



Columbus
Consolidated Government



**COLUMBUS ANIMAL CARE
& CONTROL CENTER
SAVE-A-PET PROGRAM**



Department of Public Services
Special Enforcement Division
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FREQUENTLY ASKED QUESTIONS?

Q. How long do you keep an animal before they are available for adoption?

A. Surrendered animals are available immediately; stray animals are held for 5 days.

Q. What age is recommended for animals to be spayed or neutered?

A. Please check with your vet.

Q. Why do you require animals to be spayed or neutered once adopted from the Animal Care & Control Center (ACCC)?

A. In an effort to control pet population or excessive breeding of animals done by irresponsible pet owners, a State Mandate/Law was passed requiring that all dogs and cats adopted from shelters must be spayed or neutered. (**GA Section 1-14-3**)

Q. How old are the dogs or cats impounded at the ACCC?

A. Ninety percent (90%) of the animals impounded at the ACCC are stray animals. Therefore, age can only be estimated.

Q. What laws are commonly ignored by pet owners?

A. Rabies vaccinations, city permits and leash laws (all dogs must be on a leash or in voice command when off the owner's property).

Q. Is there a limit to the number of pets I can have, specifically dogs or cats?

A. Yes, local law requires pet owners with six or more animals to obtain a Hobby/Kennel Permit/License.

NOTE: All violations of animal control ordinances are subject to fines of \$1,000, or imprisonment of 90 days or both. State law violations are subject to more severe penalties.

HISTORY

The old Muscogee County animal shelter was built in the early 1970's and was located near the east Columbus landfill off Schatulga Road on Sacerdote Lane. The facility had 25 dog runs and 15 cat cages.

In 1968 Colonel Syd Sacerdote became concerned about the animals in Muscogee County and a few years later began construction of a facility named the Muscogee County Humane Society (MCHS). The building was completed in 1981 and was located across from the Muscogee County Shelter.

PAWS Columbus was established in 1999 as a nonprofit organization to partner with the City and help raise funds for a new shelter. Around the same time the MCHS also wanted to build a new facility to replace its out-moded shelter. PAWS purchased 11 acres of land on Milgen Road to build a new facility. In 2006 a Memorandum of Understanding was established between the City and the MCHS. In 2008 the MCHS donated 2.4 acres of land to the City of Columbus to build their new facility. In January 2009 PAWS Columbus merged with the MCHS to form PAWS Humane, Inc.

In January 2009 the new Columbus animal facility opened its door's and was named the Columbus Animal Care and Control Facility. Columbus is very proud of its new animal care facility and it's a major improvement over the old facility. The new building is 12,774 sq. ft. and has a total of 58 dog runs, 8 puppy cages and 48 cat and kitten cages. The facility now serves thousands of area citizens every year.



COLUMBUS SAVE-A-PET PROGRAM

1. COMPREHENSIVE ADOPTION PROGRAMS

Making pet lifesaving a direct function of shelter policies and procedures. Business hours that are convenient to the public. Conduct off-site adoptions. Pet adoption advertising.

2. RESCUE GROUPS

Access to shelter animals by rescue groups. Make it convenient for rescue groups to take animals.

3. VOLUNTEERS

Volunteer programs to promote adoption and help in shelter operations.

4. FERAL CAT T-N-R PROGRAM

Trap-Neuter-Release program to allow the shelter to reduce euthanasia rates.

5. FOSTER CARE NETWORK

A network of volunteers to care for sick, injured and other animals needing refuge.

6. MEDICAL AND BEHAVIOR PROGRAM

Provide owner assistance to those animals with medical conditions or behavior issues

7. HIGH VOLUME/LOW COST SPAY NEUTER

High volume/low cost spay neuter to reduce the number of animals entering the shelter allowing more space and resources towards saving lives.

8. PET RETENTION PROGRAM

Innovative strategies offering advice and assistance for keeping people and their pets together.

9. PROPER PET CARE

Provide a clean shelter with adequate nutrition, exercise, socialization and prompt veterinary care when required.

