee
FROM: Patrick Lawrence, Assistant City Manager
DATE: October 22, 2015
SUBJECT: Fee Schedule

Attached are animal shelter fee schedules from Soldotna and Kenai.

Recommendation: Review and adjust the Homer shelters fee accordingly.

Fees

Dog License (Sterilized)	\$10.20
Dog License (Non-Sterilized)	\$30.60
Animal Adoption Fee	\$15.30
Dog Neutering	\$112.20
Dog Spaying Up to 60#	\$112.20
Dog Spaying 60-99#	153.00
Dog Spaying 100# or More	\$204.00
Cat Spaying	\$102.00
Cat Neutering	\$76.50
Rabies Vaccination	\$25.50
Kennel Facility	\$102.00
Microchipping	\$5.10

More Fees can be viewed [here](#).

The Kenai Animal Control adoptable pets can be viewed on [Petfinder.com](https://www.petfinder.com)

Hours

Sunday	Closed
Monday	Closed
Tuesday	11:00am - 5:30pm
Wednesday	11:00am - 5:30pm
Thursday	11:00am - 5:30pm
Friday	11:00am - 5:30pm
Saturday	11:00am - 5:00pm

VOLUNTEERING: If you are interested in volunteering at the Kenai Animal Shelter please read the below Volunteer Guide, Volunteer Application, and Volunteer Release of Liability Agreement. To start the application process you can turn in the completed Volunteer Application to the Kenai Animal Shelter. Paper copies of the forms are available at the Kenai Animal Shelter. Contact Stacie Mallette at the Animal Shelter with any questions on volunteering.

Introduced By:
Date:
Action:
Vote:

City Manager
January 12, 2011
Adopted
6 Yes, 0 No

CITY OF SOLDOTNA
RESOLUTION 2011-002

A RESOLUTION ESTABLISHING FEES RELATED TO ANIMAL CONTROL

WHEREAS, fees related to animal control were last set in 1994; and

WHEREAS, updating the fees periodically to reflect the increased cost of the animal control program is in the best interest of the City; and

WHEREAS, Ordinance 2010-040 repealed and replaced SMC 6.04 Animal Control in its entirety; and

WHEREAS, the new ordinance requires fees to be set by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

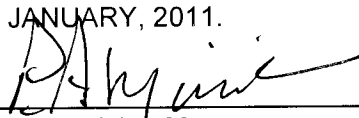
Section 1. The attached schedule establishes fees related to animal control for the City of Soldotna.

Section 2. This resolution shall become effective immediately upon its adoption.

ADOPTED BY THE CITY COUNCIL THIS 12TH DAY OF JANUARY, 2011.

ATTEST:


Teresa Fahning, City Clerk


Peter A. Micciche, Mayor

SOLDOTNA ANIMAL CONTROL FEES

Impoundment: Dogs/Cats/Small animals	1 st use - \$50.00
(per use of impound facility by household)	2 nd use - \$75.00
	3 rd use - \$100.00
	4 th use - \$200.00

Impoundment: Livestock	1 st use - \$100.00
(per use of impound facility by household)	2 nd use - \$200.00
	3 rd use - \$200.00
	4 th use - \$200.00

Licenses: Dog Only	Spayed/neutered	\$10.00
	Unaltered	\$30.00
Commercial Dog Licenses		\$100.00
Rebate for altering pet with a current unaltered license		\$20.00
Replacement License	All	\$2.00

Rabies Vaccination: (With adoption or impound only) \$15.00

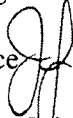
Boarding: (For impounded animals	Dogs/Cats/	\$20.00/day or partial
only, no boarding offered to the	Birds/other pets	day
public.)	Livestock	\$50.00/day or actual
		cost if higher

Waiver: (Owner release)	All borough animals and unlicensed dogs	\$25.00
	City dogs providing dog has current license	\$15.00
	City cat	\$15.00

Adoption: Actual cost of veterinarian's fees



**SOLDOTNA POLICE DEPARTMENT
M E M O R A N D U M**

Date: January 5th, 2011
To: Larry Semmens, City Manager
From: John Lucking, Chief of Police 
Re: Proposed Animal Control Fee Schedule Resolution

Attached is the City's current Fee Schedule relative to Animal Control charges, as well as a proposed replacement Fee Schedule that we're asking be incorporated by Council Resolution. This Fee Schedule supplements the proposed reissue of the City's Animal Control Ordinances under Ordinance 2010-40. These new fees have been researched by staff, and are consistent with what other local and statewide municipalities have adopted.

After the Council takes final action on the Animal Control Code under Ordinance 2010-40, we will also be presenting and recommending a formal Bail Schedule to the Council in order to establish for the Court, specific fines associated with each violation of the new Animal Control Code.

CURRENT FEES

Impound		1 st - \$25.00
		2 nd - \$40.00
		3 rd - \$50.00
Dog License	Spayed/Neutered	\$10.00
	Unaltered	\$20.00
Commercial License		\$100.00
Rabies Vaccination		\$15.00
Boarding- Dogs/Cats/Small Animals		\$8.00/day
Boarding Livestock		\$25.00/day
Waiver		\$25.00 Borough
		\$0.00
Adoption: Actual cost of veterinarian's fees		



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Memorandum

TO: Sustainable Animal Control Review Committee
FROM: Patrick Lawrence, Assistant City Manager
DATE: October 22, 2015
SUBJECT: Shelter Budget

Attached is the animal shelter budget along with the profits over the last 5 years.

Recommendation:

**City of Homer
2016 Operating Budget**

0165 Animal Control		Adopted	Amended	Draft	Increase/Decrease			
A/C Num.	Expenditure Categories & Descriptions	12/31/13 Actual	12/31/14 Actual	12/31/15 Budget	12/31/15 Budget	12/31/16 Budget	From Prior Yr Amended	
							\$	%
<u>Salaries and Benefits</u>								
5101	Regular Employees							
5102	Fringe Benefits							
5112	PERS RELIEF							
5103	P/T Employees							
5104	Fringe Benefits P/T							
5105	Overtime							
5107	P/T Overtime							
	Total Salaries and Benefits	-	-	-	-	-	0	0.0%
<u>Maintenance and Operations</u>								
5202	Opr Supplies	-	-	-	-	0	0	0.0%
5203	Fuel/Lube	24,631	8,379	13,200	13,200	13,200	0	0.0%
5206	Food/Staples	-	-	500	500	500	0	0.0%
5208	Equipment Maint	-	-	1,000	1,000	1,000	0	0.0%
5209	Building & Grounds Maintenance	2,450	2,844	3,000	3,000	3,000	0	0.0%
5210	Prof & Spec Svc	124,818	130,889	129,880	129,880	129,989	109	0.1%
5215	Communications	250	293	1,200	1,200	1,200	0	0.0%
5217	Electricity	5,775	6,522	5,750	5,750	5,750	0	0.0%
5218	Water	905	1,083	1,500	1,500	1,100	(400)	-26.7%
5219	Sewer	911	1,152	1,800	1,800	1,200	(600)	-33.3%
5220	Refuse/Disposal	285	320	500	500	500	0	0.0%
5221	Property Ins	777	749	745	745	745	0	0.0%
5223	Liability Ins	1,158	786	739	739	739	0	0.0%
5244	Snow Removal	-	-	2,500	2,500	2,500	0	0.0%
	Total Maint. and Operations	161,960	153,017	162,314	162,314	161,423	(891)	-0.5%
<u>Capital Outlay, Transfers and Reserves</u>								
5990	Transfer to Reserves	-	-	-	-	0	0	0.0%
	Total C/O, Transfers & Reserves	-	-	-	-	-	0	0.0%
	Total	161,960	153,017	162,314	162,314	161,423	(891)	-0.5%

There are no program changes currently scheduled for Animal Control in 2016. The current contract ends on 1-1-2017 but could be renewed at the existing rate for one additional two year period.

	12/31/2010	12/31/2011	12/31/2012	12/31/2013	12/31/2014	12/31/2015
100-0035-4609 Animal Care Fee	6,153	6,709	6,534	6,027	6,162	7,700

**CITY OF HOMER, ALASKA
AGREEMENT FOR PROFESSIONAL SERVICES**

This agreement for professional services, dated January 01, 2014 is entered into between the City of Homer, Alaska (hereinafter called the "City"), a municipal corporation, and Coastal Animal Care (hereinafter called "Contractor"), a business organized under the laws of the State of Alaska. Contractor's address is 4142 Mattox Road #12 Homer, AK 99603.

This agreement is for professional services for the operation and management of the Homer Animal Shelter (hereinafter called the "Shelter"). Contractor's primary contact person for purposes of this agreement is Cheryl Bess. The City's primary contact for purposes of this agreement is the Chief of Police or the Chief's Police Department Designee (hereinafter called the "PDC").

1. Scope of Work

The scope of work to be performed under this agreement is more completely described in Appendix A, which is incorporated herein by reference.

2. Compensation

As compensation for services, Contractor will be paid \$129,988.80, payable monthly in equal installments of \$10,823.40. Contractor will receive additional compensation of \$55.00 per hour for after hour call out that is requested by the Homer Police Department. At the conclusion of each month the Contractor shall submit a monthly invoice to the City and the City shall make payment within two weeks from receipt of the invoice.

The City may by written change order require Contractor to perform additional services; Contractor will not be paid additional compensation for additional services unless a written change order, signed by the PDC and setting forth the additional services and compensation, is approved before the Contractor undertakes such services.

3. Term

This agreement is effective for a term commencing 01/01/2014, and ending on 01/01/2017, unless terminated earlier pursuant to paragraph 14 of this Contract, or unless extended as hereinafter provided in paragraph 4.

4. Renewal Option

This contract may be extended upon written amendment expressing the mutual agreement of both the City and the Contractor. The renewal shall extend this Contract for not more than one additional 2 year term from the preceding expiration date.

