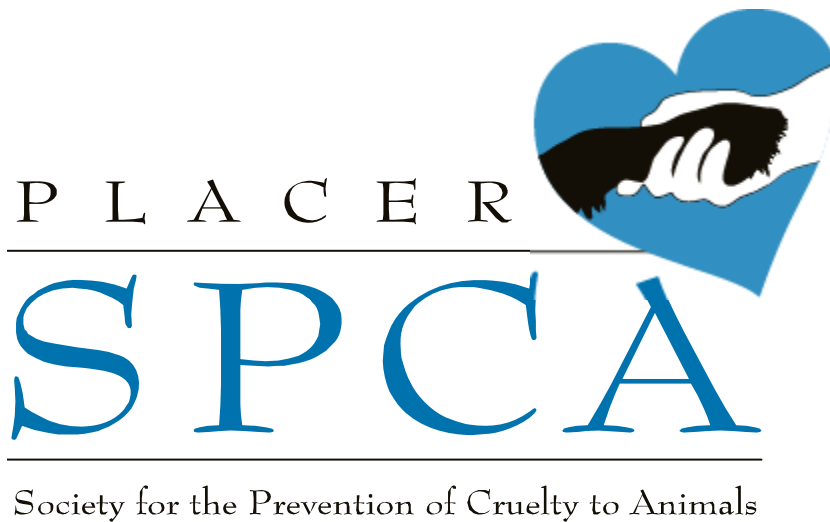


*For the Love  
of a  
Lifetime*

# VOLUNTEER HANDBOOK



**150 Corporation Yard Road  
Roseville, California 95678**

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**Placer County's Companion Animal Welfare Experts – Where Your Donations Stay Local**

**[www.placerspca.org](http://www.placerspca.org)**

# PLACER SPCA VOLUNTEER HANDBOOK

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## **WELCOME TO THE PLACER SPCA**

The Placer SPCA is much more than just an animal shelter. It's a place where dedicated professionals and volunteers share their commitment, their passion and their talent to help the animals and people of Placer County.

Your desire to help lost and abandoned animals is greatly appreciated! With the dedicated assistance of our volunteers, the Placer SPCA is able to maintain high quality care of the animals and continue its life-saving work through innovative programs and services to the community. We have many fabulous opportunities in which people can participate, i.e., socializing cats; exercising, training & grooming our dogs; helping in the office; working on special projects or fundraisers; being an advocate for spay/neuter; humane education or adoptions. We accept volunteers over the age of 18 and ask for a commitment of **four hours** of volunteer service per month for at least **six months**. Those ages 13 through 17 may be accepted into our Junior Volunteer Program, which requires the complete participation of the parent/legal guardian. The adult must be responsible for the supervision of the junior in the orientation process, all training sessions and volunteer service.

## **VISION & MISSION STATEMENT**

The Vision of the Placer SPCA is that:

- ❖ Every adoptable companion animal in Placer County has a home;
- ❖ Every lost companion animal in Placer County is re-united with its owner;
- ❖ Every dog and cat owner in Placer County has access to affordable spay and neuter services;
- ❖ Every companion animal is treated with kindness and respect.

Our Mission is to enhance the lives of companion animals and support the human-animal bond through: Adoption, Reunification, Education and Affordable Spay and Neuter Services.

### **When describing the Placer SPCA:**

The Placer SPCA animal care center is a non-profit organization that operates independently from other animal organizations. We have no affiliation, nor do we receive any funding from the ASPCA. We are funded solely by donations, bequests and fees for services. We receive no government grants.

The Placer SPCA operates a Companion Animal Center in Roseville that houses over 4,000 animals a year.

Through the help of staff and a large group of volunteers, we provide a number of programs to enhance animal well-being and improve adoptability.

Our Guardian Angel Program allows us to treat all medically treatable animals, and for the past eight years, we have placed 100% of adoptable animals into loving homes.

## **HISTORY OF THE PLACER SPCA**

Founded in 1973, the Placer Society for the Prevention of Cruelty to Animals plays an active role in service to the animals and the people of our community.

The Placer SPCA (PSPCA) is a non-profit organization dedicated to providing services and programs for the pets and people of Placer County. Support for our programs comes from charitable contributions, from individual and corporate donors, as well as foundations and bequests. Volunteers are a critical component of the PSPCA. Each year, our volunteers donate thousands of hours, working in virtually every area of the organization's operations.