COMPREHENSIVE ADOPTION PROGRAMS

Based on its resources, the Columbus Animal Care & Control Center (ACCC) is committed to adopting as many animals as possible. A comprehensive plan includes the following:

- **Posting pictures and adoption availability information on the City's website.** The goal is to reunite owners with their pet companions as soon as possible. Pictures are posted as soon as an animal enters the center, in hopes they can be identified and reunited. The adoption availability information is given so that those wanting to adopt will know when the required holding time of the animal is up and available for adoption.
- **An adoption request list is attached to each impoundment card.** On the morning the animal is available for adoption a staff member checks the adoption request list to see which perspective adopter is present. If no adopters are present, staff will go down the list making phone calls to see if perspective adopters are still interested in adopting the animal. When an adopter is located, staff member informs them the animal is available for adoption and inquires if still interested in adopting. The process is continued until an adopter is found or the list is exhausted. Once the list is exhausted, the animal is available to be adopted by the first inquirer entering the ACCC, taken by PAWS or a Rescue Group.
- **The Volunteer Coordinator manages an off-site adoption program.** Animals are picked up during the weekends and taken to various sites in order to promote their adoption.
- Adoptable pets are shown on CCGTV each week as part of the Adopt a Pet Program. This is also an effort to promote adoptions, as well as bringing public awareness that adoptable animals are available at the ACCC.
- A volunteer program assists those coming to the center with finding a compatible companion pet. They also assist with the adoption process to make it as simple as possible.
- Volunteers will spot check adopted animals to ensure they are not being subjected to abuse, neglect or cruelty.
- A database check will be enacted to ensure those adopting have not been convicted of an animal related crime.
- **A card will be placed on each cage showing adoption status and known background of each animal.**

- Public Service announcements are made on Columbus Consolidated Government (CCG) TV to bring public awareness to the fact animals are available for adoption at the ACCC.
- A form will be filled out on surrendered animals stating the name of the animal, breed, age, temperament, medical issues, name of veterinarian, and current vaccination status. A copy of any medical/ vaccination records that can be obtained from the owner will be attached.
- The location of where stray animals were found will be posted on the ACCC website.
- An area at the ACCC will be designated for volunteers to walk and exercise the animals.
- The Columbus Animal Care & Control Center now has a Face Book page! The page's purpose is to show the animals at the ACCC in an effort to increase adoptions, educate the community on local city ordinances, and provide information on how to care for their pets and to increase awareness about animals located at our facility!

WORK WITH RESCUE GROUPS

The ACCC works with licensed rescue groups so that they may take animals that would otherwise be euthanized. This applies to surrendered animals that were not claimed by their owners, taken by PAWS or adopted by the public. There is no fee for rescue groups to take these animals. Ordinances are being considered for revision in order for animal control officers to enforce the spay/neuter law on those animals leaving the ACCC. State law states that an owner has 30 days to have the animal spayed/neutered. Follow-ups will be arranged to ensure that the adopted animal has been spayed/neutered.

The penalty for failure to comply will be posted at the bottom of the adoption form.

If you are a person interested in becoming an animal rescue group you can go to:

<http://agr.georgia.gov/rescue-groups.aspx>.



VOLUNTEER PROGRAM

“Animal Angel Program”

A volunteer program is established to promote adoptions, assist the public and help with the feeding, watering, exercising and socialization of the animals.

There are several areas within the volunteer program to include:

- ❖ Assisting the public with finding a compatible pet companion.
- ❖ Answering phone calls about lost pets or the adoption status of animals at the center.
- ❖ Offer advice to owners of pets with medical conditions or behavior issues.
- ❖ Contact citizens who have volunteered to pay for medical treatment of sick or injured animals needing immediate medical treatment (as determined by the city’s contracted veterinarian).
- ❖ Promote exercise and socialization for the animals.
- ❖ Contact licensed rescue groups about taking animals that were not taken by PAWS or adopted by the public.
- ❖ Volunteers will transport confirmed feral TNR cats back to their colony.
- ❖ Volunteers will assist in a fostering program.
- ❖ **Opening hours are:**
 - Monday –12:00PM - 7:00PM**
 - Tuesday - Saturday: 10:00AM - 5:00PM
 - Sunday - Closed
- ❖ On-going basic medical training for the ACCC staff will be explored.