5. Insurance

The Contractor will maintain a \$1,000,000.00 comprehensive general liability insurance for claims arising against the activities of the Contractor. The Contractor will add the City as an additional insured under this insurance policy which shall be primary to any policy obtained by the City that provides similar coverage for such activities. Contractor shall provide the City certificates of insurance to show that at all times the required insurance is in place. The City will maintain comprehensive general liability insurance for claims arising against the City concerning the Animal Control Shelter premises.

6. Worker's Compensation Insurance

Contractor acknowledges that it must provide worker's compensation insurance for its employees according to Alaska State Law. In the event Contractor hires any employee, Contractor will, prior to the start of employment for any employee, obtain worker's compensation insurance from an authorized worker's compensation carrier and provide proof of such insurance coverage to the City. Thereafter, Contractor shall keep such worker's compensation coverage in effect during the term of this agreement. No worker's compensation insurance policy shall be canceled or allowed to expire without 30 days prior written notice the City.

7. Hold Harmless and Indemnity

Contractor shall hold harmless, defend, and indemnify the City and its officers and employees from and against any and all damages, losses, claims, lawsuits, or liability, including attorney's fees and costs, of every kind arising out of loss, damage, or injury, including death, to persons or property sustained by Contractor, its employees, and its volunteers, or any or all of them, from any cause arising out of or in the course of the performance of services under this agreement.

8. Vehicle

Contractor will provide a vehicle(s) to perform animal control duties. Vehicle(s) should be clearly identified as "Animal Control", carry automobile liability insurance coverage with policy limits not less than \$300,000 for all owned, non-owned, and hired autos. Contractor will be responsible for all costs associated with vehicle, including fuel and maintenance.

9. Building and Equipment Owned by City

All land, buildings, improvements and permanent equipment which are presently in place, or new real property improvements which may be added, shall remain or become the property of the City. Contractor will be liable for the cost of damage to the City's building, improvements and equipment caused by negligence, recklessness, or intentional misconduct of Contractor or its employees.

Should the Contractor fund the implementation of any facility improvement at the request and approval of the City, such facilities shall become the property of the City after completion of a

repayment schedule.

Expendable supplies which are on hand on the day and date of the Contract execution shall be inventoried. The Contractor shall have access to these supplies during the duration of the Contract, but shall maintain the inventory such that at the end of the Contract period, the City inventories shall be replenished for supplies used or substituted, with City approval during the term of the Contract.

The City will require prior approval by the Chief of Police of any real property purchased or donated to the Shelter by the Contractor, Homer Animal Friends or by private donation.

10. Personnel

The Contractor represents that he has secured or will secure at Contractor's expense all personnel required in performing the services under this Contract. Contractor will furnish the City with names and addresses of all personnel. Contractor shall inspect all work performed by his personnel and ensure that the work meets the standards required by this agreement.

All of the services required hereunder will be performed by the Contractor or Contractor's employees under the Contractor's supervision, and all personnel engaged in work shall be fully trained and qualified; and shall be authorized under State and local law to perform such services. Contractor shall remain responsible for all training of employees, and Contractor shall provide them with any required protection/safety gear as specified by current law or regulations; including OSHA requirements. None of the work or services covered by the Contract shall be subcontracted without prior written approval of the City.

The Contractor or any employees of the Contractor shall not be under the influence of alcohol or drugs (any substance considered unlawful under AS 11.71, or the metabolite of the substance) while working in the shelter, on shelter grounds or while on duty. Alcohol or drugs may not be possessed at the Shelter. The Contractor and employees of the Contractor will be required to submit to a breath test or other testing for presence of alcohol or drugs at the request of the PCD if the PCD, or a Homer police officer, has reasonable suspicion that the individual has consumed or is under the influence or is in possession of alcohol or drugs. A positive test result, or refusal to submit to such testing, may result in the City ordering a revocation of the individuals' peace officer status and a permanent or temporary prohibition against the individual's continued presence at the Shelter or continued work under this agreement or both.

11. City Obligations

The City shall provide the building, be responsible for building and ground maintenance and supplies; utilities to include water, sewer, electricity, heating fuel, dumpster pickup, phone and internet line.

12. Independent Contractor

This Agreement does not constitute an employment of Contractor by the City. Both parties agree

that Contractor is to remain an independent Contractor for all purposes. Except for those instances specifically provided herein, Contractor shall act independently and shall not be under the control of the City as to the means by which Contractor accomplishes its scope of work. Contractor shall not be treated by the City as an employee in respect of the services rendered hereunder for the purposes of any governmental agency. Consequently, the City will pay no state and federal unemployment taxes and will not withhold social security or federal income tax. Accordingly, Contractor shall be solely responsible for payment of all taxes arising out of Contractor's activities under this Agreement including but not limited to federal income taxes, social security taxes, unemployment insurance, state and local taxes, and all business and professional fees.

13. Entire Agreement

This Agreement constitutes the entire agreement between the City and Contractor, and there are no agreements or understandings concerning this Agreement which are not fully set forth therein.

14. Termination

14.1 Termination for Cause.

If, through any cause, except causes beyond the control of the Contractor, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Contractor shall violate any of the agreements or stipulations of this Contract, the City shall have the right to terminate the Contract upon providing written notice ten (10) days before the effective date of such termination.

14.2 Termination Without Cause.

The City may terminate this Contract in whole or in part at any time without cause by giving written notice to the Contractor of such termination at least thirty (30) days before the effective date of such termination. In that event, the Contractor will be paid for work satisfactorily completed on the date of termination, less payments of compensation previously paid.

15. Mediation

If any dispute arises out of or relates to this agreement, or the breach thereof, the parties shall first meet, confer, and attempt to settle the dispute. If the dispute cannot be settled through such direct negotiations, the parties agree to try in good faith to settle the matter by nonbinding mediation. The parties shall jointly agree on an impartial mediator within 30 days of either party's demand to submit the dispute to mediation and, unless otherwise agreed, the parties will follow the mediator's rules of procedure. If the parties cannot agree on a mediator within 30 days of a demand, and any extensions that may be agreed to by both parties, then either party may initiate mediation to be administered by the American Arbitration Association under its Commercial Mediation Procedures. All costs of mediation, including the mediator's fees and

expenses, will be shared equally by the parties. Each party will bear its own attorneys' fees and costs. Neither party may commence litigation unless and until such matter has been submitted to mediation as required in this section.

16. Assignment

The Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same without prior written consent of the City.

17. Amendment

This Agreement may be amended only by a written document executed by the parties.

CITY OF HOMER

By: 

Marvin Yoder, City Manager

Date Signed: 1-20-2015

CONTRACTOR:

Coastal Animal Care

Taxpayer ID #519-62-0023

By: 

Date Signed: 1-20-15

APPENDIX A
SCOPE OF WORK

I. General

Contractor will operate the Shelter in accordance with the Homer City Code Title 20 and the Humane Society of the United States Standards for the Operation of an Animal Shelter. Contractor will accept cats, dogs, puppies and kittens both from the PDC and the City residents providing the space is available. These animals will receive safe, humane treatment during their stay and if necessary, their disposal. Contractor will determine which animals are to be destroyed. The Animal Shelter shall be managed in such a way to encourage adoptions but the Contractor is required to ensure that space will be available to comply with the intent of Title 20 of the Homer City Code. The intent of this title is to control the running of large animals within the city and to protect the general health, safety and welfare of the citizens of the City with respect to the keeping of animals. The Shelter does not have facilities for and therefore will not accept farm or wild animals.

II. Management and Operation of Animal Shelter

The Homer Animal Shelter requires operation 7 days a week for the care of animals. The Contractor shall maintain office and telephone inquiry response hours at the Animal Shelter for the convenience of the public a minimum of Tuesday through Saturday from 12:00 to 5:00 p.m. excluding holidays. The contractor shall notify the PDC of any anticipated changes in operational hours. The City must agree with the Contractors proposed operating hour change prior to the change. The hours of operation for animal care to meet contract specifications will be left to the discretion of the Contractor.

The Contractor will be responsible for all calls and complaints regarding animals from the hours of 8:00 a.m. to 7:00 p.m. Monday through Sunday. Calls between 7:00 p.m. and 8:00 a.m. will be directed to the Homer Police Department. Contractor will respond promptly to call outs requested by the Homer Police Department between 7:00 p.m. and 8:00 a.m. Monday through Sunday. Contractor will provide HPD dispatch current 24-hour contact numbers for personnel who shall respond to call outs.

At a minimum the PDC will conduct monthly inspections of the Homer Animal Shelter. The City may inspect the facilities at any time.

The contractor shall not use the shelter for personal use of any type. No personal property may be stored on the grounds with the exception of the animal control vehicle if it is owned by the contractor. No one is permitted to sleep overnight in the shelter unless prior approval for doing so is obtained from the Chief of Police.

III. Animal Care and Feeding Routine

A. Feeding

1. Animals will be fed everyday using quality, name-brand chow in a type and quantity suitable to animal type and age.
2. Potable water will be present at all times.

B. Cleaning

1. All fecal material will be scooped and properly disposed of daily.
2. All "in use" kennels, cages, and runs; food bowls; cat litter boxes; and gutters, aisles, and floors will be cleaned and disinfected daily, with the exception of outside runs when temperatures are below freezing.

C. Veterinarian Care and Euthanasia

1. At Contractors discretion and cost, emergency care for animals will be provided by a licensed veterinarian.
2. At Contractors discretion and cost, euthanasia will be conducted by lethal injection by a licensed veterinarian or Contractor if Contractor has received certification as an Animal Euthanasia Technician from the National Animal Control Association.

D. Supplies

Contractor will purchase all supplies required for animal care and cleaning (such as animal food, medicine, kitty litter, etc) and all supplies for janitorial cleaning of the building.

IV. Vehicle

The Contractor will provide an animal control vehicle(s) as needed to fulfill the duties of the Contract. Vehicle should be clearly marked "Animal Control".

The vehicle chosen and it's decals must be approved by the Chief of Police.

V. Records

- A. Incoming paperwork will be prepared for every animal that enters the Shelter. Such paperwork will include all pertinent dates, animal description, final disposition of the animal, prior home (inside/outside city limits) of animals picked up or received.

