



Welcome to the Friends of Southern Ocean County Animal Shelter Volunteer Program.

We are proud supporters of the Southern Ocean County Animal Shelter. Before you fill out our application, we would like to take the time to inform you that this facility is not a No Kill Shelter.

If an animal comes here that is sick or is aggressive and deemed not adoptable for public safety reasons, the animal needs to be euthanized. On rare occasions when the shelter is extremely full and no rescue can be found to accept an animal, it is euthanized.

If this is something that you are not comfortable with or do not approve of for your own personal reasons, this may not be the facility for which you would like to be a volunteer.

We all try to do what we can to get the healthy, adoptable animals into homes and into rescues, but on occasion, this does not happen.

We ask that you sign below acknowledging this fact, and in doing so, you accept the policies of the shelter. We thank you for your understanding in this matter.

Name \_\_\_\_\_ Date \_\_\_\_\_



\_\_\_\_\_ Dog Walker

\_\_\_\_\_ Dog Foster

\_\_\_\_\_ Transportation

\_\_\_\_\_ Home Checker

\_\_\_\_\_ Grant Researchers

\_\_\_\_\_ Cat Socializer

\_\_\_\_\_ Cat Foster

\_\_\_\_\_ TNR Program

\_\_\_\_\_ Rescue Researchers

\_\_\_\_\_ Fundraising

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

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

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



## VOLUNTEER APPLICATION

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

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

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_ Date of Birth: \_\_\_\_\_

How did you learn about us? \_\_\_\_\_

Person to notify in case of emergency: \_\_\_\_\_

Emergency contact phone number: \_\_\_\_\_

Do you have any physical, mental or emotional condition? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

### SKILLS INFORMATION

Do you have any previous volunteer experience? If so, what type and where: \_\_\_\_\_

Please describe any prior experience you have had with Dog/Cat training (when, where, training technique, skills taught): \_\_\_\_\_

### PERSONAL REFERENCE

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

Home or Cell Phone #: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Have you owned pets before? \_\_\_\_\_ Do you own pets now? \_\_\_\_\_

If so, what type: \_\_\_\_\_

Approximately how many hours could you put in per week?(min. of 3):\_\_\_\_\_

Are you a seasonal (i.e. summer) walker?\_\_\_\_\_

Volunteer Hours are from 9:00 am to 12:00 pm for dogs and 1:00 to 4:00 pm for dogs and cats except Wednesday afternoons which are 1:00 pm to 5:00 pm.

The shelter is open to the public 1:00 to 4:00 pm except Wednesday 1:00 to 6:30 pm.

Volunteers MUST sign in and report to the supervisor or designee prior to volunteering.

We reserve the right to dismiss you for any perceived danger to self or the animals.

If you have not volunteered for a period of three months (unless seasonal) YOU WILL BE DEEMED NO LONGER ACTIVE and will need to go through orientation again. Please contact Kelly Hennessy at [kellyhennessy613@gmail.com](mailto:kellyhennessy613@gmail.com) to schedule.

I fully understand that this is a volunteer position and that I will not receive any money or other profit for my services. I agree to carry out all training and instruction I receive for my safety and better handling of the animals. I am aware that the animals here are mostly strays and have no history of medical conditions. I enter into this Agreement with the Ocean County Animal Facility and the Friends of the Southern Ocean County Animal Shelter with the knowledge of the dangers and hazards involved in handling unknown animals. I further relieve the Ocean County Animal Facility and Friends of the Southern Ocean County Animal Shelter of any and all responsibilities for any injuries, illnesses or hazards I may encounter during my volunteer services.

All volunteers must be 18 years of age or older. All volunteers must obey all policies set forth by the Ocean County Animal Facility.

The Friends of the Southern Ocean County Animal Shelter reserve the right to terminate any volunteer that does not adhere to the above rules.

I state that all the information contained within this application is true. If any information is false I will be terminated immediately.

Signature:\_\_\_\_\_Date:\_\_\_\_\_

## HOLD HARMLESS

The undersigned acknowledges that he/she will be performing certain volunteer services for the Friends of the Southern Ocean County Animal Shelter, a 501(c)3 Non-Profit Corporation (FOSOCAS). The undersigned further acknowledges that certain risk may be associated with such volunteer services.

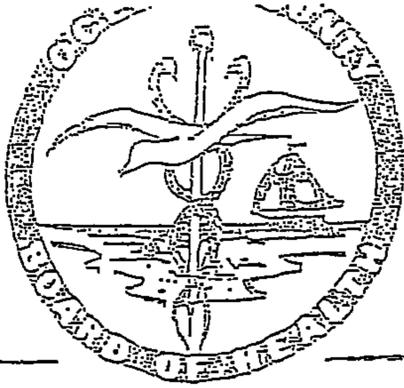
In consideration of being permitted to perform such volunteer services for the FOSOCAS, the undersigned voluntarily and knowingly executes this waiver with the express intention of waiving any and all rights, claims or causes of action involving, without limitation, bodily injury or property damage to the undersigned, to his/her family members and to their domestic pets or other animals resulting from the undersigned's performance of the volunteer services contemplated herein.

I agree to hold harmless the Friends of the Southern Ocean County Animal Shelter, its officers, directors, agents, employees and volunteers from and against any and all liability, damage loss, cost and expense incurred as a result of any claim, demand or cause of action, brought against FOSOCAS, its officers, agents, employees, or volunteers jointly or individually, for bodily injury or property damage suffered as a result of the undersigned's negligent, reckless or willful actions in the performance of the volunteer services contemplated herein or as a result of the failure to perform the volunteer services contemplated herein.

I have read, understand and agree to the above

Volunteer (please print): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# POLICY

NO.

3950.0

PAGE 1 OF 2

SUBJECT:

"PROHIBITING SEXUAL HARASSMENT &  
DISCRIMINATION POLICY"

EFF. DATE  
January 2, 2003

APPROVAL

It is the policy and one of the highest priorities of the Ocean County Board of Health (O.C.B.H) to provide equal employment opportunities to all employees and applicants for employment.

The O.C.B.H. is committed to provide a workplace and administrative/management infrastructure free of any and all types of sexual harassment and other forms of discrimination based on race, creed, color, national origin, sex, affectional or sexual orientation, age, marital status, religion, or disability.

Accordingly, the O.C.B.H. will not condone, permit, nor tolerate any form(s) of sexual harassment or other types of discrimination. Any employee who engages in any type of discriminatory conduct or behavior will be subject to disciplinary action, up to and including termination.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct affects any aspect of any individuals employment; directly or indirectly.

It is the responsibility of all employees to respect the rights afforded to themselves and their co-workers; and to create a workplace environment that is free of sexual harassment and other types of discrimination.

Any employee that believes they are the victim of sexual harassment or any other type of discrimination or are aware of same should immediately report that information to their supervisor.

All complaints of sexual harassment will be promptly and carefully investigated, and all employees are assured that they will be free of any reprisal or retaliation for bringing forward or filing said complaint.

If the actual complaint or incident involves supervisory personnel in the employee's line of command, then the complaint should be brought to either the Public Health Coordinator, Personnel Director, or the agency's Affirmative Action Officer(s).