The volunteer program also includes those willing to work on holidays in order to keep the center open to the public.

For volunteer opportunities, please call 706-653-4512.



FERAL CAT TNR PROGRAM

The Trap–Neuter–Release (TNR) Program Volunteer Coordinator will establish the locations and numbers of known feral cat colonies. He will solicit other volunteers and establish a list of volunteer guest speakers to speak to various civic groups on the subject of TNR. He will also be the liaison with the ACCC, PAWS, other shelters and rescue groups as well as the Columbus Animal Control Advisory Board. The ACCC will work with GIS to geographically identify known feral cat colonies.



URGENT MEDICAL TREATMENT NETWORK

A volunteer network is established to pay for emergency medical treatment of those animals that are sick or injured that come into the ACCC needing immediate medical treatment (as determined by the city's contracted veterinarian). In such cases, the volunteer will sign a Medical Treatment Agreement form if the animal has not met the required hold time of five days. This form establishes that the city, owner, nor anyone who may adopt the animal will be held liable for veterinary fees. It also establishes that if there is still hold time remaining following treatment that the animal is to be returned to the center. Normal adoption procedures will be followed if the animal's owner does not claim the animal after the holding time.

A list of licensed rescue groups is established whereby volunteers will contact them to have an animal placed into their care versus being euthanized due to a sickness or injury.

Transportation of injured animals to and from a veterinarian's office will be the obligation of the volunteer donor who accepts responsibility to have the animal treated. Our contracted veterinarian will make a financial estimate of the treatment cost. Once funding for treatment has been established, volunteers may assist in transporting the animal. The city will establish a fund to receive donations to be used for urgent medical treatment only. The funds will be under the oversight of the city's finance director.



MEDICAL AND BEHAVIOR PROGRAM

Volunteers working at the ACCC will offer literature to pet owners relating to medical problems or behavior issues. This literature is obtained from organizations such as the Society for the Protection of Cruelty to Animals (SPCA). The goal of this program is to keep a companion pet united with its owner. Staff will keep current information of the characteristics of various animal breeds which will be shared with potential adopters.



HIGH VOLUME/LOW COST SPAY/NEUTER

By state law, all animals adopted from a shelter must be spayed/neutered within 30 days of adoption. The ACCC does not have a surgical area or veterinarian on site. Therefore, the state allows for the center to issue a voucher for spaying or neutering. The cost of the voucher, \$50, is low in comparison to most veterinarian office costs. PAWS, as well as some veterinarians, will perform the procedure in exchange for the voucher. They mail the voucher to the ACCC for reimbursement. If a person wishes to have the procedure performed at a veterinarian office that charges a higher fee, that person is responsible for paying the difference. A list of agencies or veterinarian offices that will perform the procedure for the cost of the voucher alone is kept at the ACCC and provided to those who adopt its animals.

At the time of adoption of non-altered (spayed/neutered) animal from the city animal control center, the individual adopting said animal shall purchase, for the sum of \$50.00, a spay/neuter voucher to be presented to the veterinarian of their choice to defray a portion of the cost of spaying or neutering the animal. The veterinarian may redeem said voucher by presenting same to the city. Effective July 1, 2010, adoption fees shall be \$75.00 and said voucher shall be worth \$50.00.

No unclaimed dog or cat which is not neutered or spayed shall be released from the Columbus Animal Care and Control Center without a written agreement from the person adopting the animal that such animal will be sterilized within 30 days from the date of adoption or within 30 days of the animal obtaining sexual maturity, whichever occurs first, and that said owner will file with Columbus Animal Care and Control Center the certification of a licensed veterinarian that the animal in question has been neutered or spayed, within 45 days of adoption or sexual maturity of the animal which ever comes first. Failure of the owner to file such a certification will result in a fine of \$25, and the presumption that there has been a failure to spay or neuter the adopted dog or cat within the prescribed time which constitutes a violation of O.C.G.A. section 4-14-3© and will be prosecuted as a misdemeanor by animal control officers as prescribed in O.C.G.A. section 4-14-4.