- B. A monthly animal report will be submitted to the PDC.
- C. An Animal Shelter Standard Operating Procedures (SOP) Manual will be developed within 90 days of contract signing and will be updated annually thereafter. The SOP shall be submitted to the Chief of Police for approval. The SOP shall address shelter and safety procedures for employees and volunteers.

VI. Animal Adoptions

The City and the Contractor acknowledge that adoptions are an important aspect to the Shelter. Contractor will use its best efforts to encourage adoptions including working with Homer Animal Friends adoption programs.

VII. Fee Collections

- A. During the hours Contractor is at the Shelter Contractor will collect animal drop off, animal adoption, impound, rabies vaccinations and license fees.
- B. Contractor will issue a receipt and keep a careful record of all incoming money.
- C. Contractor will remit to the City on a bi-weekly basis all fees collected and records thereof, and all donations of money, supplies and equipment.
- D. Contractor will meet quarterly with the City's Finance Director or her designee to review financial records including fees collected, donations made to Animal Shelter and payment of any expenses for the Animal Shelter.
- E. The City may audit Contractor's fee collection records at any time upon reasonable notice to Contractor.

*questioning
fee # do that* ←

VIII. Animal Control and Code Enforcement

The City Manager and PDC will appoint the Contractor and any approved employees the status of Peace Officer for purposes stated in this paragraph. As a Peace Officer the Contractor will respond to calls involving domestic animals, investigate complaints, determine appropriate course of action up to and including impound of animals or issuing citations for violation of Homer City Code Title 20. These services may be performed only by individuals appointed in writing by the City Manager as "peace officers" as defined by AS 11.81.900 (b)(38). The authority of each such peace officer will be limited to the enforcement of Homer City Code Title 20 and may be further limited by the written appointment by the City Manager. Such peace officers shall not have the general authority of police officers and the appointment of any individual may be revoked at any time with or without cause by the Chief of Police.

IX. Volunteers

Contractor will coordinate and train volunteers for the Animal Shelter.

X. Maintenance

The Contractor will be required to provide janitorial services for the building and to keep sidewalks and doorways free of dirt, debris, ice and snow. Contractor and all of Contractor's employees will abide by reasonable rules established by the City for the safe use and occupancy of the Shelter building and will take all reasonable precautions against damage to the premises.

Initials:

City of Homer: MMR

Contractor: CAB

Attachments: City Code Title 20, Humane Society of the United States Standards for Operation of an Animal Shelter

ADDENDUM ACKNOWLEDGEMENT

**RFP OPERATION AND MANAGEMENT
HOMER ANIMAL SHELTER**

Please include this form with any and all proposers.

- #1 _____
- #2 _____
- #3 _____
- #4 _____

CITY OF KENAI ANIMAL CONTROL

VOLUNTEER GUIDE

INTRODUCTION

Thank you for your interest in volunteering at the Kenai Animal Shelter. Volunteer efforts greatly enhance the level of care provided to animals staying at the shelter. This Volunteer Guide outlines the general shelter policies as they pertain to our volunteer program.

For optimal volunteer operations, the Kenai Animal Shelter must maintain a professionally organized volunteer program that offers appropriate training, supervision and recognition to volunteers. Any issues or questions regarding volunteer duties, performance, or conduct will be directed to the Volunteer Coordinator.

OUR MISSION – To provide humane care and shelter to all animals housed at the Kenai Animal Shelter; and to fairly enforce the City’s code of animal ordinances throughout the City of Kenai.

OUR VISION – We envision collaborative animal control efforts with the community we serve; with strong two-way communication between shelter staff and residents to help remedy unlawful or neglectful situations involving domestic animals.

OUR VALUES

- Compassion for all animals in the care of the Kenai Animal Shelter.
- Prompt, ethical response to concerns for aggressive, nuisance, or neglectful behavior involving domestic animals in the City of Kenai.
- Public education regarding animal behavior and the City of Kenai animal code.
- Commitment to maintaining a qualified and dedicated team of staff and volunteers.
- Respectful, honest communication from staff/volunteers to each other, and to the community served.

ORGANIZATIONAL HIERARCHY

- a. City Manager
- b. Police Command (Chief and Lieutenant)
- c. Shelter Staff (Chief Animal Control Officer, Animal Control Officers, Temporary Assistant, Shelter Volunteer Coordinator)
- d. Shelter Volunteers

REVISIONS AND RESPONSIBILITIES

This Volunteer Guide shall be reviewed periodically by Police Staff and Animal Shelter Staff, and may be revised at any time with the approval of the Police Chief. The Volunteer Guide is effective as of June 15, 2015. The most current copy of the Volunteer Guide supersedes all previous versions.

KENAI ANIMAL SHELTER hours and contacts

Shelter Address: 510 N. Willow St. Kenai, AK, 99611
Kenai Animal Shelter Phone: (907)283-7353
Kenai Police Department Phone: (907)283-7879

Shelter website: <http://www.ci.kenai.ak.us/government/departments/animalcontrol>

Public Hours:

Tuesday – Friday	11:00am to 5:30pm
Saturday	11:00am to 5:00pm
Sunday & Monday	Closed

APPLICATION PROCESS AND QUALIFICATIONS

All potential volunteers must first complete the [Kenai Animal Shelter Volunteer Application](#). By submitting a completed application you are consenting to a criminal background check. Applicants with the following criminal convictions will be denied the opportunity to volunteer at the shelter: Theft conviction in the last 5 years; Misconduct involving a Controlled Substance conviction in the last 5 years; any felony conviction in the last 10 years; any Cruelty to Animals conviction ever; any Assault conviction in the last 10 years.

Applicants who pass the background check will meet with the Volunteer Coordinator for a brief, informal interview. During the interview the coordinator will discuss with you information that you provided in your application, and further identify your interests and suitability to shelter volunteer operations. Within one week of the volunteer interview, the applicant will be notified whether he/she is accepted into the volunteer program.

Volunteers must be at least 12 years of age. Children ages 12-15 may help their parent(s) or legal guardian(s) volunteer at the shelter, but must be under the direct supervision and care of their parent(s) or legal guardian(s) at all times. Parent(s) or legal guardian(s) must complete a "Volunteer Application" and "Waiver of Liability" form on behalf of their child. Volunteers, age 16-17, may volunteer without a parent or legal guardian present; however the youth and parent (or legal guardian) will both be required to read/sign the volunteer application and volunteer waiver of liability.

In special circumstances, the Chief of Police may approve of a child under the age of 12 volunteering under the close supervision of a parent. The child will have significant volunteer restrictions/limitations.

If you are pregnant or if you have any condition that might compromise your immune system, you must notify your physician of your intent to volunteer at the shelter. Your doctor may want you to limit or stop your volunteering or s/he may have medical advice/precautions for you.

ORIENTATION/TRAINING

Applicants accepted into the volunteer program must complete the following steps prior to volunteering within the shelter:

1. Attend a volunteer orientation/training course provided by Kenai Animal Shelter staff. The segments of the orientation course are as follows: 1.5 hour orientation/training (required for all); 1 hour dog class (required if interacting with dogs); 30 minute cat class (required if interacting with cats). *Note: Times are approximate, and may be shorter/longer depending on class size.*
2. Within one month of attending volunteer orientation/training, complete an online training course (cost paid by the City of Kenai). The Volunteer Coordinator will provide you with instructions for enrolling/completing the course.
3. All volunteers will be required to attend department approved annual training courses at least once every 12 months in order maintain active status as a volunteer.

VOLUNTEER OPPORTUNITIES

The volunteer opportunities at the Kenai Animal Shelter are as follows:

1. Dog Walking – Dog walking is one of the most important volunteer needs at the shelter. This can entail taking the dog for a walk, or playtime in the fenced area of the shelter (playing fetch, petting). *See Dog Walking Safety Procedures.*
2. Cat and kitten socialization – *See Cattery Procedures*
3. Brushing, grooming, and bathing animals.
4. Assist with shelter cleaning (kennels, dog dishes, animal beds/blankets, and general premises cleaning).
5. Front lobby clerical tasks (greeting, answering phones, data entry, and answering questions of visitors).
6. Special Event Support (rabies clinic, education presentations, etc.).

NOTE: VOLUNTEER ASSIGNMENTS MAY CHANGE OVER TIME AS YOU BECOME MORE FAMILIAR WITH VOLUNTEERING AT THE SHELTER.

VOLUNTEER CONDUCT

DRESS CODE – When involved in our events or working at the shelter, you are expected to present a good image of the Shelter at all times. Volunteers must dress appropriately while volunteering. You will be required to wear your Shelter-issued volunteer t-shirt while volunteering, along with a volunteer badge/tag. All volunteers must be clearly identified as a volunteer while performing services at the Shelter. You should wear long pants and sturdy, close-toed shoes or boots for safety. Wear clothes that you don't mind getting dirty, stained, wet or snagged. A safety vest must be worn whenever walking an animal outside the building.

DRUGS AND ALCOHOL – Drugs and alcohol are not to be used by volunteers during volunteer activities. The sale, use, possession or transfer of a controlled substance, marijuana, or alcohol on shelter premises or during volunteer time is prohibited.

RESTRICTED AREAS – Volunteers are prohibited from entering the following areas of the shelter for safety and disease prevention reasons:

1. Animal Quarantine Areas – These rooms are for housing animals that are being held for bite quarantine, classified potentially dangerous animal, classified dangerous animal, and feral/intractable animals.
2. Euthanasia Room.

Volunteers will never be tasked with cleaning these areas.

Volunteers will never be involved with euthanizing animals; nor tasked with walking or placing an animal into the euthanasia room.

CONFIDENTIALITY – Volunteers will maintain the confidentiality of Shelter clients, donors, and sensitive information as prescribed by the Animal Shelter and, if applicable, by law. The names and identifying information of Shelter clients and donors will be considered strictly confidential and will not be shared with other agencies or individuals.

