



# Town of Trophy Club

1 Trophy Wood Drive  
Trophy Club, Texas 76262

## Meeting Agenda

### Animal Shelter Advisory Board

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Tuesday, June 19, 2018

6:30 PM

Training / EOC Room

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#### CALL TO ORDER AND ANNOUNCE A QUORUM

#### CITIZEN PRESENTATIONS

*Citizens are allowed four (4) minutes to address the Board regarding an item over which the Board has policy or oversight authority as provided by Texas law, the ethics order, or other policy order.*

#### REGULAR SESSION

1. [2018-267-T](#) Consider and take appropriate action regarding the minutes dated January 16, 2018.  
**Attachments:** [JAN2018 MINUTES FROM REGULAR SESSION.pdf](#)
  
2. [2018-268-T](#) Receive an update from Animal Control Officer Kristyn Dobson regarding the Animal Holding Facility; discussion of same.  
**Attachments:** [Exhibit A - Animal Shelter.pdf](#)  
[Exhibit B - Animal Shelter.pdf](#)  
[Exhibit C - Animal Shelter.pdf](#)  
[Exhibit D - Animal Shelter.pdf](#)
  
3. [2018-287-T](#) Receive an update from Animal Control Officer Kristyn Dobson regarding the Animal Shelter Volunteer Program; discussion of same.  
**Attachments:** [TC VOLUNTEER APP.pdf](#)
  
4. [2018-288-T](#) Review the roles and responsibilities of the Animal Shelter Board; discussion of same.  
**Attachments:** [Animal Shelter Board Ordinances.pdf](#)

#### ADJOURN

**\*THE BOARD MAY CONVENE INTO EXECUTIVE SESSION TO DISCUSS POSTED ITEMS AS ALLOWED BY THE TEXAS OPEN MEETINGS ACT, TEXAS LOCAL GOVERNMENT CODE 551.071.**

**Notice is hereby given that a quorum of the Town Council may be in attendance at this meeting.**

**CERTIFICATION**

I certify that the above notice was posted on the bulletin board at Trophy Club Town Hall, 1 Trophy Wood Drive, Trophy Club, Texas, on June 13, 2018 by 5:00 P.M. in accordance with Chapter 551, Texas Government Code.

Kristyn Dobson  
Animal Control Officer

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 682-237-2900, 48 hours in advance and reasonable accommodations will be made to assist you.

I certify that the attached notice and agenda of items to be considered by this Board was removed by me from the bulletin board at Trophy Club Town Hall, 1 Trophy Wood Drive, Trophy Club, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_, Title: \_\_\_\_\_

# Town of Trophy Club

1 Trophy Wood Drive  
Trophy Club, Texas 76262

## Legislation Details (With Text)

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**File #:** 2018-267-T    **Version:** 1    **Name:**  
**Type:** Agenda Item    **Status:** Regular Session  
**File created:** 6/12/2018    **In control:** Animal Shelter Advisory Board  
**On agenda:** 6/19/2018    **Final action:**  
**Title:** Consider and take appropriate action regarding the minutes dated January 16, 2018.  
**Attachments:** [JAN2018 MINUTES FROM REGULAR SESSION.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider and take appropriate action regarding the minutes dated January 16, 2018.

**MINUTES FROM REGULAR SESSION  
ANIMAL SHELTER BOARD  
FOR THE TOWN OF TROPHY CLUB  
LOCATION: 1 TROPHY WOOD DRIVE, TROPHY CLUB, TEXAS  
Tuesday, January 16, 2018 at 6:34 P.M.**

The Animal Shelter Board for the Town of Trophy Club, Texas, met in a Regular Session on Tuesday, January 16, 2018. The meeting was held within the boundaries of the Town and was open to the public.

**STATE OF TEXAS** §  
**COUNTY OF DENTON AND TARRANT** §

**BOARD MEMBERS PRESENT:**

Dr. Rachel Speed – Veterinarian  
Sgt. Tony Simmons – Municipal Official  
Kristyn Dobson, ACO - Animal Shelter Operations  
Susan Edstrom – Chair  
Pamela Swan – Resident  
Chuck Hall – Resident  
Philip Shoffner - Council Liaison

**BOARD MEMBERS ABSENT:**

None

**STAFF AND GUEST(S) PRESENT:**

Patrick Arata, Chief of Police  
Tony Jaramillo, Director of Parks and Recreation

**CALL TO ORDER AND ANNOUNCE A QUORUM**

Chairman Edstrom called the meeting to order and announced a quorum at 6:34 p.m.

**CITIZEN PRESENTATIONS**

*Citizens are allowed three (3) minutes to address the Board regarding an item over which the Board has policy or oversight authority as provided by Texas law, the ethics order, or other policy order.*

No citizens addressed the Commission.

**Regular Session**

1. **2018-036-T** Consider and take appropriate action regarding the Minutes dated August 24, 2016.

Chair Edstrom introduced the minutes and Chuck Hall made a motion to approve. Sgt. Tony Simmons made a second to the motion. Motion passed 7 to 0, unanimous approval.

2. **2018-037-T Consider and take appropriate action regarding the Minutes dated October 30, 2017.**

Sgt. Tony Simmons made a motion to approve. Pamela Swan made a second to the motion. Motion passed 7 to 0, unanimous approval.