The penalty for failure to comply will be posted at the bottom of the adoption form

PET RETENTION PROGRAM

As with the medical and behavior program, the pet retention program's goal is to keep companion pets united with their owners. Under this program, volunteers will advise those owners wanting to surrender their animals of other alternatives. This may include potential adoption contacts who may provide treatment at a reduced cost and providing literature that is directed at any medical or behavior problems the owner may be experiencing with their pet. If an owner must surrender their animal, we give them a list of animal rescue groups in the area that may have available space to take their animal in, leaving us as a last resort.

Local Animal Rescue Groups in the area include:

Animal Ark Rescue - 390 Emily Drive Cataula, Ga. 31804 (706) 992-5751

Safe Haven Animal Rescue - 221 Hamilton Square Street Hamilton, Ga. 31811

Companion Animal Rescue – 768 Union School Rd Molena, Ga. 30258 (770) 884-9620

Southern Comfort Animal Rescue – 1489 Stuckey Church Rd Glenwood, Ga. 30428 (912) 423-0145

Southeast Cocker Spaniel Rescue – 150 Saddie Tree Way Sugar Hill, Ga. 30518 (678) 318-1451

Southeast Pug Rescue – 2105 Southern Cir Suwanee, Ga. 30024 (770) 887-9741

Tri County Animal Rescue – 179 Grey Hound Dog Rd Mauk, Ga. 31058 (474) 862-2226



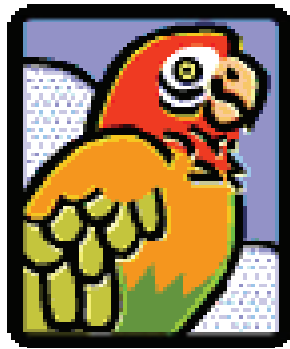
PROPER CARE ENVIRONMENT

The ACCC provides the best environment possible for the animals based on its resource factors. The runs and cat cages are cleaned each morning and throughout the day as needed. All animals are provided water and quality food. Volunteers exercise animals as well as provide socialization. They also work with potential adopters to ensure they and the animal are compatible. Volunteers explain breed characteristics and proper home care recommendations. As everyone is aware, not all adoption situations are ideal and the goal is to lessen the chances of the animal being returned because someone takes it home only to discover that because of various factors they can't keep it. Volunteers explain breed characteristics and proper home care recommendations.



STRAY AND SURRENDERED ANIMAL POLICIES

Animals enter the ACCC in a variety of ways. These include being picked up by animal control officers, having to be quarantined due to biting and citizen walk-ins to turn in their pet or one they found. Animals that are turned in by their owners are classified as being “surrendered”. There are no laws regarding holding time on surrendered animals, therefore they are held as long as space allows in hopes that they will be quickly adopted. Animals found roaming off their property are classified as “strays”. By law, these animals are to be held for five days in order for their owner to locate and claim them. When a stray animal enters the ACCC it is immediately scanned for a microchip and its picture is taken. If a microchip is found an attempt is made to contact the owner. Pictures are posted as soon as possible on the city’s website. The fact remains, as with any shelter, under certain circumstances an animal must be humanely euthanized. Some of the reasons include an animal that is severely sick or injured, is too aggressive to adopt, poses a hazard to the staff and when all avenues of adoption or being taken by a rescue group has been exhausted and there is no holding space for new arrivals. Unlike a private adoption agency, the ACCC cannot turn away animals when they’re full to capacity. Therefore, with the high number of stray and surrendered animals that come in, holding space becomes a major factor on how long they can be held if they’re not claimed by their owner or adopted. A “surrendered animal” policy ensures that every effort is made to save those animals turned in by their owners.