# POLICY

NO. 3950.0

SUBJECT: "PROHIBITING SEXUAL HARASSMENT &  
DISCRIMINATION POLICY"

EFF. DATE  
January 2, 2003

PAGE 2 OF 2

The investigation of any complaint will be conducted in as confidential a manner as practical. Interviews will be conducted and statements taken when relevant. Upon conclusion of the investigation the respective parties will be informed of the agencies findings and action will be taken respective to the findings.

The O.C.B.H. is committed to making the workplace environment free of any and all types of discrimination and will, in an ongoing basis, conduct trainings and distribute materials to assist employees in understanding and identifying sexual harassment and other types of discrimination.



## Volunteer Registration Form

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street Municipality State Zip Code

Name of Volunteer Group: (Please circle one) *FOSOCAF* *Vol. Aux*

Home Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Occupation: \_\_\_\_\_  
(All volunteers must be at least 18 years of age)

Have you ever had an injury that would affect your ability to control a large breed dog? Y N (Please describe in detail every injury) \_\_\_\_\_

Do you possess any physical handicaps that would prevent you from performing the functions of the volunteer position for which you applied? Y N  
If yes, please describe: \_\_\_\_\_

Have You Ever Been Convicted of a Crime? Y N  
(If yes, please explain) \_\_\_\_\_

Volunteers transporting animals to off-site events, rescues, veterinary clinics, etc. shall provide proof of current drivers' license and auto insurance to be attached to this form.

Hours available to volunteer: \_\_\_\_\_

I have thoroughly read the following OCHD policies that apply to Volunteers:  
Harassment Volunteer Policy Code of Ethical Conduct Social Media  
Dog Walking Rules Cat Room Rules Foster Program Rules

I certify that the answers to the above questions are true, correct and complete. I understand that any false, incomplete or misleading information may be considered sufficient grounds for immediate rejection or termination of volunteers' privileges if discovered.

Volunteer Signature: \_\_\_\_\_

## Ocean County Animal Facilities



## Ocean County Animal Facility

**POLICY: Volunteers**

**Effective date: May 7, 2009**

**Initial Adoption: October 15, 2008**

**Revised: May 6, 2009**

Any individual may volunteer to assist the staff of the Ocean County Animal Facilities if he/she is at least 18 years of age and he/she applies to the Northern or Southern animal volunteer group. The person must complete the appropriate paperwork and be accepted by the respective group. A copy of each volunteer's information sheet must be on file in the Community Health Services office of the Health Department. New volunteer paperwork must be completed before any orientation will be done.

### Rules

- Volunteers are expected to follow all rules and procedures in order to perform any activities at either shelter.
- The Ocean County Health Department staff identified below under procedure #9, have the authority to remove a volunteer from the shelter if necessary to maintain appropriate, legal, and/or safe operation of the animal shelter program. The volunteer may return pending conflict resolution.
- Volunteers are only insured by the Board of Health to perform approved activities.
- Volunteers are not part of the chain of command.
- Volunteers may not direct health department employees.
- While volunteers may provide input regarding an animal's condition or disposition, decisions regarding same (including euthanasia) are the responsibility of the Ocean County Health Department.

### Volunteer Procedures

1. All volunteers shall be given an orientation by shelter supervisory staff in addition to any OCHD approved orientation by the appropriate volunteer organization staff prior to beginning any activities at either shelter. Orientations will be done at the convenience of the staff, on an individual or group basis. Orientation shall include Health Department policies and procedures, volunteer responsibilities and limitations, and basic safe animal handling practices.
2. Volunteers shall be required to sign in and report to the shelter supervisor or their designee daily or when arriving at either shelter to help out. The volunteer's activities for the day will be coordinated with the shelter supervisor or designee.

3. Approved Volunteer activities include the following:
  - A) Grooming/walking/socializing approved dogs after initial inoculations (excluding seized, caution and quarantine animals).
  - B) Grooming/handling approved cats (excluding feral adults, and caution, seized and quarantined animals).
  - C) Preparing approved animals for off-site. (Final decisions regarding what animals are approved for the off-site programs rests with the shelter supervisor, assistant manager or manager)
  - D) Managing the off-site and/or foster programs.
  - E) Assist staff with the public; answer phones (taking messages and answering simple questions only).
  - F) Transporting animals to off-site/for medical care/in emergencies.
  - G) Assist in special events and programs.
  - H) Promote spaying and neutering of cats and dogs.
  - I) Assist staff in ways that would help promote the facilities image and goals.
  - J) Find homes for pets approved for adoption.
4. If a volunteer requests having an animal tested, immunized, or neutered, he/she shall ask the supervisor who will attempt to comply with the request as soon as possible.
5. Volunteers are permitted in all areas except for isolation, quarantine, ACO room and receiving unless escorted by the appropriate staff. Volunteers may enter the holding areas with permission by the supervisor to assess animals for foster care.
6. Volunteers will have access to the shelter animal folders which will include the original CHS form, temperament test and progress notes. A separate confidential animal record will be kept by the facility staff which will not be accessible to the volunteers. Volunteers will be able to make written comments and offer evaluation and other information pertaining to the animals in the progress notes they have access to.
7. Volunteers will make all formal inquires, requests and other communication (such as to initiate a new program or change a procedure) solely through the president or person designated by the president, and will direct them to the Shelter Manager. At no time shall a volunteer give an employee a directive of any kind.
8. All animals identified for internet, newspapers, or other media outlets shall first be approved by Shelter Assistant Manager or Supervisor.
9. In the event this policy is not adhered to, or a significant conflict involving a volunteer occurs, the volunteer may be asked to leave the facility by the Supervisor, acting site supervisor and/or Management. The Volunteer Auxiliary President and the Assistant

Manager, Manager and Assistant Public Health Coordinator will be notified within 48 hours of this occurrence. The respective volunteer(s) may only return to the shelter after the situation has been resolved to the satisfaction of senior management.

10. Any organized group that uses the O.C.A.F. name incorporated in theirs, or is authorized and approved by the Public Health Coordinator to assist and volunteer regularly, where monies are collected or handled shall be incorporated and designated as a 501C3 non profit organization.
11. Annually, the approved volunteer registration forms at the Health Department shall be reviewed and updated by the respective volunteer group president or designee, with inactive members identified.
12. All media questions regarding the internal operations and procedures of the Ocean County Animal Facilities (T.V, Radio, Internet and Newspaper), shall be directed to the Agency Public Information Officer or senior management of the OCHD.
13. Any animal being fostered outside an OCAF location must have a completed form identifying the foster parent and the location where the animal can be found. All foster parents must be registered and approved by the Ocean County Health Department and/or the designated person within the volunteer organization. Any aggressive behavior by the animal while it is being fostered MUST be reported to the animal shelter supervisor, Assistant Manager, or Manager.
14. The volunteer group must communicate with supervisory or management staff of the Ocean County Animal Facility if an animal that is being fostered becomes sick or injured. This communication shall consist of information regarding the volunteer group's ability and intent to pay for treatment or if the animal is going to be returned to the facility for Ocean County Animal Facility Veterinary care. If someone has an interest in that animal, they may indicate that on the animal's volunteer folder paperwork and they will be contacted if the animal is available for adoption.
15. All Volunteers must dress appropriately for the particular job or position they are participating in, and act in a courteous manner at all times.
16. Non time sensitive issues identified by any volunteer shall be brought forward to the President or designee of the respective volunteer group for discussion with the supervisor, or senior management of the OCHD. Urgent issues shall be brought forward by any volunteer to the supervisor, or senior management of the OCHD.
17. At no time shall a volunteer make any disparaging, hurtful or negative comments to any staff member, supervisor or the public over the sensitive decision and task of euthanasia; such questions or concerns should be brought to the attention of senior management of the Ocean County Health Department.