In its fledgling years, the PSPCA operated without a facility to house animals. Volunteers provided foster care in their own homes to animals and then placed them into new homes. In 1995, the PSPCA was able to build its current sheltering and adoption facility located at 150 Corporation Yard Road in Roseville.

Since that time, the center and its programs have continued to grow and diversify. Each year, thousands of animals come through the door of the PSPCA, some lost, others abused or neglected, sick, injured and unwanted... all at least a little frightened and in need of our help.

## **PLACER SPCA PROGRAMS & SERVICES**

**Adoption Services:** Since opening the facility in 1995, the PSPCA has found new loving homes for tens of thousands of homeless animals. Our center is open six days each week for adoptions. In addition, we bring animals to mobile adoption sites in the community at least four days per week.

**Lost and Found Services:** The PSPCA's pet lost and found program reunites as many as 50 lost animals per month with their owners. PSPCA offers low-cost micro chipping services to aid in this effort.

**Spay/Neuter Assistance:** The PSPCA provides financial assistance to residents of Placer County for the spay/neuter of their pet or stray feral cats on their property, thereby preventing a countless number of unwanted and homeless animals.

**Youth and Adult Education:** The PSPCA recognizes the important role humane education plays in teaching the youth in our community about compassion, responsible pet ownership, the importance of spay/neuter, dog bite prevention, and more. Our humane educators present programs at local schools and invite local youth groups to visit our center for educational field trips. The PSPCA also operates a summer youth camp program and monthly club meetings for children. Seminars regarding Canine Behavior & Training are offered to the public, free of charge.

**Vaccination & Identification Clinics:** The PSPCA hosts regular Low-Cost Rabies Vaccination and Microchipping clinics for dogs & cats. This affordable and convenient resource makes it easy for people throughout our community to provide their pets with preventative vaccinations, as well as the microchipping service that can be a lost pet's ticket home.

## **PLACER SPCA HOURS OF OPERATION**

Tuesday, Friday, Saturday Sunday 11:00 am – 4:00 pm  
Wednesday, Thursday 2:00 pm - 7:00 pm  
Closed Mondays and major holidays

## **HOURS FOR VOLUNTEER OPPORTUNITIES**

### **At The Placer SPCA Companion Animal Center**

**Every Day:** Mon, Tues, Fri, Sat, Sun 7:30 am - 4:30 pm  
Wednesday, Thursday 7:30 am - 7:30 pm  
**Holidays:** 7:30 am - 10:30 am

### **Special Events & Mobile Adoption**

**Any Day!** A variety of days, times & site locations available!

## **DIRECTIONS TO PLACER SPCA**

The Placer SPCA is located at 150 Corporation Yard Road, off Washington Blvd. behind the Placer County Fairgrounds and behind the Roseville Police Station located on Junction Boulevard.

**FROM THE SACRAMENTO AREA:** I-80 to Riverside Blvd. West (over freeway) Left on Cirby, Right on Foothill, cross Main Street/Baseline, Right on Junction, Right on Corporation yard Road, Right to SPCA.

**FROM THE AUBURN AREA:** I-80 to Highway 65, exit Pleasant Grove West. (Left on Pleasant Grove over Highway 65). Cross Roseville Parkway, Left on Washington, Right on Junction, Left on Corporation Yard Road, Right to SPCA.

## **GOALS OF THE VOLUNTEER PROGRAM**

- To provide a formal framework of policies, procedures, and standards for the recruitment, training, evaluation, and recognition of PSPCA volunteers.
- To provide orientation and training to volunteers to ensure that each person has adequate knowledge and skills to make positive experiences for our animals and volunteers alike.
- To provide volunteers a means to support the PSPCA and its animals in the way they feel most comfortable, through direct services (exercising dogs, socializing cats) or indirect services (fundraising, clerical work).
- To increase community and individual awareness of animal issues, such as overpopulation and responsible pet ownership, by forming and maintaining a large group of volunteers committed to the common goals of the PSPCA.

## **OBJECTIVES & EXPECTATIONS OF VOLUNTEERS**

- To support PSPCA programs and services.
- To help with the care and socialization of animals and assist with placing them in new appropriate homes.
- To develop a knowledge of the humane and ethical treatment of animals.
- To help create a positive attitude toward the necessity of spaying and neutering through education, service, and public relations.
- To abide by the policies and procedures of the PSPCA thereby presenting a positive image of the PSPCA to the public.