ADOPTION POLICIES AND PROCEDURES

Animals that are surrendered are available for immediate adoption and the length of time they can be held depends on the space available. Once a stray animal has been held for the five-day period and has not been claimed by its owner it is available for adoption. Their holding time is also dependent on available space. An impoundment card is made on all animals that come into the center and anyone wishing to adopt them can place their name and contact information on the card, which is then attached to the impoundment card. This is only necessary if the animal was brought in as a stray and is under the five-day holding period. Those who place their names on the adoption card are informed of the date on which the animal will become available for adoption. They are also informed that we open to the public at 10:00 AM and that at 10:05 AM the adoption process will begin. At that time a staff member will call out the names on the list numerically. If no one shows up, the staff will then try to make phone contact, again numerically, to determine if they are still interested in the adoption. If the adoption efforts are unsuccessful, a licensed rescue group can then take the animal at any time at no charge.

The cost of adoption is \$15 for animals that are four months of age or younger and \$25 for animals over the age of four months. There is also a \$50 spay or neuter fee where a voucher is issued unless the animal has already been sterilized.



EUTHANASIA POLICY

The Humane Society estimates that of the 6 to 8 million dogs and cats that appear at shelters across the nation each year, 3 to 4 million are euthanized. Having to euthanize an animal is never a good option. Unfortunately, sometimes it is the only option. Animals that come into the ACCC are only euthanized under the following conditions:

1. On the advice from the contracted veterinarian when an animal is extremely sick or injured.
2. The animal is aggressive to the point it poses a hazard to the staff and is not compatible with adoption.
3. Court ordered.
4. A biting animal that is un-provoked and is surrendered by its owner or not claimed by its owner following the ten-day quarantine period.
5. All avenues of public adoption have been exhausted, it's not taken by PAWS or a licensed rescue group and there is no holding space available.

The objective of the Columbus ACCC is to use all the steps outlined in the Save-A-Pet Program (see page 5) to reduce the number of animals euthanized in Muscogee County.



ANIMAL CONTROL OFFICER DUTIES AND RESPONSIBILITIES

Columbus' Animal Control Officers (ACO'S) have the responsibility of protecting the public from vicious animals as well as protecting the animals from neglect, abuse and cruelty. They are on duty 24 hours a day, seven days a week. During ACCC business hours the ACCC staff dispatches. After hours, weekends and holidays 911 dispatch their calls. They must respond and investigate all reported bites as well as patrol for stray dogs, investigate and follow-up on cases of neglect, abuse or cruelty. The animal control supervisor has the added responsibility of making recommendations as to whether or not a biting animal should be classified as being dangerous. There are certain requirements upon the owner of these animals that are classified. Owners that disagree with their animal being classified have a right to appeal to the Columbus Animal Control Advisory Board. The Animal Control Advisory Board meets quarterly. If a citizen wishes to be put on the agenda for the next meeting, they can contact the administrative supervisor at 706-653-4512.



COLUMBUS ANIMAL CONTROL ADVISORY BOARD

The purpose of the Animal Control Advisory Board (ACAB) is to monitor the operation of the Animal Control and Enforcement Division and render such guidance and assistance as is deemed appropriate in order to “encourage responsible pet ownership”. Proposals and recommendations shall normally be presented during the periodic board meetings. Matters that need immediate attention should be referred to the Animal Control and Enforcement Division Manager or to the Director of the Department of Public Services.

The board has nine voting members and one non-voting member and is to be appointed as follows:

1. The board shall elect a chairman from its membership, and the Director of Public Services shall be a permanent member of the board. The Director of Public Services may serve as chairman if so elected.
2. Two licensed veterinarians participating in the “One-Stop Pet Registration-Rabies-Vaccination Program”. The board members are to be selected by the local veterinary association as a representative of the association and the Columbus Council shall confirm the selections. The veterinarians shall be appointed for a two-year term, except the initial appointments when one veterinarian shall be appointed to a one-year term and one veterinarian shall be appointed to a two-year term. The appointees shall be eligible to succeed themselves.
3. An employee of the Environmental Health Division, Columbus Department of Public Health. The board member is to be appointed by the county board of health and confirmed by the city council.
4. Two designated representatives of the PAWS Humane. The appointment shall be confirmed by the city council.