ANIMAL REPRESENTATION – In order to promote the animals at the Shelter, in the most consistent manner, it is imperative that most questions relating to an animal's history be directed to a staff member. Volunteers are welcome to share the basic facts about an animal (age, breed, origin, if known), based on information provided by the Shelter's staff, but please refrain from representing the animal in a manner based on assumption or conjecture.

PROMOTING OUTSIDE INTERESTS – Volunteers will not use their association with the Animal Shelter to promote activities related to the volunteer's outside personal or professional interests, including, but not limited to soliciting business, fundraising, or other personal causes.

CLIENT OR PUBLIC COMPLAINTS – If a client or member of the public expresses dissatisfaction with the Animal Shelter in any manner, the volunteer must immediately refer the person to the Chief Animal Control Officer; or, if unavailable, refer the person to a staff member who will make the Chief Animal Control Officer aware of all complaints.

NON-DISCRIMINATION – The Animal Shelter's policy is to render service to all people without regard to race, creed, color, national origin, culture, language, sex, sexual orientation, religion, age, veteran status, mental or physical disability. The Animal Shelter does not tolerate discrimination in any form.

PROFESSIONALISM AND ETHICS – Volunteers will always represent the Animal Shelter in a professional manner at all events or activities in any way connected to the Animal Shelter. Volunteers will respect all people (including staff/volunteers, clients, and other members of the public) and shall not use derogatory and demeaning language. Volunteers will use socially appropriate and respectful terms when referring to individuals or groups of a particular origin, ethnicity, race, religion, gender, or other group.

HARASSMENT AND VIOLENCE – For the health, safety and welfare of the Animal Shelter's volunteers, staff, clients, and animals, the Animal Shelter has a "zero tolerance" policy regarding harassment and violence. No volunteers, staff member, client, or other individual shall be harassed, sexually harassed, or subject to actual or threat of violence at the Animal Shelter or

any Animal Shelter sponsored activities or events. If the Animal Shelter finds that any volunteer, staff member, client, or other individual is in violation of this policy, that person or persons shall be subject to action by the City of Kenai, including but not limited to termination of the Animal Shelter's volunteer position (if the violator is a volunteer).

If a volunteer is subject to such harassment or violence while working, s/he should immediately report it to the Chief Animal Control Officer, Police Lieutenant, or Police Chief.

MEDIA CONTACTS – If you are contacted by a reporter or representative of any TV, radio, newspaper, or magazine, regarding the Animal Shelter, direct him or her to the Chief Animal Control Officer.

ANIMAL ABUSE – Violence toward animals will not be tolerated under any circumstances. If a volunteer witnesses such abuse, they shall immediately report it to the Volunteer Coordinator, and if unavailable to the Chief Animal Control Officer, Police Lieutenant, or Police Chief. If a volunteer witnesses or suspects animal abuse by a client or other individual, they should report the observations to the first available Animal Control Officer. Volunteers will model the Animal Shelter's values regarding the humane treatment of animals at all times.

PHONE CALLS – The Animal Shelter telephone should not be used for personal calls, except for emergencies. Using personal cell phones while volunteering at an event, or during the middle of a shelter task is discouraged. Please only try to utilize your cell phone on a break.

TRANSPORTING ANIMALS – Volunteers are prohibited from transporting animals from the premises (no fostering, no transports to the veterinarian, no transports to the airport, etc.).

TERMINATION POLICY – The City of Kenai reserves the right to terminate a volunteer's service at any time, with or without notice. This recommendation is made by the Chief Animal Control Officer, who will receive final approval from the Police Chief. The Animal Shelter will strive to give advance written notice to a volunteer of dismissal when appropriate or feasible. Volunteer service may be terminated for a number of reasons, including, but not limited to:

1. Stealing
2. Alcohol/Substance Abuse on premises
3. Discourteous/rudeness to another volunteer, staff member, or citizen
4. Insubordination
5. Misrepresenting the Animal Control Department or the staff in any way
6. Any deliberate act of cruelty to an animal
7. Careless or negligent performance of volunteer duties
8. Unauthorized entry into restricted areas
9. Unauthorized release of confidential information
10. Violating any volunteer/shelter policies
11. Repeatedly creating an unsafe environment at the Shelter or at Shelter events
12. Not volunteering for a period of 6 months or more
13. Overall unreliability that has a detrimental effect to Shelter operations

SHELTER SAFETY RULES

PERSONAL SAFETY – The Animal Shelter is committed to providing a safe environment for volunteers, staff, and visitors. It is imperative that you follow the Shelter’s safety rules. Please immediately notify the Volunteer Coordinator, or first available staff member, on any conditions that need improvement.

Following these basic rules will help prevent many accidents:

- Report all injuries, no matter how slight, to the Volunteer Coordinator or any available staff member.
- Do not attempt to lift/push objects or animals that are too heavy—ask for help. Bend at the knees and hips and lift with your legs. Adjustable tables should be lowered to the floor and used anytime the volunteer/employee is unable to lift the animal.
- Identify and remember the location of fire extinguishers, fire alarm pull boxes, and emergency exits. NEVER block these areas with materials or equipment. Keep floors and aisles free of items at all times.
- Use personal protective equipment as described below:
 - Goggles and gloves must be worn when working with cleaning chemicals (quaternary ammonia, degreaser, bleach, etc.).
 - Ear protection is provided and must be worn when working in the dog kennel area, or any other high noise area.
- Any person willfully violating safety procedures and/or endangering the safety of other employees, volunteers, or animals will be subject to dismissal.
- Volunteers can and should decline to do any task that they do not feel comfortable with, including, but not limited to: walking animals, cleaning kennels, mixing cleaning solutions, grooming animals, etc.

HOUSEKEEPING AND CLEANING

- All employees and volunteers are responsible for maintaining the general orderliness and cleanliness of their work areas.
- Do not eat, drink, apply cosmetics, or store food in areas where animals are handled. These practices encourage the spread of disease.
- ALWAYS wash your hands in between handling animals to minimize the transmission of disease, and after handling chemicals to avoid potential allergic reactions.
- Non-hazardous spills are to be cleaned up promptly.

HAZARDS AND HAZARDOUS SUBSTANCES

- Report all hazards to a Kenai Animal Shelter staff member immediately.
- Only properly trained employees are to undertake any repair work involving electrical equipment (i.e. washer/dryer).
- Do not overload or block outlets.
- Only staff/volunteers who have been properly trained/authorized will be permitted to use any commercial chemicals/substances in the facility (including common cleaners). If you weren’t trained on the use of a commercial substance/liquid, keep your hands off.

- Know the safety precautions for each cleaning agent BEFORE you use it. The Safety Data Sheets (SDS) can be found in the animal grooming room.

SAFETY DATA SHEETS (SDS) – The Animal Shelter does not expect its employees or volunteers to use a chemical that does not have an SDS to explain the hazards and safety precautions that should be used with the chemical. The Animal Shelter will be responsible for obtaining SDS for each new chemical used in the facility. All authorized volunteers using cleaning products in the facility will be trained on the safe use of such chemicals prior to any use of the product. As a requirement of the training, the volunteer will read the SDS for any chemicals used, and shown where the SDS is kept should they need to reference it for the future.

CONTAINER LABELING – Each staff member is responsible for checking arriving containers to verify that they are appropriately labeled. If a container is not labeled, the department staff member will obtain a label for the chemical immediately. Any container with a worn or missing label needs to be brought to a staff member’s attention, and the staff member will then label the container before it goes back into use.

ANIMAL HANDLING SAFETY

The following sections provide a general overview of safe animal handling practices. It is not intended to replace actual safe animal handling training conducted by trained staff. When handling animals, be sure to take your time, don’t over stimulate the animal, and remember that the animal may perceive a threat, even though you do not intend to threaten.

Volunteers will only interact with animals available for adoption. Available for adoption means that staff has determined: the animal has received the appropriate wait period, screening, medical exam (if necessary) and is available for the public to interact with the animal.

If you do not feel comfortable handling an animal, DON’T!! Get a staff member to help you— don’t risk getting dragged, scratched, or bitten! Fearful animals can be the most dangerous.

DOG WALKING SAFETY PROCEDURES

- Must be 16 years of age to handle a leash.
- Closed toed shoes required to handle dogs.
- Volunteer must read all intake paperwork on the dog prior to the first time handling it (parent/guardian also must read in the case of a volunteer under 18).
- Volunteers are prohibited from removing a dog from the kennels, and prohibited from placing dogs back in the kennels. A Shelter staff person will remove the dog out of the kennel for you and will return it for you. The exchange areas for staff to/from volunteers are the front lobby, front parking lot, or rear fenced area.
- Wear a safety vest when walking the dog outside the front of the building.
- Never take a dog that is too big or strong for you to realistically handle.
- During the walk the dog must be on a leash at all times. Shelter staff will place a leash on the dog prior to handing it off to you.
- Do not drag, pull, or push the dog if it is not walking. Use caution when picking up small dogs. Not all dogs like to be picked up.
- Watch for signs of stress/fear:

- Ears back
- Hackles raised
- Tail down
- Dilated pupils
- Lifted lip
- Submissive posture
- Growling, snarling, barking, or lunging
- If a dog is fearful, do not make direct eye contact. Do not reach over the dog's head. Move slowly, because rushing the dog only adds more stress, leading to unpredictable behavior and increasing the likelihood of injury.
- Try to give each dog at least 15 minutes outside of their kennel. This allows time for them to potty, run, and get some love.
- Only one dog at a time may be walked by a single volunteer to prevent risk of fighting or injury. At least one staff member must be on the shelter premises while a volunteer is walking a dog.
- Only a total of two dogs can be walked at a time (by two separate volunteers and they must be in separate areas). At least two shelter staff members must be on the shelter premises when two dogs are being walked.
- While on the walk use caution around Animal Shelter patrons. Prevent the dog from getting in close proximity to small children.
- Try to allow every dog to have some time in the off leash area behind the shelter. 'Clean dog toy' bins are located in the animal kitchen. After playing with the dog, place the dirty toys in the laundry basket by the washing machine in the garage. Do not let the dog take the toy to their kennel. Do not try to pull a toy from a dog's mouth. You can offer a treat to see if the dog drops the toy. When finished, leave him/her in the fenced area, and notify a staff member that you are finished playing with the dog.
- Use positive reinforcement at all times when working with dogs.
- Place an "I have been walked" card on the dog's kennel after staff secures the dog in its kennel.
- If a dog appears sick, inform the Shelter staff.