3. **2018-038-T Receive an update from the Joint Subcommittee regarding Freedom Dog Park; discussion of same.**

Chair Edstrom inquired about the outcome of the first meeting of the Joint Subcommittee. Parks and Recreation Director, Tony Jaramillo stated the board decided not to move forward with the system proposed in the meeting; they would explore other options, but bring this topic over to the next meeting of the Joint Subcommittee. A date was set for the Joint Subcommittee to meet February 26, 2018. Chair Edstrom, Chuck Hall, and Pamela Swan would be in attendance.

4. **2018-039-T Receive an update from Dr. Rachel Speed, Veterinarian, regarding the Animal Holding Facility; discussion of same.**

Chair Edstrom requested a status update on the plans for the Animal Holding Facility. Dr. Rachel Speed deferred to ACO Kristyn Dobson. ACO Dobson explained the use of a vendor also used by Dr. Speed's Animal Hospital for the use of Trophy Club Animal Holding Facility. The board was in agreeance that TriStar was ultimately the vendor option best suited for the Trophy Club Holding Facility.

5. **2018-040-T Discussion of possible amendments to Animal Control Ordinance of the Town of Trophy Club; discussion of same.**

Chair Edstrom suggested this item be moved to the next meeting due to the lack of information and research.

6. **2018-041-T Discussion of the Animal Shelter Volunteers program; discussion of same.**

Chair Edstrom requested Shelter Volunteer procedures be created for the program along with guidelines for the volunteers. The board expressed their interest in being a part of the program, and discussed training, notifications, and further provisions required for a program.

## **ADJOURN**

Sgt. Tony Simmons made a motion to adjourn at 7:03 PM; motion seconded by ACO Kristyn Dobson. Motion approved by a vote of 7 to 0.

The meeting adjourned at 7:03 PM.

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Patrick Arata  
Board Liaison

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Susan Edstrom  
Chairman

# Town of Trophy Club

1 Trophy Wood Drive  
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## Legislation Details (With Text)

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<b>Type:</b>	Agenda Item	<b>Status:</b>		Regular Session	
<b>File created:</b>	6/12/2018	<b>In control:</b>		Animal Shelter Advisory Board	
<b>On agenda:</b>	6/19/2018	<b>Final action:</b>			
<b>Title:</b>	Receive an update from Animal Control Officer Kristyn Dobson regarding the Animal Holding Facility; discussion of same.				
<b>Attachments:</b>	<a href="#">Exhibit A - Animal Shelter.pdf</a> <a href="#">Exhibit B - Animal Shelter.pdf</a> <a href="#">Exhibit C - Animal Shelter.pdf</a> <a href="#">Exhibit D - Animal Shelter.pdf</a>				

Date	Ver.	Action By	Action	Result
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Receive an update from Animal Control Officer Kristyn Dobson regarding the Animal Holding Facility; discussion of same.