5. Two citizens to be selected by the city council. The citizen members shall be appointed to serve two-year terms, except for the initial appointments upon adoption of this chapter, one citizen shall be appointed to a one-year term and one citizen shall be appointed to a two-year term. The citizen board members shall be eligible to serve only two consecutive terms.
6. The chief of animal control and enforcement shall be a non-voting member of the board.
7. The administrative officer of the animal control and enforcement division shall be the recording secretary for the board.
8. These nine representatives meet quarterly. Any citizen wishing to be put on the agenda can contact the administrative supervisor at 706-653-4512.

The board shall meet at a time and place designated by the board chairman. The chairman is authorized to adjust the schedule, except that the board is required to meet at least semiannually.

In any event, any member shall abstain from voting upon any issues which touch or bear upon matters in which the member has a pecuniary interest, either proprietorship, salary, or otherwise. In any matter called for a vote in which any member abstains, a failure to win a majority shall constitute a defeat of that issue.

APPENDIX



Columbus
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OFF-SITE ADOPTION AGREEMENT FORM

On behalf of _____ (organization Name), I agree that I am signing out the below stated animals. By signing this form I am agreeing to the fact that:

1. I accept full responsibility of the animal's health, care and well being while they are in my possession.
2. I will be responsible for any injury incurred upon myself or fellow citizens while the below stated animals are in my care. (I.E. Dog bites, cat scratches or anything of this nature.) If such bites or scratches occurs, I will solely be responsible for medical bills brought about.
3. If bitten, or an animal escapes, I will immediately call 911.
4. While animals are in my possession, I agree to insure proper shelter, food and water in accordance to the city ordinance.
5. I will make sure that by 5:00 pm today, un-adopted animals, all money collected and paperwork generated will be turned in to the Animal Care Facility.
6. I will only sign out animals that are available for adoption.

ANIMAL TYPE	BREED	COLOR	GENDER	TAG #

(Person Signing Agreement)

(Date)

(Animal Care & Control Staff)

(Date)



Appendix



Columbus
Consolidated Government

Animal Care & Control Center

Volunteer Application

The Columbus Animal Care & Control Center strives to have an enjoyable, innovative and organized volunteer program that benefits not just the animals, but also animal lovers as well! Our volunteers work 365 days out of the year and are extremely dedicated. ACCC can accommodate volunteers who spend several hours behind the scenes assisting the staff with whatever duties assigned by the Volunteer Coordinator.

Volunteers spend a few hours out of the day to assist animals in exercise, cleanliness and also aide in the adoption process. Several programs that help benefit the animals and animal lovers alike, such as Matchmakers Foster Program, Woofing It Dog Walking Program and aiding in off-site adoptions.

Volunteers must qualify with the following conditions:

- **Be 18 years of age or older.**
- **Be able to commit to scheduled volunteer times.**
- **Be able to squat, bend, twist, lift, and stand for long periods while working with the animals.**
- **Attend required training class.**
- **Be able to work independently without direct supervision.**
- **Fill out and sign the volunteer application.**



Columbus
Consolidated Government

Columbus Animal Care & Control Center

Volunteer Application

SECTION 1-PERSONAL INFORMATION

FIRST NAME	LAST NAME	DATE OF BIRTH	AGE
ADDRESS	CITY	STATE	ZIP
HOME PHONE	CELL PHONE	EMAIL ADDRESS	

***I am at least 18 years of age or older: Yes ☐ No ☐ ***

(Photo I.D. verifying proof of age required)

***Have you, as a juvenile or adult, ever been convicted of a felony: Yes No

If yes, please explain:

SECTION 2-EMERGENCY CONTACT INFORMATION

FIRST NAME	LAST NAME	RELATIONSHIP
HOME PHONE	CELL PHONE	WORK PHONE

SECTION 3-MEDICAL INSURANCE INFORMATION

INSURANCE COMPANY	POLICY #
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****Volunteers are not required to, but are strongly encouraged to have their own medical insurance coverage***

Appendix

SECTION 4-LICENSES/CREDENTIALS

Do you have any licenses or credentials that would be beneficial to the ACCC:

Yes No

If yes, please list:

SECTION 5- EXPERIENCE & SKILLS

What made you decide to volunteer with our organization:

List any other animal welfare agencies you were a part of:

List any organizations or animal rescues that you are affiliated with:

List your experience in owning or caring for animals:

Please check all experience and skills you have that will be beneficial to your volunteering:

- | | | |
|---|---|--|
| <input type="checkbox"/> Exercising/Handling Dogs | <input type="checkbox"/> Kennel Care/Cleaning | <input type="checkbox"/> Licensed Vet or Vet Tech |
| <input type="checkbox"/> Bathing/Grooming | <input type="checkbox"/> Wild/Exotic Animal | <input type="checkbox"/> Administrative |
| <input type="checkbox"/> Handling of cats | <input type="checkbox"/> Foster Care | <input type="checkbox"/> Professional Dog Training |

SECTION 6-UNIFORMS

Volunteer vests must be worn at all times during events and while at the Columbus Animal Care & Control Center.

*****Vests must be paid for at orientation and are purchased by you, the volunteer*****

Get with the volunteer coordinator for size and cost information

By signing this application I understand that:

- ***I will abide by all policies and procedures mandated through the volunteer handbook.***
- ***I will participate in all mandatory volunteer meetings.***
- ***I will fulfill my listed volunteer duties as assigned by my volunteer coordinator and staff at Columbus Animal Care & Control Center that includes maintaining an accurate log of hours worked in the volunteer log and to maintain confidentiality of Columbus Animal Care & Control business.***
- ***I understand the function of the employees of the Columbus Animal Care & Control Center and I also understand the role of a volunteer at the Columbus Animal Care & Control Center and other events.***
- ***I will arrive promptly to fulfill all assigned tasks and duties that are given to me and if I am unable to report for duty or will be late, I will provide ample notice.***
- ***I will immediately report any injury incurred to Columbus Animal Care & Control Center staff and the Volunteer Coordinator immediately upon incident occurring.***
- ***I will agree to hold The City of Columbus otherwise known as the Columbus Consolidated Government, My Volunteer Coordinator and any staff member harmless for any injuries, loss, or damages which may occur during my volunteer service.***

Furthermore, I understand that I can be discharged from my volunteer duties for violation of any of the above rules, policies or procedures. As a volunteer, I understand that I may discontinue my services with or without reason, and that the City of Columbus' Animal Care & Control Center reserve's the right to release any volunteer without reason.

Volunteer Signature

Date



Volunteer Release of Liability and Agreement to Indemnify

In consideration of being permitted to perform volunteer services with the City of Columbus, Animal Care & Control Center, herein after referred to as ACCC, the undersigned for himself/herself and his/her heirs and representatives voluntarily and knowingly execute this document and expressly waives any and all rights, claims and causes of actions including, without limitation, those involving bodily injury or property to the undersigned or the undersigned's family while the undersigned is engaged, directly or indirectly in performing volunteer services for the ACCC.

The Undersigned hereby agrees to indemnify, defend and hold the ACCC, its employees, volunteers and directors harmless from any and all liability, damage, loss, cost and expense incurred as a result of any claim, demand, or cause of action brought against the ACCC, jointly or individually, for bodily injury or property damaged suffered as a result of the undersigned's negligent, reckless or willful act, omission in the performance or failure to perform his/her volunteer services.

This liability release form is executed without any reliance upon any representation by any person and the undersigned has carefully read and understands the contents of this release form and executes the same as his or her own free act. The undersigned acknowledges and understands that as a volunteer he/she is NOT covered by the Workers Compensation, (Labor Code 3352 (I), Workers Compensation Benefits) or any other insurance policy for any damages or injuries sustained during my volunteer services.

In the event that any of the terms, conditions, and/or covenants in this release form is held to be invalid, such invalidity shall not affect any terms, conditions and/or covenants contained herein which shall remain in full force and effect.

Volunteer Signature

Date



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Animal Medical Treatment Agreement

In consideration of the release of the injured or sick animal described as a male/female _____ and identified by Columbus Animal Control as tag # _____, into my temporary custody, I, _____ (Print Name), agree to take said animal to a licensed veterinarian for medical treatment at my own expense. I understand that neither the City of Columbus, the animal's owner or the animal's eventual adopter will be responsible for the cost of any veterinarian fees that may be incurred during the course of the treatment I authorize for the animal. Furthermore, I hereby agree to indemnify and hold harmless the City of Columbus from any claims made by the animal's owner or the attending veterinarian as a result of the care of said animal.

