



Sheldon's K9s  
**Volunteer Handbook**

Revised September 2019

## **Mission Statement**

Sheldon's K9s seeks to improve the lives of K9 dogs and their handlers. Our goal is to provide support to the Mooresville Police Department K9 unit through community involvement. We hope to further awareness, care, and advocacy efforts for police and K9s at local, state, and national levels. Our organization is named in honor of K9 Officer Jordan Sheldon who lost his life in the line of duty. The hope of Sheldon's K9s is to keep his memory alive by elevating some of Jordan's passions: law enforcement and the K9s who serve.

## **Values**

Sheldon's K9s strives to be determined, creative, thoughtful, accountable, and to always act with honor. The same high standards apply to and are embodied by the Board of Directors, the surrounding community, business partners, and our Law Enforcement professionals.

## **Governance**

Sheldon's K9s is governed by a Board of Directors composed of representatives from the community, Law Enforcement, and the family of Jordan Sheldon.

## Volunteer Eligibility

### Eligibility

Persons with the following criminal history will be ineligible to volunteer with Sheldon's K9s at any time:

- any person that has a felony conviction
- any person that has a pending charge or conviction for child abuse, murder, arson, sex crimes, domestic violence or indecent exposure
- any person under the influence of drugs that are not prescribed or any person currently participating in a drug treatment program
- any person with an open CPS investigation

Sheldon's K9s *does not* knowingly accept volunteers who are completing court-ordered community service for any program.

Volunteers demonstrating inappropriate or unsafe behaviors will be asked to leave; depending on the level of severity, they may be asked to not return. This decision is at the discretion of the Board of Directors.

Inappropriate behaviors include but are not limited to:

- offensive gestures, speech or language
- inappropriate interactions with guest families or other visitors
- volunteering under the influence of drugs or alcohol
- demonstrating violent or threatening behaviors

Not all volunteer opportunities are for everyone. Sheldon's K9s or the volunteer has the discretion at any time to make the decision to stop the volunteer service.

## Volunteer Conduct Guidelines

In order to show honor to the legacy of K9 Officer Jordan Sheldon, we expect that our volunteers follow this code of conduct to protect the integrity of the organization.

- Be a good ambassador. Be honest and sincere with everyone
- Be a good steward of time and resources
- Be friendly, polite, and knowledgeable – ask a board member if you don't know the answer!
- Treat everyone with dignity, respect, and give them your full attention

The following is a non-exhaustive list of infractions that may result in termination from volunteer post:

- Theft or inappropriate removal of private property
- Impairment due to illegal drug or alcohol use
- Possession, distribution, sale, transfer or use of illegal drugs or alcohol
- Negligence or conduct that leads to the damage of property
- Sexual or unlawful/unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives
- Unauthorized disclosure of confidential information

### **Zero Tolerance Policy: Sexual and Other Unlawful Harassment**

Sheldon's K9s is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's gender, race, age, religion, ethnicity, national origin, physical or mental disability or any other legally protected characteristic will not be tolerated. Any volunteer who feels he or she has been the victim of or who witnesses an incident of any form of unlawful harassment should promptly report the matter to a member of the Board of Directors. Any volunteer may raise concerns and make reports without fear of reprisal. Upon notification of a claim of harassment, the Board of Directors will promptly conduct a thorough investigation of the allegations and respond to the claimant. To the extent possible, information gathered during the investigation and final determination will remain confidential. If it is determined that harassment has occurred, appropriate actions – including dismissal from volunteer post – will be taken.

### **Zero Tolerance Policy – Illegal Drug and Alcohol Use**

Sheldon's K9s supports a drug-free environment during events and meetings. Volunteers are prohibited from the use of any illegal drugs while at events/meetings and while conducting business-related activities outside of planned meetings/events. Possession of drugs may result in disciplinary action up to and including termination of volunteer services.

Reasonable alcohol consumption by volunteers may be permitted in the event that Sheldon's K9s sponsors a social function and alcohol is served in conjunction with such event. It is advised to use your best judgment and err on the side of caution as you represent the organization.

### **Giving / Receiving Gifts**

Volunteers may not accept merchandise, entertainment, hospitality, transportation, loans or other tangible or intangible benefits from any vendor or donor associated with Sheldon's K9s.

### **Personal Appearance**

Volunteers are ambassadors for Sheldon's K9s and will be perceived as an extension of the organization by the community. Please do all that you can to present a neat and clean appearance.

### **Confidentiality**

It is important to protect the right to privacy and confidentiality of the police departments and local agencies we serve, as well as the donors, board members, and volunteers. Any proprietary or confidential information of Sheldon's K9s must be protected at all times. "Confidential information" applies to any information learned or discovered by volunteers that is not otherwise publicly available; examples include but are not limited to: the names of donors, details about police departments (training, techniques, specifics about equipment purchased, etc.), or internal details about operations and fundraising.

Volunteers should not disclose proprietary or confidential information to anyone who is not professionally associated with Sheldon's K9s. In addition, volunteers may not take, copy, utilize or remove proprietary or confidential information.