EXHIBIT A

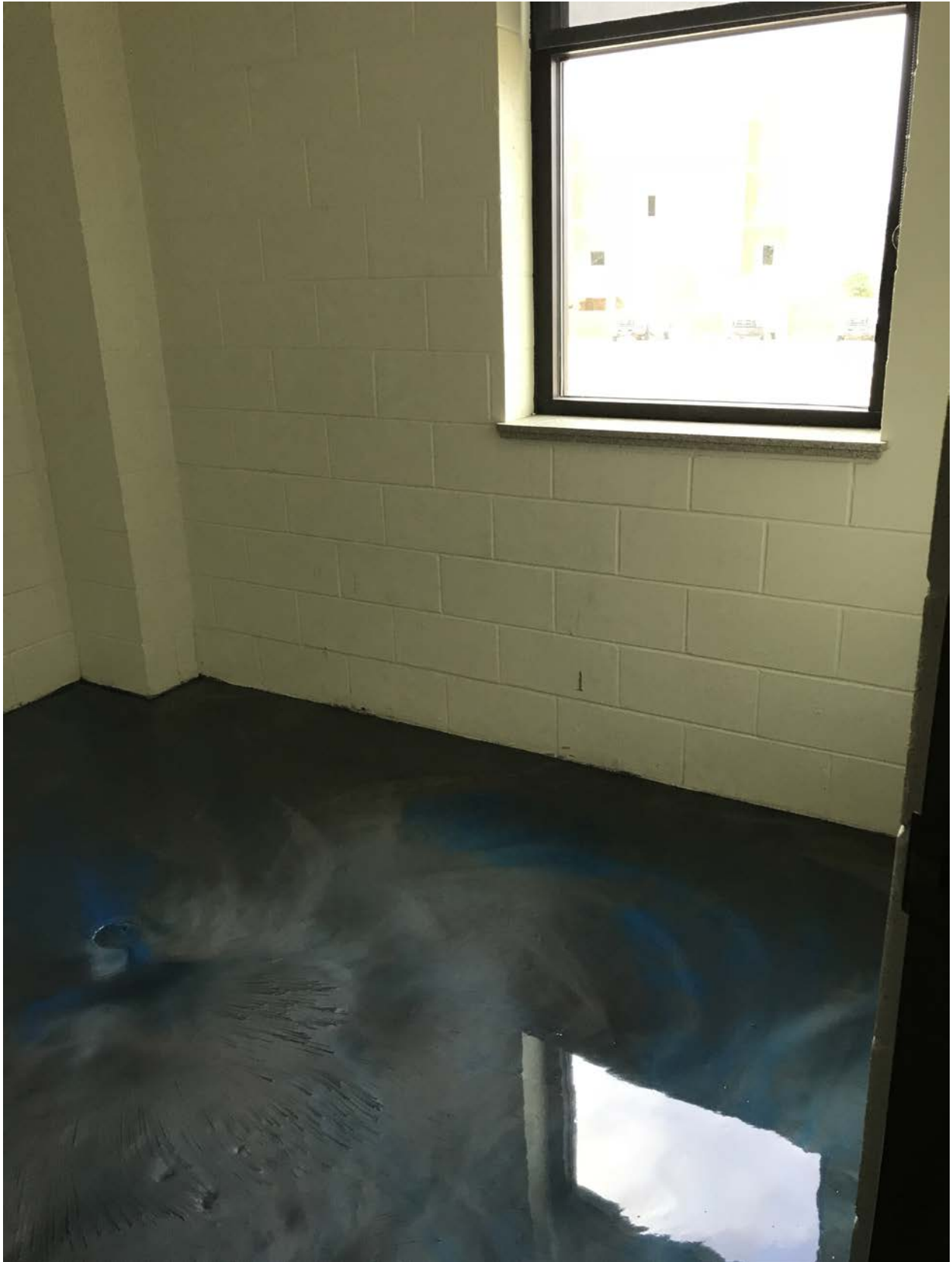
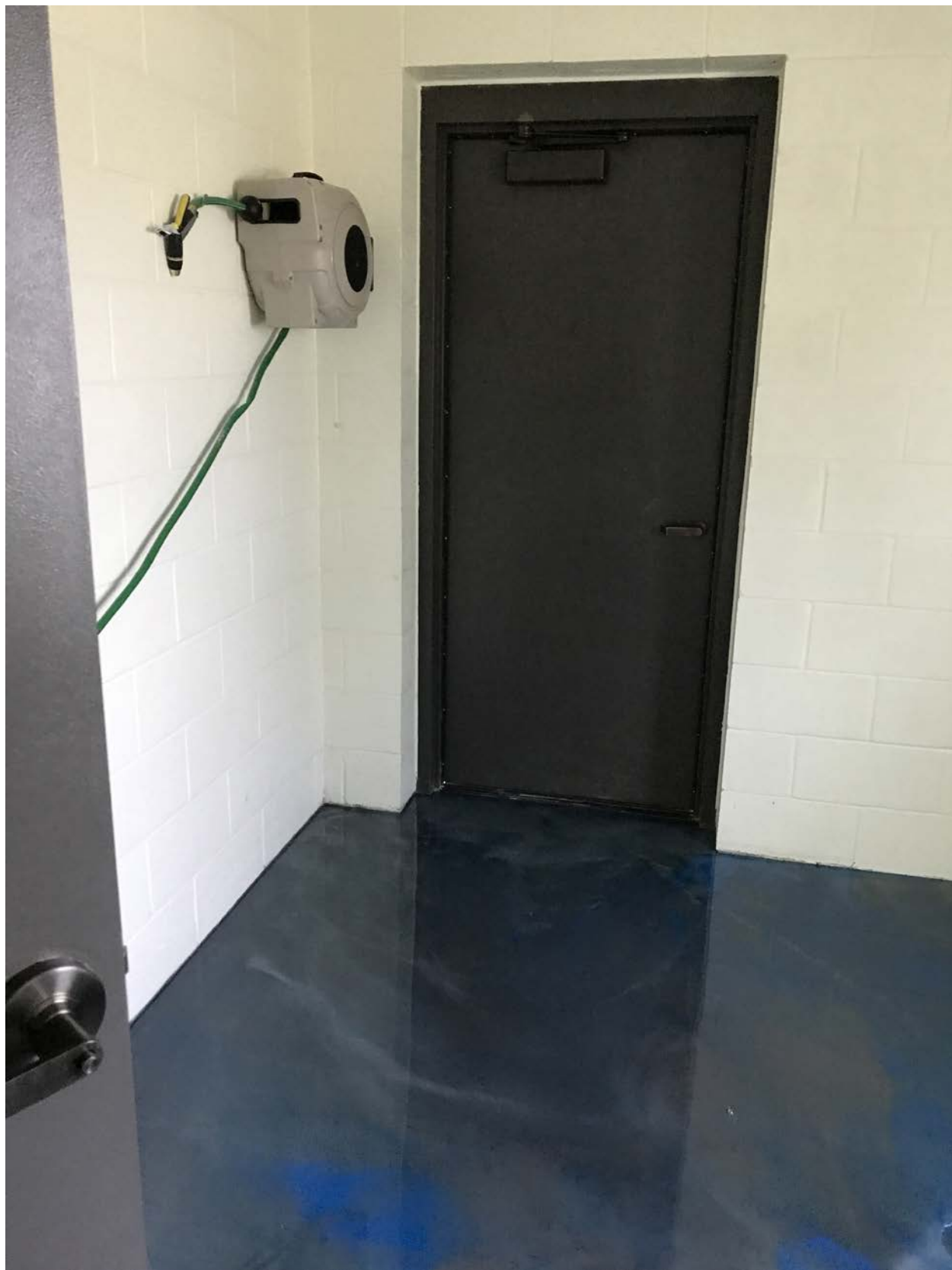