# Foster Home Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Do you own your own home or rent? \_\_\_\_\_

Are you currently a member of the volunteer group? \_\_\_\_\_

Do you have any physical handicap that would prevent you from performing any type of foster care? \_\_\_\_\_

Have you volunteered at any other shelter or fostered any animals before? (Please list groups and types of pets you've fostered) \_\_\_\_\_

Do you currently own any pets? If so, what kind. \_\_\_\_\_

I, \_\_\_\_\_ HAVE REVIEWED  
(PLEASE PRINT FULL NAME)

AND AGREE TO ADHERE TO ALL THE RULES SET FORTH BY THE OCEAN COUNTY ANIMAL FACILITIES AND THE OCEAN COUNTY HEALTH DEPARTMENT.

X \_\_\_\_\_ DATE: \_\_\_\_\_

# Volunteer Contract

I, \_\_\_\_\_ have reviewed and agree to  
(PLEASE PRINT FULL NAME)

adhere to all the policies set forth by The Ocean County Health  
Department.

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

This contract must be signed and returned annually to the Community Health Services Division  
of the Ocean County Health Department.



## **POLICY VI.4: CAT & DOG FOSTER PROGRAM**

*Effective Date: 8/16/11 Revision Date: 1/16/15*

*Approval:*

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### **POLICY**

In its effort to place as many animals as possible into new, responsible homes the Ocean County Animal Facilities, in conjunction with the Volunteer Auxiliary, Inc. and the Friends of the Southern Ocean County Animal Facility volunteer groups, maintain a foster program for temporarily unadoptable animals and animals in need of assistance in finding a forever home. These are animals that can be made adoptable with extra care, extended recovery time, or other support or conditions. Examples include unweaned or nursing animals, injured or sick animals that required longer recovery time, pregnant animals, or any other animal with special needs. Volunteers and staff will utilize the foster program through established policies and procedures in order to give challenged animals opportunities for adoption.

### **ANIMAL ELIGIBILITY FOR FOSTER PROGRAM**

Animals must be legal property of the Ocean County Health Department before being eligible for foster care. Strays and surrendered animals without proof must be held for 7 days prior to being eligible for foster care.

Only those animals that can be made adoptable will be placed in the foster program. Aggressive animals, animals with debilitating and untreatable conditions, animals whose survival is unexpected and euthanasia is the most humane option, or other animals that cannot be made adoptable will not be permitted in the foster program. Animals must be approved for program participation by the shelter supervisor/manager or designee before any animal leaves the facility.

All animals must receive a medical exam, distemper, rabies and age appropriate vaccines, Felv/FIV tested, heartworm tested and Woods lamped before being placed in foster care.

### **FOSTER PARENT ELIGIBILITY FOR FOSTER PROGRAM**

Foster program participation is limited to people who have been screened, trained, authorized, and enrolled in each volunteer foster program to ensure the proper care, management, and tracking of animals. Foster program participants must only be employees or members of the Volunteer Auxiliary, Inc. or the Friends of the Southern Ocean County Animal Facility. Employees and volunteers fully understand that they will not receive any financial compensation for their time. Under no circumstances will animals be fostered to unknown members of the public. All volunteers must be 21 years or older.

Foster parents hold harmless the Ocean County Health Department of any and all responsibilities for any injuries, illnesses or hazards they or any of their owned pets may encounter during their fostering services.

### **FOSTER PROGRAM RULES**

The following rules will be followed while managing or participating in the foster program:

- All animals must be authorized for foster care by a shelter supervisor/manager and a “foster home placement” form must be completed prior to the dog/cat leaving the facility.
- All foster animals are property of the Ocean County Health Department and must be returned to the shelter immediately upon demand by the shelter supervisor/manager or designee.
- Fosters must return the animal to the shelter for a medical update every 10 to 14 days, this to include weight, de-worming, vaccinations, changes in medical treatment, etc.
- Foster animals will be housed with the fostering party, unless expressly authorized by the shelter supervisor/manager or designee. (PetSmart, etc.)
- Foster parents will immediately return any foster animals that died in their care, and the shelter veterinarian will examine the animal to determine the cause of death.
- Foster animals will be returned to the shelter for spay/neuter prior to adoption. (All foster animals will be spayed/neutered, microchipped, updated on shots and dewormed before adoption).
- Foster parents may not independently place the animals into new homes. If the foster parent identifies a suitable home for the fostered animal, they will complete the adoption process through the volunteer group or shelter.
- The shelter or foster will not place “holds” on fostered animals that have not been seen by the interested party.
- The foster parent will notify the shelter supervisor/manager immediately if the fostered animal becomes ill or injured during its foster care and it is during normal facility business hours. Should a foster animal get sick during non-business hours, the foster is responsible for notifying shelter management and the volunteer group president or designee for approval to seek medical attention at the volunteer authorized veterinarian. (Volunteers are not permitted to bring foster

animals to the veterinarian of their choice). Treatment of any foster animal at a private veterinarian will not be reimbursed by the Ocean County Health Department. It is mandatory that all outside veterinarian medical information be immediately forwarded to the shelter and attached to the medical form.

- The shelter veterinarian will provide any medical exam or medication necessary for the care of the fostered animals at no cost to the foster parent. Medications prescribed for a foster animal by the shelter veterinarian and or designee must be signed out by the foster parent in the "foster medication log" before they are taken from the facility. All unused medications must be returned to the shelter when animals complete treatment or instructed by management.
- All outside veterinarian appointments and follow up care must be approved by the President of each volunteer group or designee.
- All foster parents must comply with all local and state laws and ordinances relating to the care of domestic animals, and will not engage in any illegal activity with foster animals.
- Foster animals are not allowed outside unattended and unrestrained. No foster animal is to be left unattended with children.
- Foster parents must understand that many animals may not be used to living indoors and may scratch, soil or chew furniture or belongings. The Ocean County Health Department is not responsible for any financial reimbursement for this damage.
- Foster parents will use only positive reinforcement for training and will not use any kind of physical punishment regardless of behavior issues.
- Foster parents must agree that there are no guarantees of behavior, health or disposition of their foster animal.
- Any animal that turns aggressive while in foster care must be returned immediately to the shelter.
- Shelter management reserves the right to determine the total number of animals a volunteer may foster at one time.
- Fosters are prohibited from fostering any dog that has a bite or aggression history. Shelter management reserves the right to authorize foster care for cats with a bite or scratch history.
- Once animals are placed in a foster household no other animals may be fostered to that household until the current group leaves unless approved by a shelter

management. This applies predominantly to puppies/kittens but can also apply to mature animals.

- Fosters should always clean and disinfect the area and materials where animals were housed after they have returned the animals to the shelter and before taking more animals.
- If any volunteer suspects another member of their group of hoarding Ocean County Health Department animals, or other animals, it is their responsibility to report them to shelter management and the volunteer group president.

### **DOCUMENTATION AND TRACKING OF FOSTER ANIMALS**

Since foster animals are not housed at a shelter, special precautions and documentation must take place to ensure the shelter is always aware of the location of the animal.