## **VOLUNTEERS CAN EXPECT...**

- To be treated fairly with consideration and respect by employees of the PSPCA and to be given appreciation and encouragement of their volunteer work.
- To have the opportunity to share ideas, thoughts, and suggestions openly and honestly with the Volunteer Program Manager for thorough assessment.
- To participate in orientations and on-the-job training to gain knowledge of PSPCA programs, services and the care and welfare of animals.

## **VOLUNTEER ETHICS & RULES OF CONDUCT**

- Show a genuine interest in the vision & mission of the PSCPA.
- Be present and on time for commitments made. The animals and other volunteers rely on you to honor your scheduled shift times.
- Respect the confidentiality of information.
- Accept supervision and training and ask questions about that which you do not understand.
- Take pride in your work. Maintain a neat and clean appearance. Wear your volunteer name tag at all times. Your appearance and conduct reflect directly on the PSPCA.
- Working with animals is not always easy. Dealing with people and animals, at times, can cause strong emotional reactions. Regardless of what happens during the day, it is important that you do not express negative feelings and emotions to the public. What you do and say affects the public's view of the PSPCA, so be courteous and empathetic at all times.
- If an unresolved problem develops, bring it to the attention of the Volunteer Program Manager and/or the Supervisor of the Day.
- Demonstrate loyalty to the PSPCA programs, services and staff. Do not discuss or challenge PSPCA policies when customers are present.
- Don't go into restricted areas unless you have been asked to do so by a staff member. Restricted areas are: the intake kennel, intake cattery, sick room, euthanasia room, administrative offices.
- Do not advocate unavailable animals for adoption. Stray animals may not be shown to the public for adoption. If unclaimed by the owner the animal will undergo a health and temperament evaluation before being moved to the adoption floor. Only authorized volunteers may work with animals in the intake area. Animals under protective custody or quarantine must not be handled by volunteers.

**DRESS CODE** Volunteers are just as much a representative of PSPCA as our staff. Volunteers should wear casual, professional clothing. Inappropriate clothing would include clothing that is revealing, clothing that contains inappropriate or suggestive language, etc. Bleach is often used as a cleaning agent, and volunteers are asked to be aware that this may damage clothing. Safety is also a concern, therefore, **long pants and work boots or closed toed shoes with good traction are recommended for dog walkers.**

**LUNCH and BREAKS** Take your breaks in the kitchen or outside. Eating in the lobby area, the front desk or around animals is not permitted. You may use the refrigerator and microwave in the kitchen. Please put your name on anything you leave in the refrigerator. Soda and Water machines are located outside the building.

**SMOKING** Smoking is not permitted in the PSPCA center, vehicles, gravel runs, agility arena, or when handling animals. Smoking is permitted in designated areas only.

**STORAGE OF PERSONAL ITEMS** You are advised to leave your purse, wallet and belongings in your car or at home since there is no other convenient (and secure) place at the center for you to store them. The PSPCA is not responsible for any lost or stolen items. Fanny packs are excellent for holding personal items during volunteer activities.

**TELEPHONE CALLS** We ask that you do not receive personal telephone calls during your volunteer shift unless absolutely necessary. In an emergency, you may use the telephone to make a local call.

**CONFIDENTIALITY** The PSPCA will not, unless authorized by you, release your telephone number, address, or e-mail address to anyone. Your personal information will be treated as confidential information. However, you will be asked to document your name, phone number and e-mail address on some volunteer meeting or training class attendance sheets. Please advise the Volunteer Program Manager if you change your contact information.

**COMMITMENTS** The animals and the other volunteers rely on you to honor your volunteer shift commitments. In case of illness, tardiness, or vacation, please contact the Volunteer Program Manager; or the Coordinator of the event you are scheduled to attend; as soon as possible, so that efforts can be made to find a substitute for your shift.

**RESTRICTED ACTIVITIES** Stray animals or owner-surrendered animals in the Intake Kennel or Cattery may not be shown to the public or advocated for adoption. Stray animals on their mandatory holding period are not yet the property of the PSPCA. Those animals that are under protective custody or quarantine must not be handled by volunteers. Animals may not be advocated for adoption until they have completed a temperament test, physical examination including vaccinations and placed in the Adoption areas.