EXHIBIT B





## EXHIBIT C



## EXHIBIT D



# Town of Trophy Club

1 Trophy Wood Drive  
Trophy Club, Texas 76262

## Legislation Details (With Text)

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**File #:** 2018-287-T    **Version:** 1    **Name:**

**Type:** Agenda Item    **Status:** Regular Session

**File created:** 6/13/2018    **In control:** Animal Shelter Advisory Board

**On agenda:** 6/19/2018    **Final action:**

**Title:** Receive an update from Animal Control Officer Kristyn Dobson regarding the Animal Shelter Volunteer Program; discussion of same.

**Attachments:** [TC VOLUNTEER APP.pdf](#)

Date	Ver.	Action By	Action	Result
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Receive an update from Animal Control Officer Kristyn Dobson regarding the Animal Shelter Volunteer Program; discussion of same.

# TOWN OF TROPHY CLUB

## ANIMAL SERVICES VOLUNTEER PACKET

Thank you for your interest in volunteering at the Town of Trophy Club Animal Holding Facility. The time and attention that our volunteers spend with animals helps to keep the animals well-socialized while they are being held in the Animal Holding Facility. In order to be a volunteer for the Animal Holding Facility, you must attend Volunteer Orientation and fill out this application prior to your attendance at orientation.

**To be considered as a Volunteer in Animal Services the following steps must be completed:**

1. The Volunteer Application Packet
2. Interview with an Animal Services Officer
3. Background Investigation
4. Final Interview with the Animal Control Officer and Division Sergeant
5. Appointment of position
6. Volunteer Orientation

### Frequently Asked Questions:

**Can I bring home diseases or infection to my pets?**

We encourage all volunteers to keep their own pets up to date on vaccinations. Using common sense “infection control”, such as washing your hands thoroughly with antibacterial soap and water, or using hand sanitizer, at the Animal Holding Facility after handling each animal and before you go home, will help protect you and the animals. Wearing old clothes and removing them on your return home gives an added protection.

**Will I get bitten or scratched?**

There is always the chance, when working with animals, that a scratch or bite may occur. Following routine procedures for safe handling of animals will help minimize this possibility. We strongly suggest that you only work with animals you feel completely comfortable with.

**Must I commit to a minimum number of monthly or weekly hours to be eligible to volunteer?**

No, we encourage you to work us into your schedule. Though, we need to know ahead of time if you cannot work certain times of day, certain days of the week.



# TROPHY CLUB ANIMAL SERVICES

## VOLUNTEER APPLICATION

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

**PLEASE COMPLETE ALL OF THE FOLLOWING SECTIONS:**

Name: \_\_\_\_\_ Driver's License \_\_\_\_\_

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

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Emergency Contact

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

Phone Number: \_\_\_\_\_ Relation: \_\_\_\_\_

Is this for required community service hours: YES / NO

Reference

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

Phone Number: \_\_\_\_\_ Relation: \_\_\_\_\_

Briefly describe any experience you have had in handling animals.  
(Include any information that will help to indicate your interest and experience with animals.)

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# TROPHY CLUB POLICE DEPARTMENT

## VOLUNTEER GUIDELINES

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### DRESS CODE

While on duty, you must wear appropriate, comfortable clothing and tennis shoes. No open toed shoes are allowed as it is too much of a risk for injury. No jewelry is allowed inside the Facility.

### INCLEMENT WEATHER

You are not required to come in for duty while the weather is hazardous. If you do decide to attend your shift in these conditions, understand we do not provide accommodations for these circumstances.

### SMOKE FREE WORKPLACE

The Animal Services Facility prohibits smoking, chewing of tobacco, e-cigarettes, vapor, or other plant products.

### DRUG-FREE WORKPLACE

It is the desire of the Town to provide an alcohol and drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory and safe manner. The use of alcohol/drugs by a Town employee or volunteer during work hours; including lunch is prohibited.

### HARASSMENT

The Town will not tolerate any form of harassment, i.e. verbal, physical, visual forms, or sexual harassment. It is inappropriate for any relationship of any kind to interfere with work operations.

### VIOLENCE IN THE WORKPLACE

We do not tolerate violence in the workplace under any circumstance. This includes harassment, intimidation, verbal threats, abusive language, or any other individual, threatening behavior, inflicting physical harm, violent behavior or acts of violence, no exceptions.

**Weapons Banned:** If you are acting as a volunteer for the Town of Trophy Club, we ask that you do not carry a weapon on you even if you do have a CHL. You may, of course, leave a weapon in your locked vehicle.

### ATTENDANCE AND PUNCTUALITY

Working in the Animal Services Facility is a privilege. If you are late or absent from more than two shifts that you have signed up for, without a 36 hour notification ahead of absence, your eligibility to work in the Facility will be revoked.