- Each volunteer foster parent must have an up to date record/folder that must be kept on file at the animal facility.
- Dates, impound #'s and the total number of animals being fostered must be recorded on the "foster home placement" form and kept in the foster parents folder.
- All foster animal visits for veterinary care must be recorded on the animal health record by the shelter veterinarian, animal health technician or designee.
- Kittens shall be scheduled for surgery at 2 pounds and health permitting.
- Once an animal is spayed/neutered and deemed adoptable an "animal adoption plan" shall be put in place. These animals should be returned to the shelter for adoption or scheduled for off-site (PetSmart, mobile adoption unit, etc.).
- The shelter supervisor or designee shall be responsible to update all foster files and track foster animals progress and status (health, surgery dates, etc.) and follow through on "adoption plans" by working with the volunteer foster coordinator.
- OCAF staff fosters may bring fostered bottle babies to their worksite if necessary. Staff shall only use scheduled breaks and lunch time to care or feed fosters. Feeding or caring for fosters on work time or needing additional breaks to care or feed fosters is prohibited.



## OCAF Foster Care Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Do you own your own home or rent? \_\_\_\_\_

Are you currently a member of the volunteer group? \_\_\_\_\_

Do you have any physical handicap that would prevent you from performing any type of foster care? \_\_\_\_\_

Have you volunteered at any other shelter or fostered any animals before? (Please list groups and types of pets you've fostered) \_\_\_\_\_

Do you currently own any pets? If so, what kind and how many? \_\_\_\_\_

I, \_\_\_\_\_ HAVE REVIEWED  
(PLEASE PRINT FULL NAME)

AND AGREE TO ALL THE POLICIES SET FORTH BY THE OCEAN COUNTY  
HEALTH DEPARTMENT AND OCEAN COUNTY ANIMAL FACILITIES.

X \_\_\_\_\_ DATE: \_\_\_\_\_  
(SIGNATURE)



## **POLICY VI.3: CAT ROOM RULES**

*Effective Date: 1/10/13 Revision Date: 1/16/15*

*Approval:*

Cat Room Hours- 1-4PM. (1-5PM on Wednesday)

A maximum of 3 cat room volunteers permitted during this time, restricted to volunteers who will utilize safety equipment.

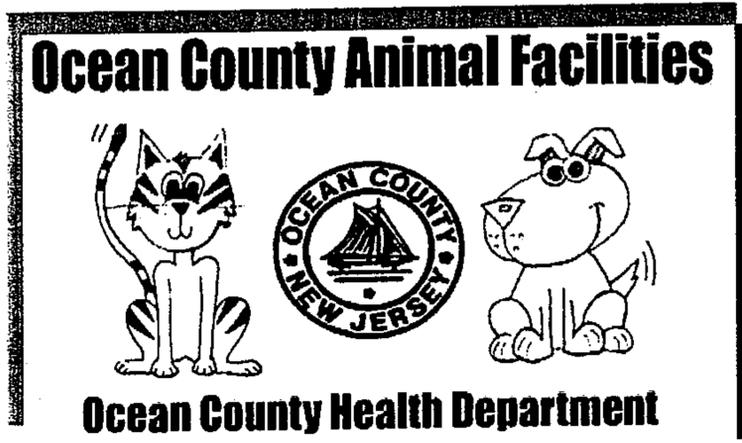
**It is very important that we receive a written schedule weekly from the cat room coordinator or designee at least one week in advance.**

- Cat room volunteers are permitted at the shelter only when they are scheduled. Volunteers are not permitted inside or on the property during lunch 12-1pm.
- DOG WALKING VOLUNTEERS MUST BE A MEMBER OF THE VOLUNTEER GROUP.
- ALL CAT ROOM VOLUNTEERS MUST SIGN IN BEFORE WORKING IN THE CAT ROOM AND SIGN OUT WHEN YOU LEAVE.
- READ ALL POSTED SIGNAGE ON THE CAGE. Be aware of restrictions, especially if a cat doesn't get along with other cats or if a cat is shy or timid.
- NO MORE THAN TWO CATS ALLOWED OUT OF THEIR CAGES IN THE CAT ROOM AT ONE TIME UNLESS OTHERWISE DESIGNATED BY MANAGEMENT AND VETERINARIAN. WHEN MEMBERS OF THE PUBLIC ENTER THE CAT ROOM VOLUNTEERS MUST RETURN CATS TO THEIR CAGES AND PICK UP ALL CAT TOYS AND TREATS. Please close cage doors while cats are out of the cages, this is for disease control and safety concerns.
- CAT ROOM VOLUNTEERS ARE NOT ALLOWED TO SHOW A PET TO THE PUBLIC UNLESS AUTHORIZED BY SHELTER MANAGEMENT/SUPERVISOR. IF A MEMBER OF THE PUBLIC WOULD LIKE TO SEE A CAT PLEASE ASK A STAFF MEMBER FOR ASSISTANCE.
- NO NAIL TRIMMING.
- ONLY AUTHORIZED VOLUNTEERS ARE ALLOWED TO TAKE CATS TO PETSMART OR OFF-SITE EVENTS! (These pets will be approved by shelter management and must be signed out). If a cat bites or scratches a human during

an off-site event it must be immediately reported to shelter management and the cat must have no further contact with the public. When applicable, the cat should be handled with gloves and returned to their cage. If the member of the public wishes to seek medical attention then it is the lead volunteer to get the person's name, phone number and address. This information must be immediately forwarded to animal facility management. Always contact shelter management for guidance after a bite/scratch or any other incident that may occur while off-site.

- PROPER CLOTHING MUST BE WORN WHILE IN THE CAT ROOM. NO SLEEVELESS TOPS OR TANK TOPS. (We encourage long sleeve shirts and pants. Remember, even friendly cats when over stimulated will scratch (bunny kick) and even bite!
- DO NOT OVERSTIMULATE CATS. (If a cat becomes agitated or too *FRISKY* please return them to their cage). ALWAYS PAY CLOSE ATTENTION TO A CATS BODY LANGUAGE AT ALL TIMES WHEN SOCIALIZING.
- NO TALKING ON CELL PHONES WHILE SOCIALIZING CATS. ALL CELL PHONE CALLS MUST BE TAKEN OUTSIDE OF THE CAT ROOM.
- VOLUNTEERS ARE NOT PERMITTED TO BRING FRIENDS, CHILDREN OR FAMILY MEMBERS WHILE VOLUNTEERING! (SORRY, NO EXCEPTIONS!)
- ALWAYS USE COMMON SENSE. IF A CAT APPEARS TIRED, STRESSED, OVERHEATED OR INJURED, RETURN THE CAT TO ITS CAGE AND NOTIFY A STAFF MEMBER.
- NO KISSING CATS OR ALLOWING THEM TO LICK YOUR FACE OR ANY MEMBER OF THE PUBLIC!! AT NO TIME SHOULD VOLUNTEERS PUT THEIR FACES INTO THE CAGES TO PLAY WITH THE CATS.
- VOLUNTEERS AUTHORIZED TO SHOW PETS TO THE PUBLIC SHALL NEVER ALLOW A PERSON UNDER THE AGE OF 18 TO HANDLE A CAT UNLESS ACCOMPANIED BY AN ADULT.
- PLEASE WASH HANDS BETWEEN HANDLING CATS.
- SAFETY EQUIPMENT MUST BE USED WHEN REQUIRED BY MANAGEMENT
- ALL VOLUNTEERS MUST CHECK IN WITH THE SHELTER SUPERVISOR UPON ARRIVAL FOR A SHIFT FOR INSTRUCTIONS OR NOTIFICATIONS REGARDING THEIR WORK AREA.