**RESIGNATION** If you will not be able to continue your volunteer activities, please advise the Volunteer Program Manager. We encourage you to provide feedback about your reason for resigning.



## **CONFLICT RESOLUTION PROCEDURE**

If a volunteer believes that he or she has a work related concern or complaint, the volunteer should first bring the concern to the attention of the department supervisor or the Volunteer Program Manager, either in person or in writing. The department supervisor or Volunteer Program Manager will have five (5) working days to respond back to the volunteer for other than situations requiring immediate attention.

If the volunteer is dissatisfied with the supervisor's or Volunteer Program Manager's response, he or she may contact the Chief Executive Officer and submit a written complaint in order to discuss their concerns. After receiving the complaint, the Chief Executive Officer has five (5) working days to respond back to the volunteer in writing as to how the complaint will be handled.

If the volunteer is dissatisfied with the management's decision regarding their problem, then the following procedure will be followed.

- A. The volunteer must submit a complaint, in writing, to the Volunteer Program Manager, which will be forwarded to the Chief Executive Officer, and then to the Board President. The Board President will establish a hearing committee consisting of three (3) current Board members.
- B. Any member of the chain of response (Department Supervisor, Volunteer Program Manager, Chief Executive Officer) may be present at any hearing resulting from a complaint.
- C. The Hearing Committee, as part of their investigation of the complaint, may elect to meet in confidence with any parties to the complaint, with the full knowledge of all parties to the complaint.
- D. At the time and place established by the Board President, the Hearing Committee shall meet with the volunteer and listen to his or her complaint. Within ten (10) days after such meeting, the Hearing Committee shall do one of the following:
  - a. Dismiss the complaint. In any such event, the volunteer will be advised of the dismissal and counseled as to any suggestions for improving the perceived problem.
  - b. Resolve the complaint based on the decision of the committee Members. The decision of the Committee will be final in all cases.
  - c. Refer the matter to the Board of Directors. In matters involving serious policy, ethical, or criminal matters, the complaint will be referred to the entire Board for consideration.

**We appreciate your cooperation on all of the above policies.  
Our common goal is helping animals!**

# **VOLUNTEER GUIDELINES**

## **Suggestions to Help Make Volunteering Productive**

Familiarize yourself with, and adhere to, the PSPCA policies.

Familiarize yourself with the literature in the center so you can give appropriate information to the public if they have questions.

Learn the jurisdictions of our center and others so you can correctly advise people as to where and how they should continue looking for their lost pet.

Discuss behavioral observations of the animal with potential adopters.

Educate the companion animal owner about providing a good home.

Be empathetic to people and companion animals.

Report any signs of illness in an animal to an animal care staff member.

Wash your hands between handling each animal and use all required supplies to protect the animals against the spread of diseases.

Clean up after yourself, whether in the office, grooming area, laundry room or kennels.

Maintain and exhibit a neat and professional appearance.

Remember that we want animals to have the best possible homes. It may not be in the best interest of an animal to “push” for its adoption by a person who is not ready or capable of giving the animal the care it deserves.

Follow all Placer SPCA policies. Do not use your personal feelings as expertise when talking to the public.

DON'T involve yourself with any business being handled by PSPCA staff unless requested to do so.

DON'T involve yourself with an owner's request for euthanasia and don't openly question or criticize euthanasia decisions in front of the public.

DON'T ask for special consideration in adopting an animal for yourself. Adoption policies apply to the public, staff, and the volunteers equally.

DON'T remove any animals from the premises without the express permission of the kennel supervisor or supervising staff.

DON'T bring your companion animals to the center.

DON'T bring friends, siblings, or other non-volunteers to the center during your volunteer shift.

DON'T feed the animals unless you have been specifically assigned to do so.

DON'T attempt to break up a dog or cat fight. Report the incident to kennel personnel immediately.

We hope that these volunteer guidelines will help make your experience a productive and positive one.

## **INJURIES**

If you are injured while volunteering for the Placer SPCA, report the injury immediately to the Supervisor of the Day who will ask you to complete an Injury Report. You may be referred to seek medical attention from your own doctor. First Aid Kits for the treatment of minor cuts or scratches will be located in the room in which you are working. Volunteers are encouraged to consult a physician, at their own expense, to decide whether or not to be vaccinated against tetanus.

