



**NORTH VALLEY  
ANIMAL DISASTER GROUP**

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

Title: SUPERVISORY PERSONNEL SELECTION DURING NON-EMERGENCY TIMES

Objective: To ensure a consistent, fair, process of selecting, approving, and appointing supervisory personnel.

Description:

- This SOG does NOT cover the selection of personnel to fill ICS positions during an emergency.
- Every attempt will be made to match the Incident Command System, Resource Typing, and Cal-CARTs formatting.
- Supervisory titles such as Lead, Manager, etc., may not be standardized.
- The term “Leads” is not an ICS legal description; “Leader” is a legal ICS term. Lead is commonly used to describe a supervisor who oversees a particular function during non-emergency times.
- This can be broken down into Operation Leads and Non-Operational Leads. Examples include, but are not limited to:
  - Operational Leads
    - Evacuation
    - Small Animal Shelter
    - Large Animal Shelter
    - Communications
    - Oiled Wildlife Care Network
    - Public Information Officer
    - Shelterly Database
    - Technical Rescue Team
    - Volunteer Impact
    - Wildlife Response
  - Non-Operational Leads
    - Airtable Database

- Call-em-all
  - Community Outreach
  - Disaster Service Worker Badges
  - Equipment/Vehicle Maintenance
  - Facility Maintenance
  - Forms
  - Historian
  - Horse Behavior and Handling Advisor
  - Insurance
  - Large Animal Rescue
  - Legislation
  - MOUs
  - Newsletters: Volunteers and Donors
  - Rescue Recorders (Video & Photography)
  - Ring Central
  - Uniforms
  - Website
- Another area where personnel are selected to represent NVADG are Liaison positions. Examples include, but are not limited to:
    - Butte County Search & Rescue
    - Butte Humane
    - Cal Animals
    - Cal-Fire
    - California Animal Response Emergency System (CARES)
    - Community Emergency Response Team (CERT)
    - City of Chico Animal Control
    - International Funds for Animal Welfare (IFAW)
    - Red Cross
- Some of these above areas may have an additional layer of subordinate supervisory personnel. Examples include, but are not limited to:
    - Small Animal Shelter Lead
      - Dog
      - Cat Manager
      - Exotics

- Selection Process: When recruiting for an open position, input should be accepted from as many individuals as possible, including, but not limited to:
  - Volunteer Engagement Manager
  - President, Executive Director, and Board of Directors
  - Leads and pertinent Key Personnel

Selection and Approval Process:

- Operational Leads: Selected by the Executive Director. Must have Board of Director approval.
- Operational Subordinate to Leads: Selected by appropriate Lead.
- Non-Operational Leads: Selected by the Executive Director. Board of Director approval not necessary, but strongly considered.
- Liaisons: Selected by the Executive Director. Board of Director approval not necessary, but strongly considered.

Related Documents Attached: n/a

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Author: John Maretti