- CAT ROOM VOLUNTEERS ARE EXPECTED TO BE COURTEOUS TO THE PUBLIC AT ALL TIMES AND DISCLOSE ALL PERTINENT INFORMATION REGARDING A PETS HISTORY, HEALTH AND BACKGROUND.
- CAT ROOM VOLUNTEERS ARE NOT AUTHORIZED TO DENY AN ADOPTION TO THE PUBLIC. ONLY OCAF MANAGAMENT RESERVES THE RIGHT TO DENY ADOPTIONS TO THE PUBLIC.
- VOLUNTEERS SHOULD NEVER DISCUSS WITH THE PUBLIC PERSONAL OPINIONS REGARDING ANY OCHD POLICY OR ANY OTHER SENSITIVE ANIMAL TOPIC THAT MAY HAVE THE POTENTIAL TO OFFEND.
- VOLUNTEERS MUST REPORT ALL CAT/KITTEN BITES, SCRATCHES OR OTHER INCIDENTS IMMEDIATELY TO SHELTER MANAGEMENT.
- VOLUNTEERS ARE NOT PERMITTED TO SIT ON THE FLOOR IN THE CAT ROOM.
- VOLUNTEERS ARE NOT PERMITTED TO CLEAN OR FEED CATS.
- HAVE FUN... BE SAFE!



# CAT ROOM VOLUNTEER RULES

I, \_\_\_\_\_, HAVE  
(Please Print Full Name)

REVIEWED AND AGREE TO ADHERE TO ALL THE RULES  
SET FORTH BY THE OCEAN COUNTY ANIMAL FACILITIES  
& OCEAN COUNTY HEALTH DEPARTMENT.

X \_\_\_\_\_ DATE: \_\_\_\_\_



## POLICY VI.2: DOG WALKING RULES

*Effective Date: 2/6/13 Revision Date: 1/16/15*

*Approval:*

In all encounters involving shelter animals, the first priority of staff and volunteers must be **safety**. All dogs must be restrained and under control when being shown to the public during walks, meet and greets and during adoption events. Dogs should never be allowed to jump up or come face to face with a person, especially children. Volunteers, staff or public are prohibited from allowing any dog to lick or kiss them on the face. In the event a member of the public, whether adult or child, insists on petting or getting close to a dog that may pose a risk of injury, the staff member or volunteer must remove the animal from the scene and out of harm's way.

**DOG WALKING SCHEDULE - Morning Session - 9-12PM. (9-11AM on rabies clinic day).**

A maximum of 6 dog walkers permitted at the facility during this time.

**Dog Walking - Afternoon Session - 1-4PM. (1-5PM on Wednesday).**

A maximum of 4 dog walkers permitted during this time.

[Volunteers working on special projects such as pet pictures, orientations, trainings, etc, are permitted at the shelter during the above authorized times **only with prior approval from shelter management**. These requests must be made in writing at least 24 hours in advance.]

**It is very important that we receive a written schedule weekly from the dog walker coordinator or designee at least one week in advance.**

- Dog walkers are permitted at the shelter only when they are scheduled. Walkers are not permitted inside or on the property during lunch 12-1pm.
- **DOG WALKING VOLUNTEERS MUST BE A MEMBER OF THE VOLUNTEER GROUP. NEW VOLUNTEERS MUST ATTEND THE VOLUNTEER ORIENTATION AND BE ASSIGNED A LEAD WALKING VOLUNTEER PRIOR TO BEING ASSIGNED A WALKING LEVEL.**
- **ALL DOG WALKERS MUST SIGN IN BEFORE WALKING AND SIGN OUT WHEN LEAVING.** All dog walkers should report to the on-site supervisor for dog walking instructions for the day before taking any animals out of their runs. It is imperative that you check the updated dog walking list that is posted at each facility for daily changes in a animals status. It may change regularly.

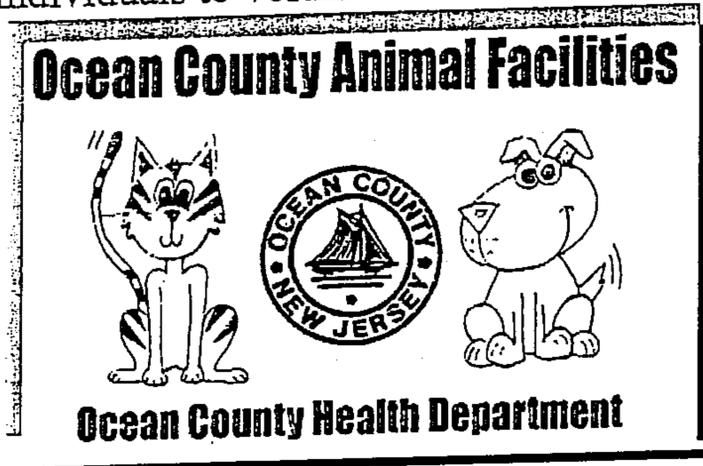
- IT IS IMPERATIVE THAT EACH VOLUNTEERS KNOW WHAT LEVEL WALKER THEY ARE. All Walkers are assigned a level & authorized to walk ONLY designated dogs!
- READ ALL POSTED SIGNAGE ON THE KENNEL. Be aware of restrictions, especially dog aggression, no cats, no small children, no treats, surgery, health issues, etc.
- Volunteers must remove and return all dogs from the back side of the kennels during public hours. No exceptions! Always secure the main kennel gate when entering and exiting. NEVER leave them open. Never walk cage fighting dogs past other dogs in the shelter runs.
- Shelter management reserves the right to determine what leashes, harnesses or collars shall be used when walking shelter animals. Please make sure all dogs have 2 proper and secure collars before walking. If a collar is too big or faulty, worn, torn, etc., change it! If you need help please ask a staff member for assistance. Change all collars in the meet and greet room if available.
- DOG WALKERS ARE NOT ALLOWED TO SHOW PETS TO THE PUBLIC UNLESS ACCOMPANIED BY A STAFF MEMBER. IF A MEMBER OF THE PUBLIC WOULD LIKE TO SEE A DOG PLEASE ASK A STAFF MEMBER FOR ASSISTANCE. VOLUNTEERS SHOULD NOT SHOW THE PUBLIC DOGS WHILE ON THEIR WALKS.
- ONLY AUTHORIZED DOG WALKERS ARE ALLOWED TO TAKE DOGS TO PETSMART OR OFF-SITE EVENTS. (These pets will be approved by shelter management and must be signed out). Off-site volunteers must adhere to all off-site policies and procedures.
- PROPER FOOTWEAR MUST BE WORN WHEN WALKING DOGS. SANDALS, FLIP FLOPS, HIGH HEELS & WEDGES ARE NOT PERMITTED.
- TALKING ON CELL PHONES OR SMOKING IS NOT PERMITTED WHILE WALKING DOGS. Be alert at all times, especially when walking near the street and around other pets, volunteers and children. Never tie a dog up to a tree, post, fence, etc even when you are present.
- VOLUNTEERS ARE NOT PERMITTED TO BRING FRIENDS, CHILDREN OR FAMILY MEMBERS DURING WALKS. (SORRY, NO EXCEPTIONS!!)
- All dog walking areas must be authorized by the OCHD. Volunteers must never walk dogs in the street or on private property.