It is especially important to report all animal-related injuries immediately. In addition to an injury report, a bite report may have to be filed, and appropriate quarantine procedures followed. This also applies to cats and wildlife bites or scratches that break the skin. In accordance with State Law and for your safety, the animal responsible for the injury will be quarantined and monitored for any signs of rabies.

Failure to report an animal-related injury is grounds for termination.

## **EMERGENCY EVACUATION PROCEDURES**

In the event of an emergency requiring evacuation of the premises, volunteers should evacuate the building immediately.

The center "Supervisor on Duty" is responsible for telephoning 911, ensuring all people are evacuated from the premises, and leading any animal evacuation if needed or possible.

The Fire Department or other trained professionals will assume responsibility for rescue and medical aid duties, if necessary.

## **TERMINATION**

Occasionally, a situation or circumstances may arise that requires the dismissal or termination of a volunteer from his/her position. Dependent upon the circumstances of each case, the process is generally, but not limited to, the following:

Initially, the Volunteer Program Manager will address the issue with the Volunteer. Secondly, again contingent upon the circumstances, a letter will be issued by the Volunteer Program Manager specifying terms of probationary requirements. Finally, if all attempts to correct the recurrent problem fail, and after discussion with the C.E.O., a letter of dismissal will be issued by the Volunteer Program Manager.

### **REASONS FOR DISMISSAL MAY INCLUDE BUT ARE NOT LIMITED TO:**

- Inhumane treatment of animals
- Failing to adhere to PSPCA policies and procedures
- Insubordination
- Intoxication or using intoxicating beverages on duty
- Possession or use of drugs/narcotics on duty
- Any defacing of PSPCA property
- Falsifying or defacing records or documents
- Failing to follow the chain of command
- Disclosing confidential information
- Theft of PSPCA property or animals
- Failure to maintain harmonious relations with staff/volunteers
- Providing false information about the PSPCA or any employee to a member of the public or to the media
- Seeking or accepting personal gifts, gratuities, bribes or rewards
- Negligence or willful misconduct causing personal injury, harm to an animal, or property damage

In summary, it is our hope that your volunteer efforts will be enjoyable and rewarding for you, the animals, and the volunteers and staff you work with. Please discuss any concerns you may have with the Volunteer Program Manager. It is important that we resolve problems that arise so that we can work together effectively as a team.

## **MEDICAL CONSIDERATIONS FOR RESIDENT ANIMALS**

Many volunteers have companion animals in their homes. Please do not bring your own animals to the center. Although it is unlikely that you could transmit a virus to your resident animal, we recommend that you consult your veterinarian for recommended vaccinations, which may be as follows:

### **DOGS**

DHLPP	Distemper, Hepatitis, Leptaspiarosis, Para influenza, Parvovirus
BORDETELLA:	Kennel Cough
RABIES	Rabies

### **CATS**

FELV:	Feline Luekemia Virus
FRCP	Feline Rinotracheltis Calicivirus Panleukopenia
RABIES	Rabies

# **ANIMAL DISEASES**

## **CANINE DISTEMPER**

Similar to the human Measles virus, this is the most commonly known infectious disease of the nervous system in dogs. This highly contagious, often fatal virus is excreted in the saliva, respiratory secretions, urine, and feces and is transmitted through the air (sneezing and coughing) and by contaminated objects (in the same way a cold virus spreads in people). Symptoms: loss of appetite, yellowish diarrhea, difficulty breathing, seizures, behavior changes, weakness, thick discharge from the eyes and nose, sometimes thickened cracked footpads.

## **CANINE PARVOVIRUS**

A highly contagious and often lethal virus. Can affect dogs of any age, however, puppies are the most susceptible. The virus is shed in the droppings of infected dogs, and the disease is spread by direct contact with the infected material. Dogs are usually infected when they swallow the virus after licking contaminated material. Direct dog-to-dog contact isn't necessary to spread the disease. The virus can be picked up simply by walking through a yard contaminated with infected feces or by contact with kennels or other objects that have been contaminated by an infected animal. Your pet could be exposed to the virus from your shoes after you've walked through an infected area. The virus is resistant to most common disinfectants and household detergents, but thorough cleaning with household bleach will kill the virus; a dilution of one part bleach to thirty parts water is recommended. Following exposure, symptoms usually occur in five to eleven days. Some puppies suffer sudden death, or succumb with retching, convulsions, or foaming at the mouth; more typically, puppies and adults suffer anorexia, bloody diarrhea, and vomiting with fever.

