

Contra Costa County Animal Services Department Chameleon Usage Guidelines for Volunteers

The following guidelines apply to all Contra Costa Animal Services volunteers who have been granted “elevated access” to the Department’s Chameleon database. The intent of these guidelines is to provide volunteers with the appropriate terms of usage for accessing privileged and confidential information. Please read the guidelines listed below and provide your signature in the space provided to indicate you have read and acknowledge these guidelines.

Chameleon Usage Guidelines

- Users are prohibited from publicly disclosing any personal, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy, unless authorized to do so. These files include, but are not limited to, names, addresses, phone numbers, email addresses, driver license numbers, and any other information that can reasonably be construed as “personally identifiable information.”
- Use of the Chameleon database is strictly limited to conducting the business of Contra Costa Animal Services, and the specific duties associated with your day-to-day work for the Department.
- Memo editing privileges for volunteers are solely limited to “ADOPT” memos, and “PA” (potential adopter) comments.
- Volunteers may not delete any record, or portion of a record, in the Chameleon database.

By signing in the space provided below, I acknowledge that I have read and understand these guidelines.

Employee/Volunteer Signature

Date

Print Name