CATTERY PROCEDURES

- Volunteers keep the cats happy and content through interaction. This helps the cats become more adoptable when meeting the public.
- Always sanitize your hands before handling any cats at the shelter and between handling different cats.
- **CAUTION:** You are always taking a risk when you handle a shelter cat. Cat bites and scratches do happen. Shelter cats are very different from your cats at home. They are more stressed, so handle them accordingly. Spend time petting a cat before you attempt to pick it up. Some cats prefer to only be petted in their cage. If a cat appears nervous and does not approach you, do not remove it from its kennel.
- Cats located in any area other than the main Cat room cannot be handled for any reason.
- Below are several ways volunteers help in the cattery:
 - **Interaction:** Interact with the cats in a loving way by petting and socializing them, only holding them if they tolerate being held.

- **Litter boxes:** Cleaning litter boxes according to training.
- **Water:** Refill water dishes for cats. Kittens tend to knock over their water, so only fill their dishes about ½ full. Place double sided dishes with the water on the inside of the kennel, and the food towards the door (that way climbing kittens don't fall in the water).
- **Empty Trash**
- When removing a cat from a kennel, be sure to get the cat's attention before opening the door.
- Allow the cat to check out your fingers before you pick it up. The cat should come to you, not the other way around. Talk to the cat calmly and softly to avoid over-stimulating the cat.
- Keep the cat's face away from other cats.
- Watch for signs of stress/fear—enlarged pupils, thrashing tail, growling, hissing, and attempting to hide or escape. If these signs appear, carefully remove the cat from the source of stress—out of the visiting room or into a less stressful kennel with the help of a staff member.
- If a cat is fearful, do not make direct eye contact. Do not reach over the cat's head. Move slowly because rushing the cat only adds more stress, leading to unpredictable behavior and increasing the likelihood of injury.

WITH ANY ANIMAL:

- Inform a staff member immediately if an animal is displaying signs of aggression and/or may be a threat to other animals or people.
- If you have questions, ask a staff member. If you feel uncomfortable handling an animal, DON'T!

BITES/SCRATCHES— Preventing bites is not only important to your health and well-being, but to the animal's as well. There is a difference between play-biting and aggressive biting. Every bite and scratch must be reported to staff as soon as it occurs.

IF YOU ARE BITTEN:

- Summon help for someone to secure the animal, and/or to assist you with first aid.
- Wash the wound completely and thoroughly with antibacterial soap for 1-2 minutes.
 - If there is bleeding apply pressure to the wound.
 - Apply first aid bandages if needed.
- Have someone call 911 immediately if an ambulance is needed.
- Depending on the severity of the bite you may need to see your physician or travel to the nearest medical clinic or emergency room.
- Shelter staff will eventually need to complete a bite report, and will gather more details of the incident from you.
- Based on the circumstances, staff will determine the best course of action for the animal.

COMMON DISEASES:

The risk of diseases spreading increases in a shelter environment because of the numbers of animals living in close proximity, animals with different levels of immunity, or animals that may be incubating diseases. In addition, animals are stressed from being in a noisy, strange place.

Some of the diseases of most concern to the Shelter are:

Dogs:

Distemper
Parvovirus
Kennel Cough
Parasites
Respiratory Viruses
Heartworm

Cats:

Upper Respiratory Complex
Feline Leukemia
Parasites
Feline AIDS
Panleukopenia

CONTROL MEASURES: KEEP CLEAN

- Cleanliness is extremely important for removing all sources of disease and controlling its spread. It is important for volunteers and all others to take special care with cleanliness.
- Wash or sanitize your hands between handling different animals. This can mean the difference between life and death for these animals.
- Use toys with only one dog and then place in used toy bin to be cleaned.
- Distemper, parvovirus and panleukopenia are all spread orally through feces. Handling an animal that may have walked through feces in its kennel or cage makes you the possible source of infection to the next animal you touch.
- If you handle a sick dog or cat by mistake, wash your hands immediately and don't handle any other animals! Let a staff member know which animal you handled.
- If you see a kennel that has feces with blood in it, let a staff member know right away.
- Keep your shoes clean. Wear rubber-soled shoes that cover your entire foot.
- Stay out of quarantine and isolation areas.
- If you have a sick animal at home (especially Parvovirus), please do not handle any shelter animals.

COMPUTER USE AND PHOTOGRAPHY/VIDEO

Only authorized/designated volunteers will have access to Shelter computers for data entry purposes, and only at times when at least one shelter staff member is present in the facility. The staff member will open the appropriate computer program for the volunteer, and will subsequently close the program down when the volunteer has completed data entry. The volunteer will not open any other programs, documents, email accounts, icons, etc.; and will not have access to the internet.

Only designated staff of the Kenai Animal Shelter have administrative access to the Kenai Animal Shelter Facebook page. Volunteers are prohibited from having this access to the Kenai Animal Shelter's Facebook page or any other Kenai Animal Shelter social media sites. Volunteers are prohibited from posting photos on the internet of animals that are housed at the shelter. However, volunteers may share posts done by the shelter.

Volunteers are not authorized to photograph or video record shelter animals unless specifically authorized to do so by the Volunteer Coordinator.

The Volunteer Computer Use Policy is not intended to govern volunteers' establishment or use of personal social media accounts for personal purposes, outside of the Animal Shelter. However, volunteers should consider the risks and rewards involved in creating online content that may reflect on the City or appear to represent the City. Any conduct that adversely affects volunteer performance, the performance of other employees/volunteers, or adversely affects City business may result in termination from the volunteer program. Volunteers are personally responsible for content they post on social media.

TRAINING AND SCHEDULING

TRAINING – In addition to general volunteer orientation there may be additional training for volunteer assignments. Training may be provided in advance or during the assignment depending on what will be the most applicable for the role. The Animal Shelter wants to ensure that volunteers have a clear understanding of the tasks they are being asked to help with. Please let the Volunteer Coordinator know if you are unsure of the specifics of an assignment or if you have any feedback about training you receive from the Volunteer Coordinator or other staff members.

SCHEDULING – To make the best use of volunteer time, the Volunteer Coordinator schedules the majority of volunteer assignments in advance. Please request assignments directly with the Volunteer Coordinator. Volunteers will be allowed to volunteer a maximum of three (3) hours per day and eight (8) hours per week. The Volunteer Coordinator will schedule based on the needs of the shelter.

SIGNING IN AND OUT – It is important to log the hours you spend volunteering your time for the Animal Shelter. Please immediately sign in when you arrive, and sign out upon the completion of your volunteering for the day.

SUPERVISION AND SUPPORT

The Volunteer Coordinator is the primary point of contact for volunteer questions, concerns, and challenges. It is the goal of the Animal Shelter to provide volunteers with meaningful assignments, and the volunteer has a voice in these assignments. For example, if a volunteer only wants to walk dogs, then that is all the volunteer will be assigned to do.

Although your primary contact at the Shelter is the Volunteer Coordinator, any staff member may request that you do something differently or that you refrain from an activity. Our staff have years of experience, and are expected to respectfully and assertively intervene with volunteer activity when necessary. Don't take it personal; they are the employees of the Shelter, and it is their job to constantly look out for the best interests of the animals and the facility.

RESOLUTION OF ISSUES/CONFLICTS

If a volunteer has an issue, which could be defined as any problem or difficulty in or with the Animal Shelter or its staff members, that volunteer is encouraged to present the issue as soon as possible to the Volunteer Coordinator. This will assist the Animal Shelter in its attempt to resolve the issue by examination and discussion of the circumstances surrounding the issue. The

Volunteer Coordinator should make every attempt in good faith to satisfactorily resolve issues for the volunteer.

If a volunteer has an issue with another volunteer/s, the volunteer must first discuss the issue with the volunteer/s. If the matter cannot be resolved between or among individuals, the volunteer with an unresolved issue may then notify the Volunteer Coordinator in writing. The Volunteer Coordinator will generally schedule a meeting with the volunteer with the unresolved issue within five (5) business days of receipt of the notice.

If the volunteer's issue is not resolved to the volunteer's satisfaction at this meeting, then upon a subsequent written request to the Volunteer Coordinator, a meeting will be scheduled (within 5 business days) with the Chief Animal Control Officer, which may or may not include the volunteer with the issue. In the Chief Animal Control Officer's sole discretion, s/he may hold additional meetings with the volunteer. The Chief Animal Control Officer's decision is final, and will be documented in the applicable volunteer's personnel file.

GRIEVANCE PROCEDURES - If a volunteer is at odds with the Animal Shelter's philosophy, policies, procedures, staff members; or past, proposed or existing state of affairs, the volunteer should immediately discuss such differences with the Chief Animal Control Officer. If the volunteer is not satisfied with the response from the Chief Animal Control Officer, the volunteer should immediately contact the Kenai Police Lieutenant, and if unavailable, the Kenai Police Chief. When presented through proper channels, the chain of command will take appropriate steps to help resolve the issue. Failing to follow these channels is unprofessional, and can damage internal morale and external perception of the Animal Shelter.

EUTHANASIA

We do our best to place every healthy, adoptable animal that comes to our shelter into a permanent home and there is no clock ticking. We may keep an animal for months, as long as health and behavior allows. We work with rescue organizations from around Alaska to find placement.

As fast as we can find animals homes, more are brought to the shelter on a weekly basis. Sadly, some are at risk of being put down. Some are sick/injured beyond providing them with reasonable veterinary care. Some have behavioral issues and pose a risk to the public and Kenai Animal Shelter staff and volunteers.

It would be wonderful to eliminate the need for euthanasia, but we aren't there yet. Just know that the decision to euthanize is made carefully and with great solemnity.