## **KENNEL COUGH**

Canine Infectious Tracheobronchitis, generically referred to as Kennel Cough, is a highly contagious and common condition affecting dogs. This disease causes an inflammation of the dog's larynx, trachea, and bronchi (tubes leading to the lungs). All dogs are susceptible, but the disease is most common in dogs exposed to crowded conditions, such as kennels (hence, the name), shows, or other stressful conditions. The disease can be caused by any one or a combination of several different infectious agents. The most common culprits are bacteria called *Bordetella bronchiseptica*, the canine para-influenza virus, and the canine adenovirus-2. Infection is spread through the saliva and nasal secretions and may occur by direct nose-to-nose contact. However, coughing also transmits the agents through the air from one dog to another. Signs develop four to six days following exposure. Symptoms: Chronic, high pitched, honking cough prompted by excitement, drinking, or pressure against throat. Occasionally, eye or nasal discharge, slight fever, or loss of appetite.

## **RABIES**

Rabies causes a devastating neurological disease that affects the brain, causing symptoms that are similar to meningitis. Once symptoms develop in animals, the disease is always fatal. Infection requires direct contact with an infected animal. The usual transmission is through a bite that introduces infective saliva into the wound. There, the virus proliferates until it reaches the nerves, which carry the infection to the spinal cord. Ultimately, the virus reaches the brain, whereupon symptoms develop. Animals are thought to be infectious only shortly before and during the time they show symptoms. Therefore, a biting animal capable of transmitting disease at the time of the bite will typically develop signs within a ten-day period. For that reason, ten days is the recommended period of quarantine. Symptoms: Refusal to eat or drink, hiding, depression, drooling, throat paralysis, inability to swallow, vicious, violent behavior, excessive vocalizing, chewing or eating wood, rocks, or other inedible objects.

The rabies virus is sensitive to many household detergents and soaps. Should you or your pet suffer a bite, consult a doctor or veterinarian immediately. The post-exposure vaccine available for people is virtually 100 percent effective when administered in the right period of time.

## **FELINE LEUKEMIA**

Feline Leukemia is spread from cat to cat in saliva, through bite wounds, by prolonged casual contact (mutual grooming and sharing of food and water dishes and litter boxes) and from infected mothers to their kittens. Most at risk of infection are cats that spend time outdoors and have contact with other cats that may already be infected. This virus is by far the leading cause of cancer in cats, can cause severe anemia, and it incapacitates the immune system making the cat susceptible to a variety of secondary infections.

## **FELINE CALICIVIRUS/RHINOTRACHEITIS**

All cats are susceptible to infection, but as with most other infectious diseases, youngsters tend to get the sickest. Sneezing, runny eyes and nose, fever, and loss of appetite are typical symptoms. Rarely an infected cat will come down with pneumonia, and some cats develop ulcers in the mouth or nose or even on the eye.

## **FELINE PANLEUKOPENIA**

Feline Panleukopenia is also known as Feline Distemper. It is a highly contagious and deadly viral disease. Although uncommon, Panleukopenia outbreaks still occur, especially where groups of cats and kittens are housed together. The disease is spread by direct contact with infected saliva, urine, vomit, or feces, or indirectly through contact with contaminated objects.

**If you think that you or your animal has been exposed to a disease,  
please consult your doctor and/or veterinarian  
for appropriate treatment.**

# **ZOONOTIC DISEASES**

## **What is a zoonotic disease?**

A zoonotic disease is something that can be transmitted from animals to human beings. Potential agents of zoonotic disease transmission include fungi, bacteria, viruses, parasites and arthropods.

## **Types of zoonotic diseases include, but are not limited to:**

Campylobacteriosis  
Giardiasis  
Hookworm  
Roundworm  
Salmonellosis  
Toxoplasmosis  
Ringworm  
Scabies  
Bartonellosis (cat scratch fever)  
Bordetellosis  
Pasteurella  
Rabies  
Leptospirosis

## **What you can do to prevent zoonotic diseases:**

- 1.) Wash your hands thoroughly after handling any animal.
- 2.) Prevent animal waste from building up in the environment.
- 3.) Wear gloves when cleaning up feces.
- 4.) Maintain a regular program of veterinary care for your animals, including parasite control.
- 5.) Avoid being bitten or scratched and keep animals' nails short.
- 6.) Don't feed undercooked or raw meat or let animals get into garbage, eat feces or drink from toilet bowls.