We need and appreciate our volunteers. However, we need and expect all volunteers to:

- Follow the Town's guidelines, rules, conditions, terms and procedures.
- Place safety and well-being first. The Town of Trophy Club does not cover volunteers under the Town of Trophy Club Worker's Compensation insurance.
- Take direction from the Animal Service Officers on duty.
- Represent the Town of Trophy Club in a professional manner that presents a positive image to the community
- Grant the Town of Trophy Club permission to use my likeness, voice, photograph, and words in any form for promotional activities without payment
- Have never been convicted of a criminal offense
- Be 18 years of age or older

If you have any questions or do not meet the above guidelines and expectations, please provide a brief explanation and discuss the circumstances with the Special Services Supervisor as it will be looked over on a case-by-case basis.

*As a volunteer, I have read the above guidelines and expectations and agree to abide by them.*

PRINT: \_\_\_\_\_

SIGN: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

# TROPHY CLUB POLICE DEPARTMENT

## WAIVER OF LIABILITY

NOTICE: THE TOWN OF TROPHY CLUB DOES NOT COVER VOLUNTEERS UNDER THE TOWN OF TROPHY CLUB WORKER'S COMPENSATION INSURANCE.

IN CONSIDERATION OF THE TOWN OF TROPHY CLUB ALLOWING ME TO PARTICIPATE IN THE TOWN OF TROPHY CLUB VOLUNTEER PROGRAM, AND BEING AWARE OF THE POSSIBLE INJURIES THAT COULD OCCUR AS A RESULT OF THAT PARTICIPATION, I ON BEHALF OF MYSELF RELEASE THE TOWN OF TROPHY CLUB, ITS ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, AGENTS, INSTRUCTORS, OFFICERS FROM ANY AND ALL INJURIES AND DAMAGES WHATSOEVER ARISING FROM MY PARTICIPATION IN THE PROGRAM.

I AGREE TO INDEMNIFY, SAVE, AND HOLD HARMLESS THE TOWN OF TROPHY CLUB, ITS ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, AGENTS, AND OFFICERS FROM ANY AND ALL CLAIMS MADE BY ME OR MY INSURER FOR INJURIES OR DAMAGES RELATED TO THIS EVENT.

I affirm that I have read the above and that the information I have given is true and complete.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_



# TROPHY CLUB POLICE DEPARTMENT

## HOLD-HARMLESS AND RELEASE FORM

The undersigned, \_\_\_\_\_, a participant of the Trophy Club Police Department Volunteer Program, hereby indemnifies and holds harmless the Town of Trophy Club, The Trophy Club Police Department, their agencies and employees, specifically including any and all police officers or personnel involved with the supervision and control of the Trophy Club Police Department from any claims of any kind whatsoever or of any nature for injury to the person or damage to the property of myself, siblings, or heirs. This indemnity and hold harmless agreement shall be considered a complete and total waiver of any and all liability on the part of the township of Trophy Club, Texas, their servants, agents, or employees, and particularly the police officers engaged in the supervision and control set forth herein above.

I affirm that I have read the above and that the information I have given is true and complete.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

# TROPHY CLUB POLICE DEPARTMENT

## CONDITIONS FOR VOLUNTEERING

All Volunteer Applications must be approved by the Animal Services Officer before your service may begin.

All Volunteers of The Town of Trophy Club are representatives of the organization and must adhere to all the guidelines that have been presented to you.

The Town of Trophy Club is not liable for any damage or theft to Volunteer's property; Personal property is the sole responsibility of the person to whom it belongs.

The Town of Trophy Club is not liable for any personal injury, and or illness to Volunteers or Volunteers' family.

The Town of Trophy Club reserves the right to deny anyone at any time the right to volunteer for any reason.

Any expenses incurred while volunteering is considered a donation and will not be reimbursed. Any reimbursable costs must be approved by the Animal Control Officer before the expense has been incurred.

**I have read and understood the Conditions for volunteering, and I agree to abide by these conditions and follow the procedures in which I have been instructed. I understand that any volunteer who violates the rules may be asked to leave. I affirm that I have read the above and that the information I have given is true and complete.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_



# TROPHY CLUB POLICE DEPARTMENT

## TERMS OF VOLUNTEER SERVICE

\_\_\_\_\_, I, as a volunteer, am responsible for any damage I induce upon the Town of Trophy Club's property.

\_\_\_\_\_, I, as a volunteer, will not bring in any person, or animal, who is not an approved volunteer to the Animal Services of the Town of Trophy Club into the Animal Holding Facility.

\_\_\_\_\_, I, as a volunteer, will take full responsibility for accidents that occur under my direct care, such as, but not limited to, releasing the impounded dog from Town custody.

\_\_\_\_\_, I, as a volunteer, will not bring any animal into the Holding Facility that was not already impounded by Animal Services.

\_\_\_\_\_, I, as a volunteer, will not make unauthorized copies of the keys provided to me, granting access to the Town of Trophy Club's Animal Holding Facility.

\_\_\_\_\_, I, as a volunteer, am responsible for the cleanup of all defecation of any animal I care for during my shift.

\_\_\_\_\_, I, as a volunteer, will not release any animal to their owner under any circumstance.

\_\_\_\_\_, I, as a volunteer, will not bring in any unauthorized supplies, electronics, utilities, linens, food, liquids, dishes, towels, or anything of the like into the Town of Trophy Club's Animal Holding Facility.

