

**Policy for the NS Animal Shelter
July 6, 2016**

The mission of the NS Animal Shelter is to provide safety and nourishment as well as medical attention for animals in our care.

Under no circumstances will the shelter accept donations that are not factory sealed. Any potential for contamination is a concern. We appreciate donations of sealed food, in cans and bags, but are unable to accept anything that is open.

No one is to remove anything from the shelter under any circumstances.

All new volunteers must have a BCI prior to volunteering at the Shelter. All others will need a BCI annually. Anyone with a tarnished BCI will NOT be admitted.

All volunteers must sign in and out with each session that they are volunteering. Any comments on situations that arise or needs for the shelter should be noted at the end of each shift.

Outside groups that volunteer must be supervised by the ACO at all times. No one is to have free access to the Animal Shelter. They shall be required to consult with the ACO prior to committing to a specific day and should give advanced notification of their arrival.

Whenever possible, **volunteers should have a schedule** and adhere to it, so we can ensure proper care of the animals at all times.

Adoption efforts should be made through the local newspapers and the town web site, in addition to the service currently in effect. Adoption fees should be prominently displayed and all fees should be recorded immediately. A receipt should be given to the adoptee. All documentation should be entered daily into the computer to determine monthly numbers.

Parking for the shelter will be in the front of the building.

Hours of operation should be prominently displayed on all signage.

All other issues must be brought to the immediate attention of the ACO or DPW Director (767-2200 ext. 341)