- VOLUNTEERS SHOULD NEVER DISCUSS WITH THE PUBLIC PERSONAL OPINIONS REGARDING ANY OCHD POLICY OR ANY OTHER SENSITIVE ANIMAL TOPIC THAT MAY HAVE THE POTENTIAL TO OFFEND
- Dogs shall not be walked before being vaccinated and not before 48 hours of impoundment unless authorized by management. Stray animals with known owners shall not be walked.
- ONLY AUTHORIZED WALKERS CAN WALK DOGS ON THE B-SIDE.
- DOGS MUST BE LEASHED AT ALL TIMES WHEN OUT OF THE RUNS! ALL DOGS MUST ALSO BE LEASHED IN THE MEET & GREET ROOM WHEN MEETING MEMBERS OF THE PUBLIC.
- ALWAYS USE COMMON SENSE. IF A DOG APPEARS TIRED, STRESSED, OVERHEATED OR INJURED, RETURN THE DOG TO ITS KENNEL AND NOTIFY A STAFF MEMBER.
- ALL DOG BITES MUST BE REPORTED IMMEDIATELY TO A SHELTER MANAGEMENT. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION FOR AN EMPLOYEE, OR LOSS OF PRIVILEGES IF A VOLUNTEER.
- ONLY AUTHORIZED VOLUNTEERS ARE ALLOWED TO BATH/GROOM PETS. NO NAIL TRIMMING!! Pets should never be groomed by volunteers before the 7 day holding period.
- NEVER PUT DOG AGGRESSIVE DOGS NEXT TO EACH OTHER IN THE OUTSIDE PENS.
- Shelter dogs that are aggressive with other dogs must never be allowed to be out during adoption events where members of the public are invited to bring their dogs.
- Dog houses, blankets, towels, pools, toys, canopies, etc. should not be put in outside pens without approval of a supervisor/manager.
- The shelter property must be neat and tidy at all times. Volunteers' personal belongings, animal gear, water bottles, toys, garbage and other items must be stored out of site or discarded.
- DURING HOT, HUMID WEATHER WALKS MUST BE LIMITED TO 15 MINUTES. Make sure the dogs have water in their runs. If placed in outside pens both water and shade should be available. Please take into consideration the age, physical condition and health problems of dogs being walked. Extra care should

be taken with short nosed breeds, e.g. pugs, Boston Terriers, Bulldogs, as they are more susceptible to overheating. If you have questions please ask shelter supervisor.

- NO DOGS PERMITTED IN PENS DURING RAIN AND EXTREME COLD WEATHER. IN COLD WEATHER PLEASE CONSULT WITH SHELTER SUPERVISOR AS TO LENGTH OF TIME DOGS MAY BE PERMITTED TO STAY IN OUTSIDE RUNS. Breeds and dog coats will be taken into consideration.
- Never walk quarantine dogs. Seized dogs may only be walked or removed from the run by authorized staff.
- Volunteers shall never berate or harass any staff or supervisors over any OCHD/OCAF policy and/or procedure.
- VOLUNTEERS ARE NOT PERMITTED IN THE QUARANTINE/RECEIVING AREA AT EITHER FACILITY FOR ANY REASON. NO EXCEPTIONS.
- VOLUNTEERS ARE NOT PERMITTED TO FEED OR CLEAN OUR PETS. PLEASE NOTIFY MANAGEMENT IF ATTENTION IS NEEDED.
- VOLUNTEERS ARE NEVER TO CLOSE THEMSELVES IN A RUN WITH A DOG. IF ASSISTANCE IS NEEDED PUTTING A DOG BACK IN A RUN PLEASE NOTIFY A STAFF MEMBER OR MANAGEMENT.
- VOLUNTEERS ARE NOT PERMITTED TO SIT ON THE FLOOR IN ANY ROOM OF THE FACILITY.
- Dog walkers should refrain from sharing confidential information regarding pet owners and/or pets with the public. Questions from the public regarding newly impounded animals should be referred to shelter management.
- Dog walkers must never interfere with other facility business that they are not authorized to participate - This includes, but is not limited to, the surrender of animals, rabies clinics, adoptions, meet & greets, etc.
- In the event a dog should escape from shelter (county) property, and can not be easily secured, staff and/or volunteers are prohibited from leaving the property in an effort to capture the animal. At no time shall an employee or volunteer follow the animal into the roadway or private property. If an animal escapes, staff or volunteers should report it to the supervisor or manager on duty and municipal animal control should be contacted.
- PLEASE CLEAN UP AFTER YOUR DOGS AT ALL TIMES.

These procedures are put in place for the benefit and safety of the staff, volunteers, shelter animals and public. Failure of staff to comply with established procedures will result in disciplinary action. Failure by volunteers to comply with these procedures will affect the ability of those individuals to volunteer at the shelter.



## VOLUNTEER DOG WALKING RULES

I, \_\_\_\_\_, HAVE  
(Please Print Full Name)

REVIEWED AND AGREE TO ADHERE TO ALL THE RULES  
SET FORTH BY THE OCEAN COUNTY ANIMAL FACILITIES  
& OCEAN COUNTY HEALTH DEPARTMENT.

X \_\_\_\_\_ DATE: \_\_\_\_\_



## POLICY VI.5: OFF-SITE EVENTS/VOLUNTEERS

*Effective Date: 8/6/11 Revision date: 1/8/15*

*Approval:*

In all encounters involving shelter animals, the first priority of staff and volunteers must be **safety**. **All dogs must be restrained and under control when being shown to the public during off-site events, meet and greets, walks and during adoption events.** Dogs should never be allowed to jump up or come face to face with a person, especially children. Volunteers, staff or public are prohibited from allowing any dog to lick or kiss them on the face. In the event a member of the public, whether adult or child, insists on petting or getting close to a dog that may pose a risk of injury, the staff member or volunteer must remove the animal from the scene and out of harm's way.

- Animal bites: All bites and/or cat scratches to volunteers or members of the public **must** be reported immediately to animal facility management. If the member of the public wishes to seek medical attention then it is the lead volunteer to get the person's name, phone number and address. This information must be immediately forwarded to animal facility management. The animal that has bitten should be safely returned to their crate and have no further contact with the public. The animal must then immediately be returned to the shelter for quarantine. It is imperative volunteers seek guidance from animal facility management immediately following bites, scratches or any other incidents that involve Ocean County Health Department pets. Failure to report bites, accidents or any other serious incidents may result in termination from the program.
- Pets chosen for off-site events are made by animal facility management only. (Recommendations and requests by volunteers are always welcome.) At no time are volunteers permitted to take animals off facility property without authorization from shelter management.
- The off-site coordinator or designee must submit a written monthly schedule of events for animal facility management approval. Animal facility management will determine the length of time animals are permitted to be off-site.
- Off-site volunteers must sign in before going off-site and then signing out when they return. Any volunteer that meets the adoption vehicle at the site should be recorded in the sign in book by one of their assistant volunteers that report to the facility that day.