\_\_\_\_\_, I, as a volunteer, understand that Animal Control calls for service must be made through Denton County Sheriff's Officer Dispatch call center (972-434-5500 #9) and not directly to the Animal Control Officer.

\_\_\_\_\_, I, as a volunteer, am not authorized to write citations, give warnings, grant access to any persons, collect donations, give donations, use Town vehicles, collect the personal information of residents, use equipment not previously granted to me by the Animal Control Officer, register pets, take equipment with me when I leave the premises, or perform any such action not previously granted to me from the Animal Control Officer.

**I affirm that I have read the above and the information I have given is true and complete. I understand that if I violate any of the above terms, I will no longer be able to volunteer with the Town of Trophy Club.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

# TROPHY CLUB POLICE DEPARTMENT

## REPORT OF BACKGROUND CHECK

Applicant's Name: \_\_\_\_\_

Position Applied For:

- ☐ Civilian Volunteer
- ☐ Chaplain

Background Checks Attached:

- ☐ Criminal History
- ☐ Driver's License
- ☐ TRPD CAD – Name
- ☐ TRPD CAD – Address

For Applicants residing outside of Trophy Club

- ☐ Local CAD – Name
- ☐ Local CAD – Address

Recommendation:

\_\_\_\_\_ Recommended

\_\_\_\_\_ Not Recommended

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Checked By:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviews:

\_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_



# TROPHY CLUB POLICE DEPARTMENT

## VOLUNTEER CONFIDENTIALITY AGREEMENT

As a Volunteer of the Town of Trophy Club, I understand that I may learn of or have access to information (verbal, written, or electronic) which is personal, safety-sensitive, or otherwise confidential in nature. Such information includes, but is not limited to incident reports, NCIC/TCIC information, Computer Aided information, and other law enforcement or Police Services related information. I agree to maintain the confidentiality of such information and will not divulge it to anyone for any purpose without the express consent or direction of the Chief of Police or other designated Trophy Club Police Officer.

I further understand and agree that I am prohibited from using any of this information for my personal use or benefit or for any other non-Police Services business related purposes. I understand and agree that my failure to comply with the confidentiality requirement set forth in this Confidentiality Agreement is grounds for discipline up to and including termination of acceptance or termination of the Volunteer relationship. Additionally, the Town may seek other criminal or civil sanctions or damages as may be allowed by law.

The restrictions of the Confidentiality Agreement regarding disclosure are use of information shall continue to apply after termination of acceptance or other relationship with Volunteer programs.

I have read and understood this agreement and agree to comply with it in every aspect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINTED FULL NAME: \_\_\_\_\_

# TROPHY CLUB POLICE DEPARTMENT

## VOLUNTEER AUTHORITY TO RELEASE INFORMATION

### TO WHOM IT MAY CONCERN:

I hereby authorize the \_\_\_\_\_ and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education, or medical records, including not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, and credit records.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Printed Full Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Applicant's Notarized Signature: \_\_\_\_\_

Sworn to and signed before me, on this the \_\_\_\_ day of \_\_\_\_, \_\_\_\_, in  
and for \_\_\_\_\_ County, in the state of \_\_\_\_\_.