As a volunteer, you may have become attached to a particular pet and if he or she is no longer in the shelter, feel free to ask staff to let you know what happened (adopted, transferred to rescue, or other). If the animal has been euthanized we will succinctly let you know why the decision was made. If you do not want to know, then simply don't ask.

MINIMUM ATTENDANCE & LONG TERM ABSENCE

Any lapse of six months from volunteering will result in ineligibility to volunteer for the Kenai Animal Shelter; and the volunteer will need to complete the volunteer application process all over

again prior to being accepted back in the program. The same is true of a volunteer who fails to attend an annual, required volunteer training. If you need to resign for any reason, we ask that you let us know.

VOLUNTEER AGREEMENT

By volunteering at the shelter you agree to abide by: all volunteer guidelines as prescribed in the volunteer handbook; and any other training, guidance, and direction that you receive from staff of the Kenai Shelter.

VOLUNTEER GUIDELINES ACCEPTANCE FORM

CITY OF KENAI

ANIMAL CONTROL DEPARTMENT

I have read, understood, and will adhere to the volunteer guidelines for the Kenai Animal Shelter.

Print Name: _____

Signature: _____

Date: _____

RELEASE OF LIABILITY, HOLD HARMLESS, AND INDEMNITY AGREEMENT

For and in exchange for my being allowed to volunteer with the City of Kenai to offer assistance, care for, and serve the dogs, cats, and/or other animals (the Animals) within the City of Kenai Animal Shelter and other valuable consideration I, _____(print name), hereby agree to defend, indemnify, and hold harmless and to fully and forever release, discharge, and exonerate the City of Kenai, its employees, officers, directors, volunteers, agents, successors, assigns, and all others acting on its behalf (the City) from any and all claims, demands, actions, lawsuits, and controversies of every kind and nature for any and all injuries, death, damages, and/or losses of every kind and nature arising directly or indirectly out of or related in any way to the Animals or to my volunteer work for the City. This Release extends to all such injuries, death, damages, and/or losses whether presently known or unknown, suspected or unsuspected, or disclosed or undisclosed.

I understand that the City makes no representations whatsoever as to the past history of the Animals and whether the Animals are safe. My voluntary participation in Animal care, kennel maintenance, shelter cleaning, and other animal control tasks may result in severe bodily injury, illness (including zoonotic disease), death, and/or property damage of all kinds. These risks are associated with the unpredictable nature of the Animals while handling, feeding, or otherwise providing care to the Animals. ***I recognize and accept all risks associated with, arising out of, or relating to the care and handling of the Animals and unpredictable Animal behavior.***

It is my express intent that this Release of Liability, Hold Harmless, and Indemnity Agreement shall bind myself, the members of my family, and my heirs, assigns, agents, administrators, personal representative(s), and next of kin and that this Agreement shall be deemed to be a release, a waiver, a discharge of liability of the City, a hold harmless agreement, an indemnity agreement, and a covenant not to sue the City. I understand and agree that I will not receive any monetary compensation for any time or services provided to the Kenai Animal Shelter. I understand that as a volunteer I am not an employee of the City and may be dismissed as a volunteer at any time for any reason without notice.

I understand that by signing this Agreement I am giving up substantial legal rights and/or remedies which may otherwise be available to me and to my family.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE.

Volunteer Signature

Date

Parent or Legal Guardian Signature for Volunteer less than 18 Years of Age

Date

Printed Name	
Full Address	
Phone Number	
Date of Birth	



City of Homer

www.cityofhomer-ak.gov

Administration

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Sustainable Animal Control Review Committee
FROM: Patrick Lawrence, Assistant City Manager
DATE: October 22, 2015
SUBJECT: Online Dog Licensing

Making online payments for dog licensing is possible although the city is currently going through a transition in how it collects payments for other services. The IT manager does point out a concern with tracking the licenses and the data base required to do so.

It has been recommended by our IT manager to wait until the City has made its transition to its new payment system before pursuing this possibility further.

Recommendation: Make a motion to include that online payment options are addressed in future city payment systems in the Committee's final recommendations to City Council.



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Memorandum

TO: Sustainable Animal Control Review Committee
FROM: Patrick Lawrence, Assistant City Manager
DATE: October 22, 2015
SUBJECT: Peace Officer Status

Peace Officer status was removed from the contractor when the personnel department at the time felt there was too much liability for our contractor to issue citations. This opinion was not held by the police depart at the time.

It has been recommended by our Chief of Police and Personnel director to appoint Sherry Bess with the limited enforcement authority as an animal control officer to issue citations.

Recommendation: Make a motion that the animal shelter contractor be given limited enforcement authority as the Animal Control Officer in the Committee's final recommendations to City Council.



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Memorandum

TO: Sustainable Animal Control Review Committee
FROM: Patrick Lawrence, Assistant City Manager
DATE: October 22, 2015
SUBJECT: Dog Licensing Mailers

Currently the City is in the process of exploring adding informational pamphlets to its bills. This could include Animal Shelter related information, such as how to license your dog. It has been recommended the committee provide an informational handout that could be included in City bills.

Recommendation: Committee members develop an informational handout to be reviewed and approved at an upcoming meeting.



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Memorandum

TO: Sustainable Animal Control Review Committee
FROM: Patrick Lawrence, Assistant City Manager
DATE: October 22, 2015
SUBJECT: Volunteer Waver

Attached is the Kenai animal shelter liability waver which they require that all volunteers sign. It was recommended by our risk manager that the city require a similar form be signed by all our volunteers.

Recommendation: Review and make recommendations for a Homer animal shelter liability waiver to be created and approved at a future meeting.



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

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Memorandum

TO: THE SUSTAINABLE ANIMAL SHELTER REVIEW COMMITTEE

FROM: MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK

DATE: OCTOBER 16, 2015

SUBJECT: COMMITTEE MEETING AGENDA AND PACKET DEADLINES

Please note the following deadlines for a Thursday meeting so the agendas can be posted and meeting packets can be prepared timely for advertising and for distribution to committee members.

The agenda will close the Wednesday prior to the meeting at 5:00 pm. The chairman should have any agenda topics to the City Clerk's office so the agenda can be prepared and posted by Thursday afternoon prior to the meeting. The secretary should have the meeting synopsis to the clerk by the 5:00 pm on Wednesday before the meeting as well for inclusion in the meeting packet and approval by the committee at their meeting.

Please feel free to contact the City Clerk's office if you have questions on these matters.

HSUS Guidelines for the Operation of an Animal Shelter

Your local animal shelter is the nucleus of your community's animal care and control program. The shelter should be maintained and operated so that it is attractive and convenient to the community. Most importantly, it should be a place of safety and comfort for the animals. If you are building a new facility, these considerations should be included in your plan.

In addition to the guidelines that follow, information on shelter design and construction is available from The HSUS. It includes guidelines for evaluating the facility needs of your community, sample floor plans, and a list of architects who specialize in shelter design and have worked on a wide range of animal shelter projects around the country.

The HSUS recommends the standards outlined below for any animal shelter, regardless of its size, years in operation, or budget.

I. Planning Your Facility

A. Housing

1. Stress reduction and disease control are your goals when determining how to separate animals.
2. Separate animals as follows:
 - a.* dogs from cats
 - b.* sick or injured animals from healthy animals
 - c.* puppies and kittens from adult animals (unless the puppies and kittens are nursing)
 - d.* males from females (especially those in season)
 - e.* Aggressive animals from all others
 - f.* nursing mothers and their young from all others
3. Animals who are stressed or recuperating from injuries or illness must have a quiet place to rest during their recovery period. If kept awake, stressed, or forced to be on guard because of close proximity to barking dogs, their recovery period may be lengthened or otherwise compromised.

B. Floors

1. Floors should slope toward drains to prevent the accumulation of water in the runs.
2. Floors should be made of concrete that has been sealed (making it nonporous) or some other nonporous material that can be disinfected.

C. Walls

1. Walls between kennels should be at least 4 feet high and should prevent water and waste material from flowing from kennel to kennel.

2. For walls between kennels, use one of the following materials:
 - a.* cinder block, sealed and painted with epoxy to make it nonporous
 - b.* metal embedded in a concrete base
 - c.* a fiberglass kennel unit, including floor, sides, and gate
 - d.* tile or glass block
3. Chain-link fencing or wire mesh should extend at least 2 feet above kennel walls. Runs should be covered with fence fabric or wire mesh to contain dogs who might jump or climb fences or who are in season, are aggressive, or are quarantined.

D. Drainage

1. The shelter must have drainage and plumbing adequate to handle the heavy load of daily cleaning.
2. Drainage for each run should prevent cross-contamination of other runs by urine or feces.

E. Heating and Cooling

1. Heating elements embedded in kennel floors are ideal. The temperature at floor level for infant, sick, or injured animals should be at least 75°F; for healthy adult animals, 65-70°F;.
2. Heating, cooling, and humidity-control systems should be used for the comfort of the animals, the staff, and the visiting public.
3. A means of circulating the air must be in operation in all kennel areas. Ideally, the air in the building should be exchanged with outside air eight to twelve times per hour.

F. Security

1. Install a security system to protect the building. Some examples are perimeter fencing, an alarm system, or at a minimum, deadbolt locks for all outside runs in combination with outside lighting.
2. Secure all controlled drugs in a manner that, at a minimum, meets both federal and state laws and regulations.
3. Install a fire-alarm system and institute an emergency plan to prepare your staff for a potential evacuation of animals from the shelter.

