

LAREDO ANIMAL CARE SERVICES
5202 MAHER AVE., LAREDO, TEXAS 78041
L.A.C.S. VOLUNTEER SAFETY FORM

Date: _____

Referred By: _____

Contact Number: _____

_____ Community Service

_____ Volunteer/ Organization

Individual Performing Service: _____

D.O.B.: _____

Driver License Number: _____

Address: _____ Phone Number: _____

While performing community/volunteer service, I will:

_____ Not be on a cellphone

_____ Wear appropriate clothing to work (pants, closed shoes, no shorts or sandals)

_____ Follow oral and written instructions carefully and communicate clearly with fellow volunteers, staff and visitors.

_____ Not leave the worksite without permission

_____ Not carry any sort of weapon

_____ Treat fellow volunteers, visitors and staff with courtesy and respect at all times.

_____ Not deliberately destroy or deface any tools or property

_____ I certify that I have read and understood the above information. My signature also certifies my understanding of an agreement with the attached policies.

Signature: _____ Date: _____

Please read the following and place your initials in the space provided:

___ I understand that due to the nature of L.A.C.S. operations, I may be exposed to undesirable conditions and may be asked to assist with cleaning and feeding tasks that may require separate attire.

___ I affirm that the statements given by me on the application are true and correct.

___ I agree that upon placement I will perform my responsibilities without compensation and that in performing those responsibilities, I am not acting as an employee or official representative of the City of Laredo.

___ I grant the City of Laredo to investigate all the fact and statements contained in this application. I hereby authorize any person(s) to furnish any and all information including character, habits, work record, skills, felony/misdemeanor records, or any other pertinent information in their possession. I release all such persons and concerns from any and all liability.

___ I further recognize that if accepted, all information I receive is confidential and not to be discussed with anyone, including friends or relatives.

___ I agree not to use tobacco products in any city building or on any city property while performing service hours.

___ I agree not to use, consume, possess or be under the influence of any alcohol or illicit drug while performing service hours.

___ I understand that I can be terminated if any conduct or any pattern of conduct on my behalf would disrupt, diminish or otherwise jeopardize public trust in the City of Laredo.

___ I understand that any community service assignment I have with the City of Laredo can be terminated at any time.

___ I agree to refrain from repeating, making copies of or revealing to any outside source(s) any confidential information I learned while performing service hours. I realize that this is privileged information and is not to be shared with anyone other than a current employee of the City Legal Department and then only as necessary to carry out my task or service.

___ I understand that I am obligated to report to my assigned supervisor any information that may affect the records or operations of the City of Laredo.

___ I also give the City of Laredo permission to reproduce and publicize pictures or news articles pertaining to my service in the City of Laredo via program as long as it is not a confidential matter.

___ In consideration of the City of Laredo allowing me to participate as a volunteer to obtain community service credit, and being aware of possible injuries that could occur as a result of participation, I release the City of Laredo officials, employees and agents from any and all claims, injuries and damages incurred by me from participation as a volunteer. I further agree to indemnify, save and hold harmless the City of Laredo officials, employees and agents from any and all claims or causes of action for injuries or damages caused by me, whether or in part, as a result of my participation in the volunteer program or community service program.

Signature: _____ Date: _____

Laredo Animal Care Services
5202 Maher Ave.
Laredo, Texas 78041

Laredo Animal Care Shelter Duties

INSIDE DUTIES: (Include but are not limited to)

- ___ LOBBY - sweep, mop, clean windows.
- ___ RESTROOM – sweep, mop and clean toilets and sinks.
- ___ BREAKROOM – sweep, mop, take out trash, replace bags.
- ___ MAIN OFFICE – sweep, mop, take out trash, replace bags, clean windows, file, make copies.
- ___ OFFICES – sweep, mop, take out trash, replace bags
- ___ CONFERENCE ROOM – sweep, mop, clean windows, take out trash, replace bags.

OUTSIDE DUTIES: (Include but are not limited to)

- ___ **KENNELS** – clean mailboxes, sweep, mop, wash dog/cat bowls, pick up trash, refill food containers. You may be asked to assist in the cleaning of dog/cat kennels so long as kennel being cleaned is empty of dogs/cats and a kennel officer is present to handle dogs/cats.

- ___ **NO HANDLING OF THE PETS IS ALLOWED UNLESS OTHERWISE INSTRUCTED.**
DOG WALKING MUST BE SIGNED AND APPROVED. INCLUDING THE WALKING OF PUPPIES AND KITTENS.

- ___ **INDIVIDUALS MUST BE SIGNED IN UPON ARRIVING AND SIGNED OUT UPON LEAVING FOR HOURS TO BE COUNTED. AND MUST CLOCK OUT FOR LUNCH/BREAKS.**

- ___ **PLEASE DO NOT BE FOUND WANDERING AROUND THE FACILITY, SITTING DOWN OR ON YOUR CELLPHONE AS YOU CAN BE ASKED TO LEAVE.**

HOURS OF OPERATION:

MONDAY, TUESDAY, FRIDAYS: 8:00 A.M. TO 5:00 P.M.
WEDNESDAY, THURSDAY: 8:00 A.M. TO 6:00 P.M.
SATURDAYS: 10: A.M. TO 2:00 P.M.

SIGNATURE: _____ DATE: _____