Signature of Notary Public: \_\_\_\_\_

NOTARY SEAL



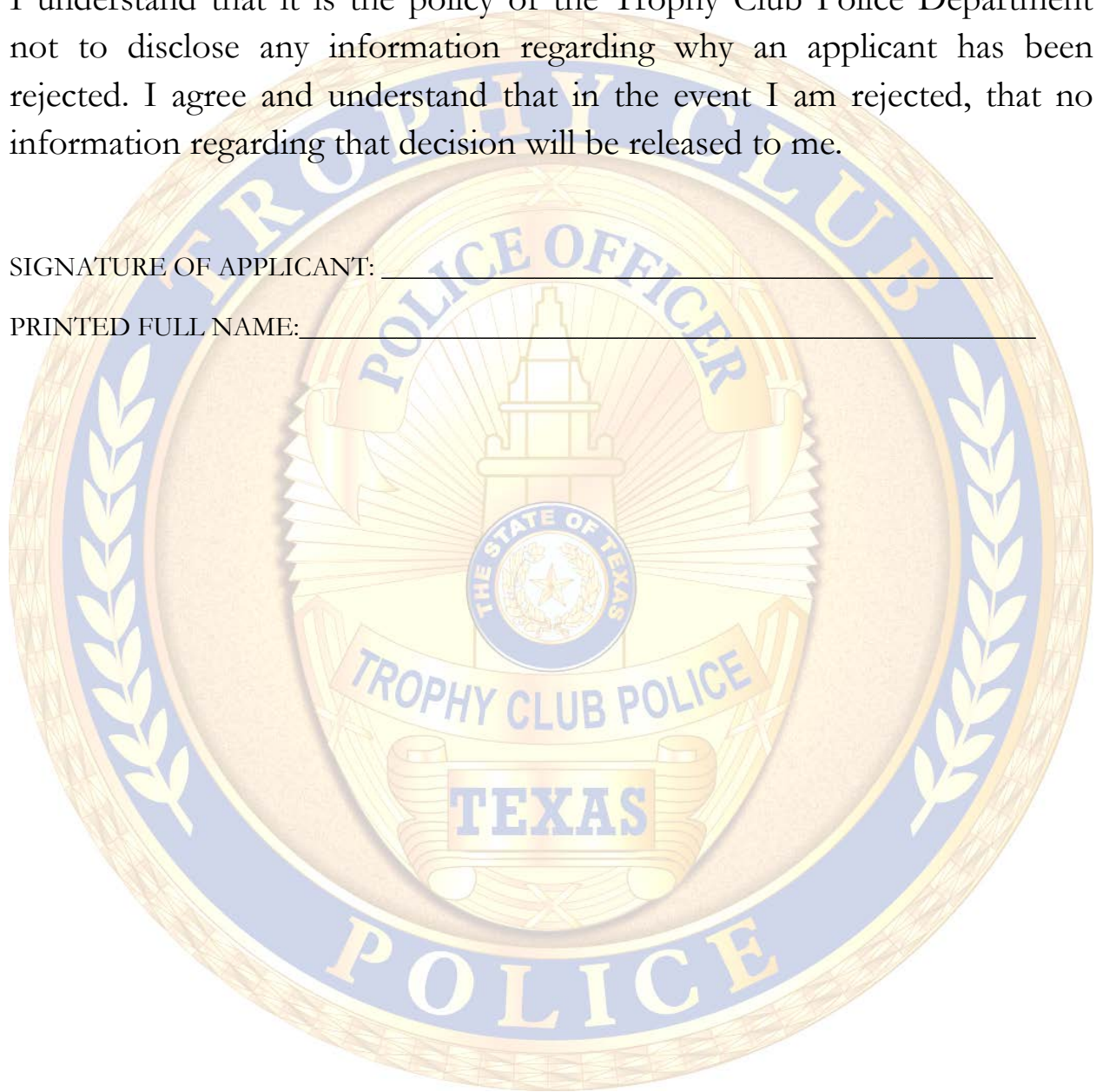
# TROPHY CLUB POLICE DEPARTMENT

## REJECTION AGREEMENT

I understand that it is the policy of the Trophy Club Police Department not to disclose any information regarding why an applicant has been rejected. I agree and understand that in the event I am rejected, that no information regarding that decision will be released to me.

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINTED FULL NAME: \_\_\_\_\_



# TROPHY CLUB POLICE DEPARTMENT

## VOLUNTEER PROCEDURES

**HANDLING:** Volunteers are expected to perform all handling as instructed by volunteer mentors and staff. Volunteers who work beyond specifications will be corrected verbally, and if mishandling continues, may be asked to switch to a non-animal volunteer program.

**DOCUMENTATION:** Kennel cards document everything a volunteer needs to know about an animal. Beyond looking whether an animal has a blue or red collar, which designates their sex as male or female, volunteers should always read kennel cards before removing an animal from their kennel.

**ETIQUETTE:** Volunteers should be courteous of officers' requests and directions at all times. Please be polite and respond courteously when speaking with visitors and officers. The Department Sergeant should be contacted if there has been a negative confrontation between volunteers and/or Officers. If unsure of an answer, policies, or procedure, please ask the Department Sergeant. If they are not currently available ask the Animal Services Officer on duty.

**CLEAN UP:** All equipment should be cleaned and properly stored when not in use. You are responsible for the cleanup of defecation of animals under your watch, along with spilled food and water from water bowls.

**HYGIENE:** Wash hands when: visibly dirty or contaminated before eating after using restroom before and after direct animal contact or contact with bodily fluids after removing gloves

Use the Centers for Disease Control and Prevention (CDC) guidelines for proper hand washing – When washing hands with soap and water: Wet your hands with clean running water and apply soap. Use warm water if it is available. Rub hands together to make lather and scrub all surfaces. Continue rubbing hands for 15-20 seconds. Rinse hands well under running water. Dry your hands using a paper towel or air dryer. If possible, use your paper towel to turn off the faucet. Always use soap and water if your hands are visibly dirty.

If soap and clean water are not available, use an alcohol-based hand rub to clean your hands. Alcohol based hand rubs significantly reduce the number of germs on skin and are fast-acting. When using an alcohol-based hand sanitizer: Apply product to the palm of one hand. Rub hands together. Rub the product over all surfaces of hands and fingers until hands are dry.

Wash hands before and after each animal encounter and after contact with feces, blood, body fluids, secretions, excretions, exudates or articles contaminated by these substances. Wash hands before eating, drinking or smoking; after using the restroom; after cleaning animal cages or animal-care areas; and whenever hands are visibly soiled. Liquid hand sanitizers may be used if hands are not visibly soiled, but hand washing with soap and running water is preferred.



**INJURIES:** If at any time while volunteering you are injured, please connect with an Animal Services Officer and a representative from the volunteer department immediately. This may include, but is not limited to: trips, slips, falls, cuts, abrasions, sprains, breaks, or scratches.

If you are bitten by a dog or cat, you are required to notify a supervisor and complete an incident report by state law. There are currently no USDA licensed biologics for post exposure preventative treatment of previously unvaccinated domestic animals, and there is evidence that the use of vaccine alone will not reliably prevent the disease in these animals. For this reason if it is determined that the animal should be tested for rabies, a decapitation may be requested which would require that the pet be euthanized. This procedure may be mandatory if the animal in question has not received a rabies vaccination or has had recent exposure to wildlife. If no testing is to be done, Trophy Club Animal Services coordinates post-observation with one of our contracted Animal Control Specialists, Brian Hall of Brian The Animal Guy, for the legally mandated period of time. Once the quarantine period is over the pet is reassessed for behavior and, if appropriate, may be returned to the owner.