G. Dogs

1. Dogs confined in either cages or kennels should have room to move about normally.
2. Stainless-steel or custom-made individual cages for indoor holding should follow these minimum size guidelines:

- a.* large dogs (more than 50 pounds): at least 4 feet by 6 feet, or 24 square feet
 - b.* medium-sized dogs (36-50 pounds): at least 4 feet by 5 feet, or 20 square feet
 - c.* small dogs (10-35 pounds): at least 3 feet by 4 feet, or 12 square feet
3. Dogs confined in cages should be exercised in runs at least 4 feet by 10 feet twice daily or walked on a leash for at least 20 minutes twice daily.
4. Kennels with runs, whether fully enclosed or indoor/outdoor, should follow these minimum size guidelines:
 - a.* kennels—4 feet by 6 feet
 - b.* runs—4 feet by 8 feet
5. Ideally, each dog should have his or her own kennel. Animals who share kennels must be evaluated for compatibility and monitored closely. Each should have ample room to stand, lie down, turn around, and sit normally. This requires a minimum area of 4 feet by 4 feet for each dog. A shared 5-foot by 10-foot kennel should hold no more than two large, two medium, or three small dogs.
6. Enclosures should be equipped as follows:
 - a.* Potable water must be available at all times. Water containers should be cleaned and disinfected regularly (and always before a new animal is put into the cage or run). Water containers should be mounted so that animals cannot tip them over or urinate in them.
 - b.* If self-feeders are used, they should be cleaned daily and disinfected regularly (particularly before a new animal is put into the cage or run). In addition, they must be mounted so that dogs cannot urinate or defecate in them. Food should be clean and dry at all times.
 - c.* If kennel floors are not heated, provide resting boards or beds. Even with heated floors, beds should be provided for nursing mothers, injured animals, sick animals, and animals being held for an unusually long time (for example, in cruelty cases). Cardboard boxes and other enclosures or platforms that can be disposed of, changed, or easily disinfected may be used, and blankets or towels that can be disinfected may be used for bedding.

H. Cats

1. Individual cages should be made of stainless steel, fiberglass, or other impervious material and should follow these guidelines:
 - a.* Provide an area of at least 9 square feet (usually 3 feet by 3 feet) for each cat.
 - b.* Supply each cage with a cat litter pan.
 - c.* Ensure that each cat has constant access to water and dry food.
 - d.* House no more than one cat in a cage, except for nursing mothers, young litters of kittens, or pairs of adult cats who have been admitted to the shelter from the same household.

2. If colony cages are used to house cats, follow the guidelines listed below.
 - a.* Cats whose vaccination history is unknown should be evaluated for health and behavior, vaccinated, and isolated for at least 24 hours for observation before being placed in cat-colony cage rooms.
 - b.* Separate unsterilized males from females.
 - c.* Separate nursing mothers from all others.
 - d.* Separate young kittens from adult cats (except for their mothers).
 - e.* House no more than fifteen adult cats or twenty kittens in a 10-by-15-foot room.
 - f.* Include one 12-inch by 18-inch cat litter pan for every three cats or five kittens.
 - g.* Have water and dry food available at all times (when giving fresh food, use one dish per cat).
 - h.* Equip colony rooms with shelves or resting boxes; provide cages with open doors for animals who prefer to be isolated.

I. Human Traffic Control

1. Provide adequate space for staff to work comfortably and for equipment and records to be stored properly.
2. Make the receiving area large enough for the public to bring, reclaim, or adopt animals comfortably and to keep the animals separated from one another. Ideally, incoming animals should be received in an area separate from the adoption area. The traffic flow pattern should be designed so that animals can be moved quickly, safely, and easily from one place to another.
3. Keep newly arrived animals in a receiving room separate from the rest of the shelter population until they have been evaluated for health and temperament. To maintain high standards of safety for the staff and public and to decrease the possibility of the spread of disease, newly arrived animals should be routed to the appropriate holding area as soon as possible: move dangerous dogs to an area away from public access, sick animals to an isolation area, and injured animals to a veterinarian.
4. The euthanasia room and dead-animal storage area should be easily accessible from the kennel area; however, this area should be away from public view. Animal control vehicles should have access to the back of the kennel area for bringing in animals and removing dead animals.
5. The facility should be accessible to disabled persons. The HSUS recommends that all shelters comply with the federal Americans with Disabilities Act (ADA), regardless of whether they are mandated to do so under the law.

II. Caring for the Animals

A. Diet and Feeding

All shelter animals, regardless of their term of residence, should receive a good-quality, balanced diet that is appropriate for their life stage. Select a food produced by a company that guarantees complete and balanced nutrition. To meet animals' needs, The HSUS recommends the following:

1. The shelter should have a sufficient number of adequately sized stainless steel food and water bowls to accommodate all animals. Feed puppies and kittens who are six to twelve weeks of age three times a day. Feed puppies and kittens who are twelve weeks to twelve months of age twice a day, and adults at least once a day.
2. Dry food can be made palatable to the greatest number of dogs as follows: Mix one-half can of wet food with one pound of dry dog food for each adult dog, add enough warm water to mix well, mix, and feed. If animals are fed between 1 p.m. and 3 p.m., their stools can be removed before closing and the dogs will be in clean runs overnight. Dry puppy food must be moistened for young pups.
3. Dry puppy chow and adult dog food may be left in self-feeders.
4. Feed dogs and puppies enough food to meet their nutritional needs (based on such factors as body weight and label instructions). Check food bowls after approximately 20 minutes. If an animal has eaten all her food, place an additional small amount of food in the run or cage.
5. Feed cats and kittens dry or canned cat food. Do not feed dog food to cats (or vice versa).
6. Generic pet foods are not recommended. Often, the nutrients in generic pet foods are not readily available for digestion and absorption by an animal. Recent tests have shown that puppies and kittens who were fed generic pet foods had a greater incidence of illness, improper growth, and other physical abnormalities and required one-and-one-third times as much food per pound of weight gained. Use only products that are made by major national pet-food companies and are 100 percent nutritionally complete.
7. Store all food in air-tight plastic containers to prevent spoilage and to avoid attracting rodents and insects.

B. Disease Control

Follow these guidelines to minimize disease:

1. Evaluate all animals shortly after they come in to the shelter and observe them during their entire stay. Here are some common signs of illness in dogs and cats that may warrant veterinary care:
 - a. Eyes are watery, appear swollen, or show discharge.
 - b. Ears appear red or inflamed, show discharge, or have a foul odor.
 - c. Nose shows discharge (mucous, blood, or pus), or is crusty, congested, or blocked.

- d.* Gums are swollen or inflamed, teeth are loose or brown, or mouth has a foul odor.
 - e.* Animal is sneezing, coughing, or wheezing.
 - f.* Animal has fleas or ticks, skin shows swelling or lesions, animal limps, or animal is thin or obese.
 - g.* Animal has wounds or abscesses, or body temperature is abnormal.
2. Have a trained and experienced staff member, a veterinary technician, or a veterinarian available to check animals and to provide care. Instruct every staff member to note and record all symptoms of possible illness and to bring them to a supervisor's attention.

C. Cleaning

1. All kennels, cages, and runs must be cleaned daily with hot water and a broad-spectrum disinfectant proven to be effective against various bacteria and viruses common in a shelter environment (including distemper and parvovirus). Each enclosure should be cleaned, scrubbed, and disinfected BEFORE a new animal enters. As an alternative, chlorine bleach (mixed with water in a 1:32 dilution) can be used.
2. Mix disinfectants according to specific manufacturer instructions. After application, allow the disinfectant to remain in contact with the surface for the length of time recommended by the manufacturer before rinsing.
3. Do not expose animals to water or disinfectant. During cleaning, place all animals in separate holding areas or in carriers; animals should never be left in the cage or kennel. Make sure enclosures are completely dry before animals are returned to them.
4. Clean the kennels and cages from floor to ceiling, and scrub cage doors and similar surfaces manually. It is false economy—and a potential source of infection—to clean the walls of a run only to the height of the dog inhabiting the run. If any one section of the shelter is left unsanitized, disease can be easily transmitted.
5. The recommended daily cleaning routine is as follows:
 - a.* Remove the animal from the run or cage and place him in a separate holding area or carrier, then remove bedding, toys, and all food and water containers.
 - b.* Remove all solid waste such as feces and hair. Do not hose solid waste into the drainage system; rinse away only urine with water.
 - c.* Wash enclosures using a high pressure sprayer, steam-cleaning machine, or long-handled, stiff-bristled scrub brush.
 - d.* Using a scrub brush and a solution of detergent/disinfectant, scrub all surfaces within the enclosure including the floor, sides, resting board, top, and gate, according to specific manufacturer instructions.
 - e.* Allow the solution to stand for at least 20 minutes (or the length of time recommended by the manufacturer).

- f.* Thoroughly rinse all surfaces with a steady stream of water (preferably hot).
- g.* Dry the run or cage as completely as possible using a squeegee or rag. If possible, ventilate the area prior to returning animals to it.
- h.* Clean and disinfect beds, toys, food dishes, and water bowls.
- i.* Clean and disinfect cat litter boxes.
- j.* Clean and disinfect the holding area or carrier after each animal has been removed.
- k.* Clean and disinfect the euthanasia room.
- l.* Clean and disinfect other areas used by animals.
- m.* Clean all areas used by the staff and public. Because bacteria can accumulate and lead to disease and odor problems, be sure to regularly clean and disinfect other areas, including the aisles, walls, and ceilings.

D. Euthanasia of Surplus Animals

The HSUS is committed to recommending only those methods of euthanasia that are painless and rapid and—to the fullest extent possible—that minimize fear and apprehension in the animal.