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- Adoption denial is the decision of the facility supervisor or manager only. No adoption of an OCHD animal shall be denied by any volunteer at the facility or at an off-site location.
  - All animal adoptions are to take place only at the shelter (with the exception of the Petsmart program). Adoptions are never permitted to take place at the off-site location.
  - The Ocean County Health Department reserves the right to refuse any adoption based on information provided by the potential adopter. Refusal to adopt must be substantiated with justifiable reasons and explained to the potential adopter. In cases where the adoption is being denied, a supervisor or manager shall be consulted and a record made of the denial
  - Copies of all animal records are to accompany all animals off-site. It's imperative you know the pets you are showcasing!! Be familiar with an animal's medical history, temperament and all other information pertaining to that pet and it must be disclosed and discussed with potential adopters. All animal restrictions must also be disclosed to potential adopters.
  - Shelter management reserves the right to determine what leashes, harnesses or collars shall be used for volunteers at off-site events as well as at the shelter. Please make sure all dogs have 2 proper and secure collars before showing or walking. If a collar is too big or faulty, worn, torn, etc., change it! If you need help please ask a staff member for assistance. Change all collars in the meet and greet room if available. Dogs are never to permitted off leash.
  - **PROPER FOOTWEAR MUST BE WORN WHEN VOLUNTEERING OFF-SITE. SANDALS, FLIP FLOPS, HIGH HEELS & WEDGES ARE NOT PERMITTED.**
  - **TALKING ON CELL PHONES OR SMOKING IS NOT PERMITTED WHILE HANDLING THE PETS WHEN VOLUNTEERING OFF-SITE.** Be alert at all times, especially when walking our pets near the street and around other pets, and children. Never tie a dog up to a tree, post, fence, etc even when you are present.
  - **VOLUNTEERS ARE NOT PERMITTED TO BRING FRIENDS, CHILDREN OR FAMILY MEMBERS DURING OFF-SITE EVENTS. (SORRY, NO EXCEPTIONS!!)**
  - Dogs shall not be eligible for off-site before being vaccinated. Only animals that are property of the Ocean County Health Department are permitted for off-site events.
  - **ALWAYS USE COMMON SENSE. IF A DOG APPEARS TIRED, STRESSED, OVERHEATED RETURN THE DOG TO ITS CAGE. IF A PET APPEARS INJURED OR HURT NOTIFY SHELTER MANAGEMENT IMMEDIATELY.**

- Adoption denial is the decision of the facility supervisor or manager only. No adoption of an OCHD animal shall be denied by any volunteer at the facility or at an off-site location.
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- Shelter management reserves the right to determine what leashes, harnesses or collars shall be used for volunteers at off-site events as well as at the shelter. Please make sure all dogs have 2 proper and secure collars before showing or walking. If a collar is too big or faulty, worn, torn, etc., change it! If you need help please ask a staff member for assistance. Change all collars in the meet and greet room if available. Dogs are never to permitted off leash.
- **PROPER FOOTWEAR MUST BE WORN WHEN VOLUNTEERING OFF-SITE. SANDALS, FLIP FLOPS, HIGH HEELS & WEDGES ARE NOT PERMITTED.**
- **TALKING ON CELL PHONES OR SMOKING IS NOT PERMITTED WHILE HANDLING THE PETS WHEN VOLUNTEERING OFF-SITE.** Be alert at all times, especially when walking our pets near the street and around other pets, and children. Never tie a dog up to a tree, post, fence, etc even when you are present.
- **VOLUNTEERS ARE NOT PERMITTED TO BRING FRIENDS, CHILDREN OR FAMILY MEMBERS DURING OFF-SITE EVENTS. (SORRY, NO EXCEPTIONS!!)**
- Dogs shall not be eligible for off-site before being vaccinated. Only animals that are property of the Ocean County Health Department are permitted for off-site events.
- **ALWAYS USE COMMON SENSE. IF A DOG APPEARS TIRED, STRESSED, OVERHEATED RETURN THE DOG TO ITS CAGE. IF A PET APPEARS INJURED OR HURT NOTIFY SHELTER MANAGEMENT IMMEDIATELY.**

- Shelter dogs that are aggressive with other dogs are never authorized for off-site events.
- Please make sure the dogs and cats have water available at all times. Please take into consideration the age, physical condition and health problems of dogs being out in the heat, sun, and cold. Extra care should be taken with short nosed breeds, e.g. pugs, Boston Terriers, Bulldogs, as they are more susceptible to overheating. If you have questions please ask shelter supervisor.
- BE POLITE AND COURTEOUS! Don't forget you are representing your group and the animal facilities. Volunteers shall never berate or harass any members of the public and/or staff over any OCHD policy and/or procedure.
- ADDITIONAL FEES COLLECTED by an INCORPORATED "VOLUNTEER GROUP", shall be theirs to disburse at their discretion, with recommendations from the Assistant Public Health Coordinator or Public Health Coordinator, for projects and assistance to the Ocean County Animal Facility program.

Please be reminded that these procedures are put in place for the benefit and safety of the staff, volunteers, shelter animals and public.

Failure by volunteers to comply with these procedures will affect the ability of those individuals to volunteer at the shelter.

**OCAF VOLUNTEERS**  
**OFF-SITE RULES**

I, \_\_\_\_\_, HAVE  
(Please Print Full Name)

REVIEWED AND AGREE TO ADHERE TO ALL THE RULES  
SET FORTH BY THE OCEAN COUNTY ANIMAL FACILITIES  
& OCEAN COUNTY HEALTH DEPARTMENT.

X \_\_\_\_\_ DATE: \_\_\_\_\_

## POLICY NAME: SOCIAL MEDIA GUIDELINES POLICY

**Scope:** This policy applies to all employees' use of the internet including participation in and use of social media, regardless of whether such use occurs in the workplace and regardless of whether such involves the Ocean County Board of Health's equipment or other property. Social Media includes, but is not limited to Facebook, Twitter, YouTube, Myspace, LinkedIn, Flickr, posting forums, blogs and wikis. This list is for illustrative purposes only; however, all online activity is governed by this policy.

**Inclusion:** All employees of the Ocean County Health Department including full-time, part-time, and seasonal staff. This policy is also inclusive of contracted professionals, community service workers, interns and volunteers (referred to in this policy as "Associates").

**Purpose:** This policy is intended to provide employees with guidelines for appropriate online activity. Although this policy cannot address every instance of inappropriate social media use, it is intended to offer guidelines to employees. The nature of the Internet is such that what you "say" online will be captured forever and can be transmitted endlessly without your consent or knowledge. Employees should remember that any information that is shared online instantly becomes permanent and public record. Social Media is universal today: Your postings may be read currently and for years to come. Many different individuals and groups, including OCHD clients, patients, their families, the Board of Health and even future employers may access this information at any time.

**Policy:** The Ocean County Health Department employs only adults. All Ocean County Health Department Associates are also adults. Accordingly, all employees and Associates are responsible for their actions involving Social Media, including photos, postings, video streams and social media site participation. The following policies have been adopted by the Ocean County Board of Health and should be adhered to at all times.

1. The Ocean County Health Department Confidentiality agreement, which every employee signs, strictly prohibits the use, dissemination, disclosure of Patient or Client Identifiable Information (PII) and Protected Health Information in ANY format, including social media outlets. Violation of this rule can lead to disciplinary action up to and including termination.