## **Special considerations for immunocompromised people:**

Zoonotic diseases may be more severe for immunocompromised people. People at increased risk include people with AIDS, people on chemotherapy or being treated for immune mediated disease, people with organ or bone marrow transplants, the elderly, the very young and pregnant women. If you are, or suspect you are, immunocompromised, consult your physician before deciding to add an animal companion to your household.



# **RINGWORM FACT SHEET**

## **What Is Ringworm?**

Ringworm is not actually a worm but is the common name for a superficial fungal infection that can affect the skin of both animals and people, similar to athlete's foot. Ringworm often appears as a circular, red, crusted lesion or rash, accompanied by hair loss, and often looks like many other skin conditions. It can be transferred from person to person, animal to person and even person to animal, primarily through physical contact. Ringworm can also be spread from object to person as towels, clothing, bedding and even contaminated combs or brushes can transmit the infection. Ringworm may be more common to longhaired or specific purebred cats.

## **Ringworm Diagnosis and Treatment:**

Ringworm is treatable. Although ringworm infections are often easy to see, some may need further diagnostics including ultraviolet lights and skin cultures. In people, ringworm is often treated at home with topical, over the counter medications, however, may require medication prescribed by a physician. In animals, treatment may require creams, shampoos, dips and/or oral anti fungal medications prescribed by your veterinarian. If you suspect you or your pet have ringworm, contact your doctor or veterinarian.

## **Ringworm Prevention:**

Fungi such as ringworm are constantly in our environment; children often become infected in school gymnasiums and play yards. Some animals may be carriers of ringworm without showing physical signs. The best preventions against ringworm are ensuring your pets health through regular vet visits, being observant for suspicious areas of hair loss, and reducing your cat's risk by keeping them indoors.

## **ADOPTIONS**

The Placer SPCA adopts approximately 1,500 animals each year. Volunteer Adoption Counselors, Animal Advocates, Center Guides, and Groomers play a big part in helping an animal find a new home. Volunteers may choose to work in the at the center or with our Mobile Adoption Program that travels to many different locations and events in and around our community.

### **An animal is considered for adoption when:**

The animal has been signed over by the owner for adoption and held for the legally required holding period of 2 business days.

A stray animal has not been claimed by the owner after the legal holding period of 4 business days.

### **An animal is AVAILABLE for adoption when:**

The animal has successfully met our criteria for Adoptable Animals: completed a behavioral evaluation and physical examination, and received vaccinations.

## **PLACER SPCA SERVICE AREA**

### **ROSEVILLE**

The Placer SPCA is contracted as the holding facility for the City of Roseville's Animal Control Agency. As such, the PSPCA takes both stray and owner surrendered animals from Roseville. There is no fee for stray animals.

### **PLACER COUNTY**

The PSPCA takes only owned animals from Placer County. Any stray animals found in Placer County, but outside the City of Roseville, must go to Placer County Animal Services in Auburn.

### **OTHER COUNTIES OR AREAS**

The PSPCA does not take animals from outside of Placer County unless as part of the Shelter Transfer Program, which is overseen by the Behavior and Training Department, in conjunction with the Animal Care Department. In addition, the PSPCA will consider limited admissions of owner surrendered animals from outside the area defined in our current policy, at the discretion of the Chief Executive Officer, with appropriate management staff assessment, and based on space availability. The PSPCA does not take stray animals from outside of Roseville.

## **ANIMAL CARE STANDARDS**

The Placer SPCA believes that all of its policies and procedures are fundamental to providing proper animal care. These include, but are not limited to:

- providing all incoming animals with a basic health check to be performed by the Animal Care Staff.
- providing appropriate vaccinations when available
- separating animals by species, sex, age and health status
- housing animals in a way that minimizes stress and diseases transmission
- providing animals with proper food and water, protection from the elements, adequate ventilation and temperature control, exercise, human interaction, and necessary and reasonable veterinary care
- screening prospective adopters using established standards
- providing adoptive families with health exams for their new adopted pet
- accepting previously adopted animals when they are returned by an adopter for any reason
- using humane methods when animals must be euthanized
- preventing the reproduction of center animals by spaying and neutering them before they are adopted to new homes, unless it is unreasonable to do so for medical/health reasons; in which case a deposit will be collected and a voucher for spay/neuter surgery issued.

