



Volunteer Office
LA Animal Services
3320 West 36th Street
Los Angeles, CA 90018

December 13, 2005

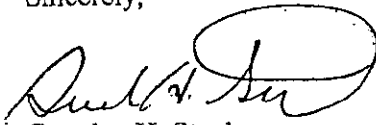
Mary Cummins
359 North Sweetzer Avenue
Los Angeles, CA 90048

Dear Ms. Cummins,

Thank you for your time. Your volunteer services, with the Department of Animal Services has been terminated due to the violation of # 's # 1, 2, 3 as it pertains to #18, and 15 on the enclosed volunteer guidelines.

If you are still in possession of City property, please property make arrangements to return it to the Volunteer Office.

Sincerely,



Guerdon H. Stuckey
General Manager

CC: The Volunteer Office ✓
Dov Lesel
Bernie Leichter
DM of Shelter

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VOLUNTEER GUIDELINES

- MC 1. Once you become a volunteer with the Department, you are representing the City and the Department of Animal Services. You shall demonstrate an appropriate positive manner of behavior and communication skills with the staff, city employees and public. All volunteers must follow the standard of conduct of the city.
- MC 2. Rudeness or inappropriate language to the public or any full/part-time staff will result in immediate termination.
- MC 3. You must volunteer at least 8 hours a month.
- MC 4. You must sign on to our Yahoo! Group "LAASVolunteers." This is how we inform you of important updates and information.
- MC 5. You are required to wear a volunteer tee shirt and your ID badge when volunteering at the shelter, event or mobile adoption. You can purchase your tee shirt from the volunteer office. Please have a staff member take your picture at the shelter for your ID badge.
- MC 6. Volunteers must sign in and out at the shelter and at Mobile Adoption events as well as wear a volunteer badge while performing duties.
- MC 7. All volunteers must wear protective clothing for working with animals, which includes pants, a shirt with sleeves and closed toed shoes. No shorts, sandals, tube or tank tops allowed.
- MC 8. Substance abuse, including alcohol and drugs, is not permitted at any shelter or Mobile Adoption. LA Animal Shelters are a smoke free environment. If you would like to smoke, please step outside the building.
- MC 9. Volunteers may not post or distribute any written information unless pre-approved by the Volunteer Office.
- MC 10. Volunteers may not speak to media without direct authorization of the Public Information Office. Please direct all media inquires to the Shelter Supervisor or Mobile Adoption Coordinator at a mobile site. *I can't represent depart w/out MC. I speak to media for my animal group.*
- MC 11. Volunteers are not, for any reason, to tell a potential adopter that an animal is going to be euthanized unless adopted.
- MC 12. Volunteers are not allowed on Shelter premises during non-business hours unless approved by the ACT Supervisor or District Manager.

MC 13. Transferring of animals between shelters is not allowed, unless they have been previously approved by all shelter supervisors of all shelters involved, and the Department Veterinarian.

MC 14. City vehicles are only to be driven by an authorized user. Authorized users include ACTs, ACOs and other department employees.

MC 15. Volunteers may not undermine the efforts of the staff of LA Animal Services to perform their duties as assigned by the City of Los Angeles.

MC 16. Do not offer/promise any extra assistance to potential adopters just to get your animal adopted. If you make arrangements with adopters it will be YOUR personal responsibility to deliver. Volunteers who falsely offer assistance to potential adopters will be terminated.

MC 17. LA Animal Services' employees do not have the right to select who is suitable to adopt an animal. As a volunteer, this rule applies to you.

MC 18. If you are member of a rescue organization, animal service business or other related animal organization please keep in mind to avoid conflict of interest at all times. Volunteers who are involved in a conflict of interest could be suspended and/or possibly terminated. Donation jars from LAAS are the only donation jars to be out on the table at a mobile or event.

MC 19. Do not speak to any of the construction crew. Please respect their jobs and do not interfere with their assigned duties.

MC 20. All incidents, whether minor or major are to be reported to the Volunteer Liaison, Shelter Supervisor or the Mobile Adoption Coordinator immediately. An incident report will be filled out and any further action deemed necessary will be taken.

MC 21. If at anytime a volunteer is found to be in violation of humane animal treatment, they will be immediately terminated.

MC 22. You MUST report any bites, scratches, or injuries while working at the shelter, mobile or event immediately to a staff member.

MC 23. If you have any problems or concerns, please follow the chain of command by addressing your issues to the **ACT Volunteer Liaison first**. If resolution cannot be achieved, the following list is the appropriate chain of command and whom you should speak with first:

ACT Supervisor, District Manager, Volunteer Office, General Manager.

By signing below, I declare that I have read and understand these Volunteer Guidelines. I further understand that if I don't follow these guidelines, it will result in my immediate termination.

Mary Cummings
Volunteer Name Printed

Mary Cummings
Volunteer Signature

Date