1. Euthanasia should be performed by the best-qualified and most-compassionate staff members, because no method is any better than the people who administer it. The facility should do the following:
 - a.* Provide training for staff and regularly review and evaluate staff proficiency and attitude; and
 - b.* Demonstrate awareness of the extreme stress of the task on those who perform it and make provisions to decrease this stress by all possible means.
2. Euthanasia guidelines are as follows:
 - a.* The HSUS recommends the injection of sodium pentobarbital, prepared specifically for use as a euthanasia product, as the preferred agent for the euthanasia of companion animals. This method, when properly performed, has been found to be the most humane, safest, least stressful, and most professional choice by The HSUS, American Humane Association, National Animal Control Association, and American Veterinary Medical Association. The use of sodium pentobarbital is carefully controlled by federal and state laws and regulations.
 - b.* Carbon monoxide (CO), when in the form of compressed cylinder gas and delivered in a properly manufactured and equipped chamber, is a conditionally acceptable method of euthanasia for some animals. It is unacceptable to use CO for the euthanasia of dogs and cats who are under four months of age, or who are old, sick, or injured.
 - c.* Carbon dioxide (CO₂) is not acceptable for routine use in animal care and control facilities for euthanasia. However, a commercially manufactured chamber using compressed CO₂ may be acceptable for certain wildlife species.

d. The methods that The HSUS considers inhumane, disapproves of, and campaigns against include decompression, nitrous oxide, drowning, decapitation, cervical dislocation, pithing, exsanguination, electrocution, gunshot (excluding properly performed field euthanasia), air embolism, nitrogen flushing, strychnine, chloral hydrate, caffeine, nicotine, magnesium sulphate, potassium chloride, succinylcholine chloride (Sucostrin, U-Tha-Sol, Anectine, Quelicin Chloride, Scoline Chloride), and any combination of pentobarbital with a neuromuscular blocking agent.

3. Animals should be checked carefully.

a. Animals who have been euthanized should be checked to make certain that their vital signs—breathing, heartbeat, and eye reflex—have stopped or that rigor mortis has set in.

b. Dead animals may be disposed of by incineration, burial in a landfill, or another method approved by the community.

III. Record Keeping and Motor Vehicles

A. Record Keeping

1. Paperwork should be prepared for every animal who enters the shelter. Paperwork should include the animal's description and any available information about his background. The records also should include notes on any veterinary or other special care the animal has received and a record of the animal's final disposition.
2. Each record should be numbered and filed so that shelter staff can easily retrieve the information and easily identify animals for adoption, reclamation, or euthanasia.
3. A cage card should accompany each animal throughout her stay at the shelter. The cage card should include the animal's record number, description, and other relevant information such as behavioral characteristics, and observations about health and temperament. Each animal should wear a collar or a collar-tag combination which includes the record number.
4. All animals should be counted at the start and at the end of each day, with the numbers recorded by species in a permanent journal. Each day, these totals should be balanced against the card records. A daily log should be kept to record animals received, adopted, euthanized, or returned to owner. In the records, animals should be classified according to species, sex, and age. (For example, separate adults from those under four months of age.)
5. Receipts for all fees (such as donations, impoundment fees, and adoption fees) should be kept by number and recorded daily, to be balanced against weekly bank deposits. (An inexpensive cash register that can be locked is a good investment.) Daily balances (including incoming and outgoing transactions) should be maintained.

B. Motor Vehicles

1. Each shelter should have an adequate number of vehicles for picking up animals, depending on the size of the community.

2. The vehicle(s) should provide the animals with safety, security, protection from the elements, adequate ventilation, and temperature control. Each animal must have a separate enclosure. Special enclosures should be available for sick or injured animals; these animals require special care and handling as well. There should be a separate compartment for dead animals if a separate vehicle is not available.
3. The vehicles serve as the agency's "field representation" and therefore should be a) clean and well-marked with the agency's name and phone number; b) operated safely at all times; and c) driven courteously.
4. Vehicles should be designed to make it as easy and humane as possible for animals to be loaded and unloaded.
5. Vehicles should be equipped with at least the following animal rescue equipment: dog and cat control poles; a net; leashes; a ladder; wire or fiberglass cages; portable cat carriers; a halter; head-and-tie ropes and slings for livestock; a stretcher; a tool kit; an axe; a shovel; a hammer; a crowbar; a flashlight; dog and cat food; muzzles; humane dog and cat traps; and first aid kits for both people and animals.
6. Vehicle drivers should be trained and prepared to give emergency care to injured or ill animals. Euthanasia should not be administered in the field unless an animal is suffering to such a degree that she is in need of immediate relief by euthanasia. In these cases, the vehicle driver should call a veterinarian to the scene when necessary. The HSUS considers killing by gunshot to be inhumane, except when it is performed properly as a method of field euthanasia in an emergency situation where safe, humane transport of the animal is not possible. A complete report to document the need for euthanasia should be prepared. As part of their job training, drivers should be guided by shelter policies, including guidelines from a veterinarian on how to make field euthanasia decisions.

Prepared by The HSUS's Animal Sheltering Issues staff.

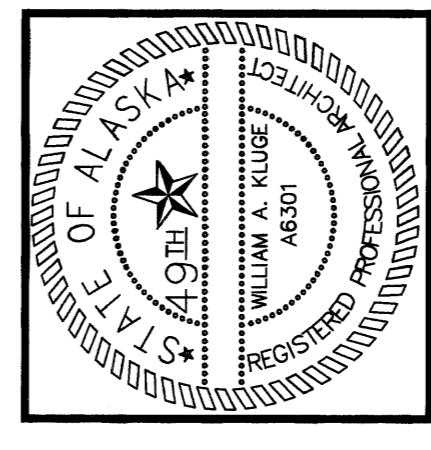
The Humane Society of the United States (HSUS) was founded in 1954 to promote the humane treatment of animals and to foster respect, understanding, and compassion for all creatures. Today its message of care and protection embraces not only the animal kingdom but also Earth and its environment. To achieve its goals, The HSUS works through legal, educational, legislative, and investigative means. The HSUS's efforts in the United States are facilitated by its nine regional offices; its worldwide outreach is supported by its global humane family of organizations.

The HSUS is not an umbrella organization for local humane societies, animal shelters, or other animal care and control agencies, nor does it have any legal or contractual relationships with such organizations. The HSUS publishes guidelines and recommendations for these organizations. For more information on shelter policies and procedures, please contact The HSUS's Animal Sheltering Issues staff.

Revisions:

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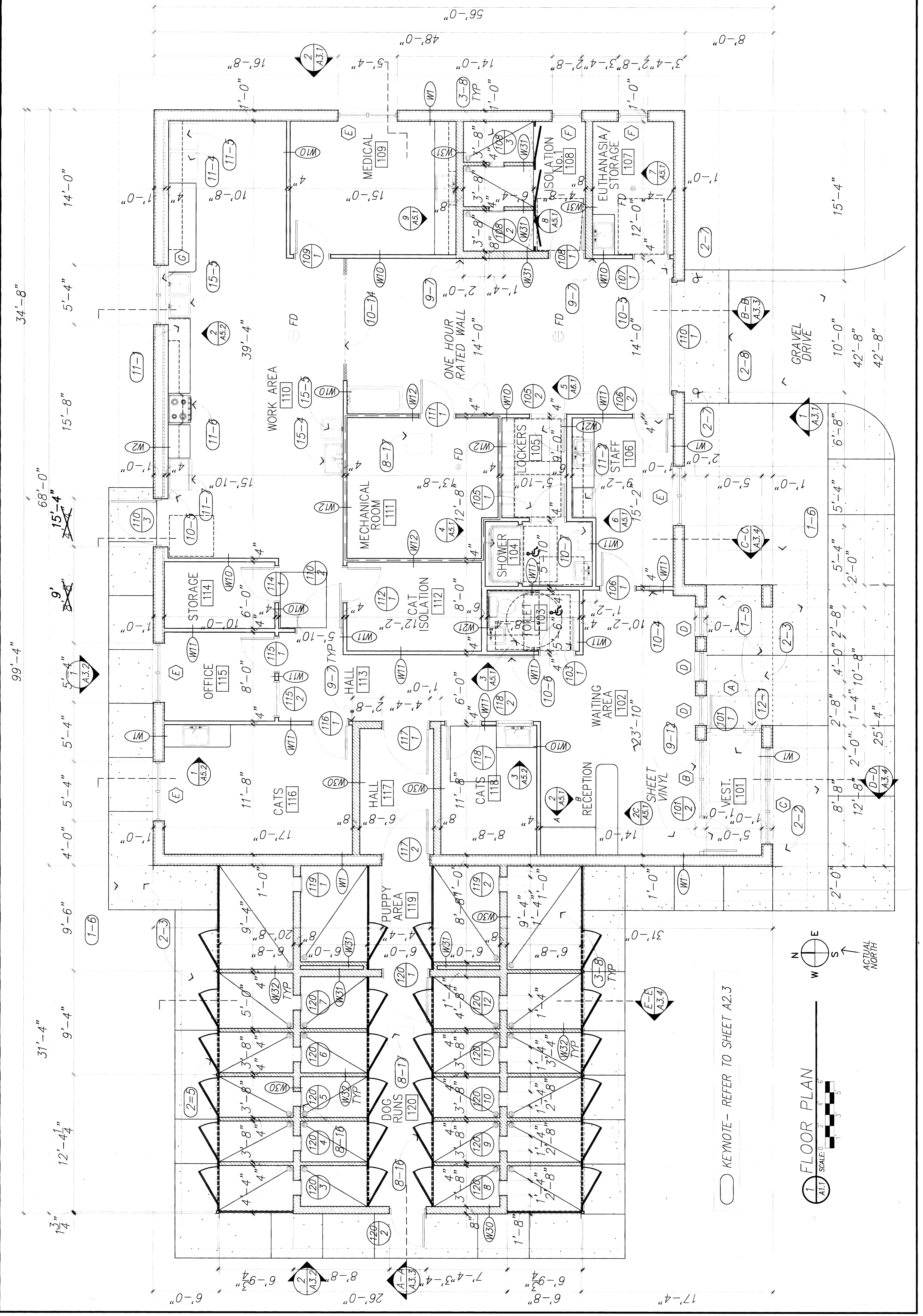
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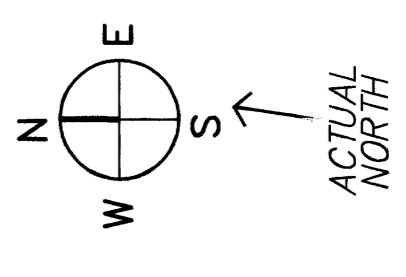
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FLOOR PLAN
2390

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6 of 50



KEYNOTE - REFER TO SHEET A2.3



1 FLOOR PLAN
SCALE: 1/8" = 1'-0"