## **EUTHANASIA**

*eu.tha.na.si.a* 1. *an easy and painless death* 2. *act or method of causing death painlessly, so as to end suffering*

Although difficult to accept, euthanasia is what happens to unwanted, surplus animals in shelters around the country. The fact is there are millions of homeless animals as a result of purposeful and accidental breeding, poor planning and decisions around obtaining a pet, and a lack of training and/or commitment from pet owners.

It is the belief of the Placer SPCA that euthanasia is not a desirable solution to our communities' pet overpopulation problem. Rather, we strive to provide programs that address our commitment to solving the problems that necessitate the killing of homeless and unwanted animals. These include low cost spaying and neutering of animals for local residents, humane education in the schools and a variety of other programs.

As a result of these programs, along with the hard work and dedication of our staff and volunteers, we have not euthanized an adoptable animal in over seven years.

This does not mean we don't perform euthanasia at the Placer SPCA. Animals that are deemed unadoptable due to illness or behavior issues are euthanized. Unadoptable animals may be euthanized after the mandatory four business day holding period. This holding period may be mitigated at the discretion of a veterinarian or Animal Control Officer.

All animals that must be euthanized receive an injection of Sodium Pentobarbital by a euthanasia technician certified by the State Humane Association. Animals that are showing significant signs of stress will first be given a sedative (Telazol). Breathing stops from the depression of the respiratory system and a ceasing of the heart action quickly follows. This procedure is usually very fast and is painless for the animal.

The Placer SPCA is dedicated to providing humane treatment to all animals in our care.

# PLACER SPCA POLICY

## **Possible Reasons for Euthanasia:**

### **Dangerous, Distressed, Diseased or Injured Animals**

The Placer SPCA believes that animals that clearly present a potential hazard to animals and/or humans because of disease or severe aggression should be euthanized. Those animals that develop aggressive tendencies or suffer from severe psychological distress during a prolonged stay at a shelter should be euthanized. The PSPCA will keep accurate records of all euthanasia and why it was administered. The following reasons for euthanasia are listed below:

1. Medical-Untreatable: Terminal illness or injury, severe chronic illness or other serious medical condition that will cause on-going suffering for the animal.
2. Temperament: Animals that are very aggressive, extremely timid, extremely high-strung or otherwise have a temperament problem that would make it impossible or highly unlikely for them to safely or humanely adjust to a new home.
3. Biter: Animals who have attacked another animal or person, have done a serious aggression related bite, have a history of biting or suspicion of rabies combined with a bite or scratch.
4. Feral: Animals who are feral with little apparent potential for socialization. Feral kittens or unsocialized adults who appear to have potential for socialization if resources were available will be categorized under "behavior."
5. Court Order: Animals euthanized at the direction of a Judge, Hearing Officer and/or other Public Official with such authority.
6. Owner Released: Animals who were turned in by their owners for the specific reason of being euthanized.
7. Wildlife: Animals that are, or are considered to be, wild by governing authorities.
8. Old Age: Animals that are so old that they no longer have potential for quality of life.
9. Medical - Treatable: Non-contagious treatable medical conditions such as skin problems, bad flea or mite infestation, broken limb, abscess or problems that could be fixed with treatment and/or time. Euthanasia is a result of lack of resources, space or time to treat animal.
10. Medical – Contagious: Medical problem such as URI, kennel cough, ringworm or less severe cases of mange that may be treatable, but highly contagious in a shelter environment, leading to euthanasia, not only because of illness, but also to prevent contamination of others.
11. Physical Condition: Animals in poor overall condition and/or health (for example: old, thin, weak, dull dry coat).
12. Un-weaned: Animals that are un-weaned or underage.
13. Behavior: Animals that have behavior problems such as chewing, inappropriate urination, not housebroken, separation anxiety, timidity, or lack of socialization. Problems that could be corrected with training or if the animal were placed in the proper environment.
14. Kennel Stress: Animals that have marked changes in behavior due to an extended stay in the shelter, or that cannot adapt to shelter life.
15. Space: Animals euthanized for no other reason than lack of space in the shelter: adoption kennels are unavailable for the animals, or the animals must be removed from the adoption area to make room for other incoming animals.