2. It is also prohibited to contact former clients, patients and/or their family members relating in any way to treatment, care or benefits they received at the Ocean County Health Department or post negative comments about them.
3. It is important for all Ocean County Health Department employees to recognize and understand that the above prohibitions (1) and (2) are in fact, illegal under Federal regulations as well as prohibited under Ocean County Health Department Policy and criminal prosecution is also possible.
4. Filming Videos of any kind on Ocean County Health Department property or during official Ocean County Health Department functions, with or without other Ocean County Health Department employees, clients, patients, pedestrians, animals or visitors without express and written permission of the Ocean County Health Department Administration (PHC, Director of Personnel, Department Head, PIO) is prohibited.
5. It is expected that all Ocean County Health Department employees will act and treat others, including co-workers, clients, patients, members of the public, in a professional manner at all times.
6. Engaging in social media during work time is strictly prohibited. Employees and associates may only use social media devices for sending messages, texts, tweets, etc. for personal reasons on official break time. Additionally, personal use of social media devices should not be utilized at your work space and NEVER in front of patients, clients, or while addressing visitors or the public or while performing work duties. This includes driving county vehicles and at all official county functions.
7. Use of information created by or for the Ocean County Health Department- such as logos, photos or videos is prohibited without the express permission of your Department Head.
8. Creation of new social media sites, blogs or websites that may be construed as affiliated with or branded as an official or non-official Ocean County Health Department posting area is prohibited.
9. Disclosing any confidential or proprietary information belonging to the Organization or obtained by the employee as a result of his employment with the Ocean County Board of Health is prohibited.
10. Posting, uploading or sharing any recording or images (including audio, pictures and videos) taken in the workplace or at any other Ocean County Health Department sponsored event without express advance authorization is prohibited.

Employees have an ongoing duty to report any violation of this policy by any other employees. Any employee who fails to report conduct that reasonably appears to be in violation of this policy may be subject to discipline for such failure.

All Employee and Associate activities must be consistent with the professional standards as promulgated in the Ocean County Health Department Code of Ethical Conduct as well as any professional Code of Conduct as related to individual professional licenses of same.

Always keep in mind the following Social Media guidelines:

1. IF YOU WOULD NOT SAY something in a loud voice in a crowded auditorium, you should not post it on Facebook, Twitter, Flickr, or other social media sites.
2. IF YOU WOULD NOT want a photo or video seen in a newspaper or on T.V., don't post it on a social media sites. once downloaded, photos and videos have not only cost people their jobs – they have sometimes led to criminal charges.

Social Media changes rapidly and there will likely be events or issues that are not addressed in this policy. If, at any time, you are uncertain about the application of this policy or if a question relating to the appropriate use of social media arises that is not fully addressed by this policy, you should seek the guidance of your supervisor, Department Head, or Director of Personnel before posting or otherwise engaging online. When in doubt, employees always should ask guidance first because once the information is online, it can never be deleted.

I am aware that the Ocean County Health Department is NOT responsible in any way for personal electronic devices that are brought to the workplace. The Ocean County Health Department will not reimburse for damage or theft to these items, and they are brought to the workplace at your own risk.

I thoroughly have read and understand the Social Media Guidelines Policy.

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Name – Please print

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Signature

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Date

## POLICY NAME: ADOPTION OF CODE OF ETHICAL CONDUCT

- Scope:** All Employees of the Ocean County Health Department, Contractors, Volunteers and Interns who participate in official activities or in conjunction with the mission of the Ocean County Board of Health.
- Inclusion:** All employees of the Ocean County Health Department including full-time, part-time, seasonal staff. This is also inclusive of contracted professionals, community service workers, interns and volunteers (referred to in this policy as "Associates").
- Purpose:** That all Ocean County Health Department Employees and Associates have a common understanding of our code of Ethical Conduct and the Ocean County Health Department core values.
- Policy:** The Ocean County Health Department Code of Ethics is governed first and foremost by all regulations and laws guiding conduct of government officials and employees in the State of New Jersey. These laws include: Pay to Play, Local Government Ethics Law, etc.

In addition to regulatory and legislative rules, the Ocean County Health Department requires all employees and those associates of the Agency mentioned above to adhere to a level of professional and ethical conduct. These core principles have been recognized by the Board of Health and include the following:

- Honesty, trustworthiness and integrity
- Respect for every client, patient and member of the public
- Respect for Ocean County Health Department Property
- Respect for and adherence to the law and all Ocean County Health Department policies
- Respect for co-workers and supervisory staff
- Recognition of accountability and responsibility for individual actions

The above principles compose the ethical compass which should guide all Ocean County Health Department employees and associates in the work place. They are essential to maintaining and promoting a successful and positive environment in our Agency.

All staff members and associates are subject to the Ocean County Health Department Code of Ethics. Professional staff have additional ethical obligations that may exceed legal and regulatory requirements by virtue of licensing,

training and responsibility to whom they serve: their colleagues, co-workers and the public. These ethical requirements should be recognized and adhered to at all times.

Additional requirements for professional Ocean County Health Department conduct include the following guidelines applicable in all activities:

- Treat those whom you serve, with whom you work and members of the public with the same degree of respect you wish them to show you, always including politeness, compassion and dignity in all interactions.
- Respect the privacy and modesty of clients and patients and guide your own attire in a professional manner acceptable for an office/clinic environment.
- Do not invite or permit unauthorized persons into clinics or client/patient care areas at anytime.
- Never harass others physically, verbally, psychologically or sexually.
- Never discriminate or exhibit rude, unprofessional behavior on the basis of gender, religion, disability, age, sexual orientation, national origin or ethnic background or marital status:
- Always maintain confidentiality:
  1. Do not share the medical or personal details of a patient with anyone except those health care professionals or Supervisory Staff integral to the well being of the patient or within the context of agency operations.
  2. Do not seek confidential data on patients unless you have a professional "need to know."
  3. Do not discuss patients or their illnesses in public places where the conversation may be overheard.
  4. Never publicly identify clients or patients, verbally or in writing, without written permission of the client/patient.
- Never use privileged information for personal gain for yourself or others.
- Fulfill your professional and work related responsibilities conscientiously at all times.

- Notify your supervisor, department head or CEPA officer if something interferes with your work. Report suspected incidents of fraud, waste, abuse, harassment, social media policy violations, theft, etc., in confidence to the extent possible and without fear of retaliation.
- Do not use Ocean County Health Department letterhead for personal use or personal commercial activities.
- Always use communal resources (equipment; supplies, funds) responsibly and for work related purposes only.
- Local Government Ethics Law: "All local government officials and employees, must bear in mind their obligations under the Local Government Ethics Law, specifically the prohibition in N.J.S.A. 40A:9-22.5, paragraph f, against soliciting or accepting any gift, favor, or other thing of value based upon an understanding that it was given or offered for the purpose of influencing the official or employee in the performance of his or her official duties." Inspectors, Field Representatives, Investigators, case managers, etc. may reasonably assume that any gifts given or offered to them by someone with whom they may have contact in an official capacity is being offered or given with the intent of influencing them in that official capacity, and all said gifts should therefore not be accepted, no matter how small they may be. Any questions concerning this requirement may be addressed to the Personnel Department.
- Always strive to further professionalism, excellence in service and continuous improvement.

I have read the above thoroughly, understand and agree with all contexts therein and will incorporate all guiding principles in my professional capacity to the utmost extent possible.

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Name (please print)

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Signature

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Date