



## ***North Valley Animal Disaster Group Standard Operating Guidelines***

Title: REQUIREMENTS FOR REMAINING ACTIVE

Objective: To ensure that all volunteers stay current on policy, procedures, and training so that they can operate in an efficient and safe environment.

Description:

- In order to maintain an Active status, annually, returning volunteers are highly recommended to do one or more of the following:
  - Attend the “Annual Refresher for Returning Volunteers”
  - Attend a minimum of 8 hours of training(s). This may be accomplished by attending a combination of several shorter trainings.
  - Respond to an activation and deploy a minimum of 8 hours.
  - Any combination of above that totals a minimum of 8 hours.
- If a volunteer goes an entire year without attending any functions, in order to maintain at Active status, the following year they must:
  - Attend the “Annual Refresher for Returning Volunteers”
  - Attend a minimum of 8 hours of training(s). This may be accomplished by attending a combination of several shorter trainings.
  - Respond to an activation and deploy a minimum of 8 hours.
  - Any combination of above that total a minimum of 8 hours.
- After two years of no response, a volunteer will be placed in the Archived status and not be eligible for response, or allowed to attend any training. They will be contacted and asked to return their Disaster Service Worker Identification Card.
- Once placed on Archived status, a letter to Butte County will be sent informing them of a volunteer’s status. At that time, a “No Longer Interested” (NLI) will be issued to the Butte County Sheriff’s Office terminating monitoring of the volunteer’s activities. After that process, if a volunteer would like to reactivate their status with NVADG, they must reinitiate the Live Scan process at their cost, and attend either the New Volunteer or Annual Refresher Training.

- Personnel files will be examined, and non-responsive volunteers purged February 1<sup>st</sup> of each year.
- This SOG does not prevent special activities (Evacuation, Hotline, Intake, etc.) from having additional requirements.
- The Training Officer has discretion in allowing outside training/experience to substitute for any requirements.
- Up to four hours of Community Outreach participation may be used for credit for the 8-hour recommendation/requirement.
- For planning purposes, typically the Training for New Volunteers is the 3<sup>rd</sup> weekend in January. The Annual Refresher for Returning Volunteers is typically on the Saturday of the 4<sup>th</sup> weekend in January.

Related Documents Attached: n/a