

Sclar Operational & Behavioral Protocols

- Chain of Command: Any issues should be reported to the Sclar Team Leader ONLY. In an emergency, taking it upon yourself to escalate to PIO, OES or AS is unacceptable as it clogs upper levels of command. *Jumping chain of command is grounds for immediate dismissal and termination of membership.*
- Media: In the presence of any media, any information shared among Sclar members and/or with leadership must be kept confidential at all times. ANY and ALL information – including but not limited to deployments, animals, owners, duties and evacuations, need to come from Sclar command, Animal Services and/or County PIO. There are NO exceptions.
- Keep all exchanges professional. Argumentative or rude behavior will be grounds for immediate relief of duty and/or subsequent termination of membership.
- Search and Rescue is our sister organization and is NOT subordinate to Sclar. They have the duty of animal care so that Sclar is available for full deployment. They deserve our full respect and consideration at all times. This relationship may change with the event. We must work together and in a harmonious fashion.
- Sclar command often has several items awaiting his/her attention. If you have a pressing issue, unless it is a situation that might endanger a person or animal, please write it down and discuss with Shift Team Lead when they have a moment. Hovering is very distracting.
- SCHEDULING: If you have agreed to work, show up for your shift on time and ready to work. Please make yourself as available as possible in an emergency.
- Do NOT delegate assignments. If you are asked to do a task, be sure to complete it yourself. Do the assignment as assigned. If you have suggestions for other ways it can be done please write it down and discuss in a non-emergency setting.
- **When assigned an errand**, you may be asked to wait while details are completed before you are deployed. STAND BY without interrupting
- LOGISTICS: Needed or necessary supplies to be requested from the shift Team Lead.
- Incident reports: Report all incidents involving animals, owners, other volunteers, media personnel or non-DSW people to Sclar Team Lead.
- Break Area : The sign-in area needs to be kept at a professional level so that phone conversations can be heard and attention can be focused on keeping the animals and personal information secure. Take any animated conversations to the break area.
- Personal calls: Take personal calls off speaker phone and/or in the break area.
- While you are wearing Sclar T-Shirt or ID, you are representing Sclar. Do not function in any other capacity while wearing Sclar identification or T-Shirt or while you are signed in as a Sclar volunteer.
- No Pets, No Family, No Children, No friends. No Exceptions. Please discuss with your family and friends ahead of time if necessary.
- Photos: It is OK to take pictures of the animals, but it is *your* responsibility to be certain that NO personal or identifying information is included in your photos. No exceptions.
- **Social Media:** Please be prudent in any postings. You may NOT post: Photos of others; confidential information, including names, addresses; or disaster conditions. No photos of any Sclar posting boards, log books, information sheets, etc. All Sclar information is to be held personal and confidential. **It is not public information.**
 - You may not post on behalf of Sclar without clearance from the Board and/or Animal Services and/or the County PIO
- **Identification** – Be prepared to show valid identification, including driver's license and insurance if operating a vehicle.

I have read the above, understand, accept and agree to adhere to these conditions

Signature

Date

Name Printed: _____