**SAFETY:** Proper restraint is critical to prevent injuries to both volunteers and animals and to minimize stress. Volunteers should obtain assistance when there is a known aggressive animal, an animal showing aggressive behavior or when the volunteer feels uncomfortable handling the animal by themselves. All volunteers will be trained on animal behavior to help them identify aggressive behavior. If the volunteer's position involves animal handling, they will be trained in proper restraint. Follow your cautious instincts. Do not handle any animals that you are unsure of, ask for help! Under no circumstances should animals be socialized with one another unless they are in the same cage. This policy is in place to prevent the spread of disease as well as aggression toward other animals.

Keep fingernails short. Avoid artificial nails or hand jewelry when handling animals. Hand-washing supplies should be well-stocked at all times by an officer responsible for the area. Gloves are not necessary when examining or handling normal, healthy animals. Shoes or boots should have thick soles and closed toes and be impermeable to water and easily cleaned.

Take precautions to prevent bites and other injuries. Identify aggressive animals and alert appropriate officers. Use physical restraints, muzzles, or bite-resistant gloves with practice policies. Do not rely on owners or untrained volunteers for animal restraint.

Wear gloves when handling soiled laundry. Wash animal bedding and other laundry with standard laundry detergent and machine dry. Use separate storage and transport bins for clean and dirty laundry.

**More information will be available at Volunteer Orientation.**

# Town of Trophy Club

1 Trophy Wood Drive  
Trophy Club, Texas 76262

## Legislation Details (With Text)

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**File #:** 2018-288-T    **Version:** 1    **Name:**  
**Type:** Agenda Item    **Status:** Regular Session  
**File created:** 6/13/2018    **In control:** Animal Shelter Advisory Board  
**On agenda:** 6/19/2018    **Final action:**  
**Title:** Review the roles and responsibilities of the Animal Shelter Board; discussion of same.  
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Date	Ver.	Action By	Action	Result
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Review the roles and responsibilities of the Animal Shelter Board; discussion of same.

## **ARTICLE 2.04 ANIMAL SHELTER ADVISORY BOARD**

### **Sec. 2.04.001 Creation; organization**

The town council does hereby create an advisory committee for its animal shelter to be named the "Trophy Club Animal Shelter Advisory Board," which board shall meet at least three (3) times annually and shall be comprised of at least one (1) licensed veterinarian, one (1) county or municipal official, one (1) person whose duties include the daily operation of an animal shelter, one (1) representative from an animal welfare organization, and two (2) residents from the community. (Ordinance 2013-19, sec. 2, adopted 8/5/13; Ordinance 2013-37 adopted 10/7/13)

### **Sec. 2.04.002 Appointment; terms**

The members of the Trophy Club Animal Shelter Advisory Board shall serve at the pleasure of the town council. Members' terms shall be staggered as set forth herein, and terms shall expire on September 30th of the designated year. Positions on the board shall be numbered 1 through 6. Position 1 shall serve an implementation term that shall expire on September 30th of 2016 and shall expire thereafter in even-numbered years. The terms of positions 2 and 3 on the board shall also expire in even-numbered years. The terms of positions 4, 5, and 6 shall expire in odd-numbered years. Upon expiration of the implementation term set forth above, all six (6) seats shall be appointed to serve on a regular two (2) year term interval. (Ordinance 2013-19, sec. 3, adopted 8/5/13; Ordinance 2014-24 adopted 8/26/14; Ordinance 2015-27 adopted 9/22/15)

### **Sec. 2.04.003 Staff liaison**

The chief of police or his designee shall serve as a liaison (hereinafter "staff liaison"). The staff liaison shall be the point of contact for members, and it shall be the responsibility of the staff liaison to schedule meetings, to post agendas, and to provide information necessary for the Trophy Club Animal Shelter Advisory Board to perform its duties. (Ordinance 2013-19, sec. 4, adopted 8/5/13)

### **Sec. 2.04.004 Duties of board**

Duties of the board shall include the making of recommendations to the town council concerning the town's animal shelter and the shelter's compliance with chapter 823 of the Health and Safety Code, as amended, and all other applicable state and local laws. (Ordinance 2013-19, sec. 5, adopted 8/5/13)

### **Sec. 2.04.005 Meetings**

All meetings shall be open to the public and shall be held in accordance with the Texas Open Meetings Act and with the parameters set forth in this article. The staff liaison shall work with the Trophy Club Animal Shelter Advisory Board to determine appropriate meeting dates and times as necessary to fulfill all legal obligations, with a minimum of three (3) meetings of the board being required annually. (Ordinance 2013-19, sec. 6, adopted 8/5/13)

**Sec. 2.04.006 Staff liaison duties**

The staff liaison shall attend all meetings, shall be responsible for preparation and posting of the meeting agendas, and shall ensure that minutes are prepared for the board's review and action. The staff liaison shall be responsible for ensuring that all clerical support is provided by town staff. (Ordinance 2013-19, sec. 7, adopted 8/5/13)