I understand that the animal must be returned to Animal Control following treatment to be held in accordance with §5-13.1 of the Code of Ordinances of the City of Columbus for the required 5 or 10 day holding period that begins on the first day of impoundment which was _____. If the owner does not come forward to claim the animal, it will be available for adoption on _____. I understand that normal Columbus Animal Care & Control Center adoption policies and procedures will be followed and therefore I might not successfully adopt this animal.

I further understand that by signing this agreement, in the event that I am bitten, scratched or harmed in any way during the transport of above said animal, I will release the City of Columbus, otherwise known as the Columbus Consolidated Government of any liability.

Signature

Date

*Copy of Drivers License Attached

Appendix

Animal Adoption Agreement

Date: _____



(NAME)

(Home Phone)

(ADDRESS)

(Cell Phone)

(City/St/Zip)

(Work Phone)

(Drivers License #)

(Email Address)

WE MUST BE ABLE TO CONFIRM YOUR ADDRESS IS CORRECT AS STATED

DOG/CAT	BREED	COLOR	SEX	AGE

I GUARANTEE THAT STERILIZATION OF THE ANIMAL (S) DESCRIBED WILL BE PERFORMED BY A LICENSED VETERINARIAN WITHIN THIRTY (30) DAYS IN THE CASE OF AN ANIMAL SIX (6) MONTHS OR OLDER; OR, IN THE CASE OF AN IMMATURE ANIMAL, WITHIN (30) THIRTY DAYS OF SEXUAL MATURITY (6 MONTHS OF AGE). I AGREE TO SUBMIT TO ANIMAL CONTROL, P.O. BOX 1340, COLUMBUS, GA 31902-1340, WITHIN 7 DAYS OF STERILIZATION, A STATEMENT SIGNED BY THE VETERINARIAN WHO PERFORMS THE PROCEDURE ATTESTING TO THE STERILIZATION OF THE ANIMAL (S). THE STATEMENT MUST INCLUDE A DESCRIPTION OF THE ANIMAL (S).

I FURTHER AGREE TO HAVE THE ANIMAL INOCULATED AGAINST RABIES AND PURCHASE A CITY PERMIT WHEN THE ANIMAL IS 4 MONTHS OLD OR UPON STERILIZATION, WHICHEVER COMES FIRST, AND NOTIFY ANIMAL CONTROL AT (706) 653-4512 WHEN THIS IS DONE.

I UNDERSTAND THAT BY SIGNING THIS AGREEMENT, I AM COMPLYING WITH THE OFFICIAL CODE OF GEORGIA ANNOTATED, SECTION 4-14-3, WHICH PROVIDES THAT ALL DOGS OR CATS ACQUIRED FROM AN ANIMAL FACILITY AND NOT STERILE AT THE TIME OF ACQUISITION, BE STERILIZED BY A LICENSED VETERINARIAN. I ALSO UNDERSTAND THAT FAILING OR REFUSING TO COMPLY WITH THIS CODE SECTION IS A MISDEMEANOR AND ANY PERSON CONVICTED OF SUCH MISDEMEANOR IS SUBJECT TO A FINE OF UP TO \$200.00

***BY SIGNING THIS AGREEMENT, I AGREE WITH THESE CONDITIONS AND ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT.

Follow-ups will be scheduled to make sure that animals have been spayed or neutered.

BY SIGNING THIS AGREEMENT, YOU UNDERSTAND THAT THE COLUMBUS ANIMAL CARE & CONTROL CENTER DOES NOT GUARANTEE THE HEALTH, BREED, AGE OR TEMPERAMENT OF ABOVE STATED ANIMAL (S)

Citizen Signature

Employee Signature

Appendix



Face book: Columbus Animal Care and Control Center

Website: http://www.columbusga.org/publicservices2/special_enforcement.htm