




Oregon Department of Fish & Wildlife (ODFW) Volunteer Program Policy

Title:	Residing on Property Managed or Owned by ODFW - Volunteers	Policy #:	Vol 500_04
Applicability	Volunteers who reside on property managed or owned by ODFW		
Reference(s)	Vol Policy 500_01 Code of Conduct Vol Policy 500_02 Acceptable Use of State Information Assets Vol Policy 500_03 Use of Firearms		
Effective Date:	May 1, 2022	Approved:	

I. Purpose:

The purpose of this policy is to provide policy guidance and uniformity throughout the department relating to administration of Volunteers residing on property managed or owned by ODFW.

II. Definitions:

- A. **Pet** – dog, cat, rabbit, bird, rodent (e.g., hamster). Possession of any other animal not listed here is prohibited.

III. Policy:

- A. It is the policy of ODFW to provide a designated RV site with hookups and other amenities for Volunteer hosts during their Volunteer Service where it is necessary for the operation of hatcheries, wildlife areas, office locations and certain properties managed by ODFW and is in the best interest of ODFW to have the premises occupied by a Volunteer host. Hosts are required to perform a minimum of 20 hours of Volunteer Service per week during the length of assignment.
- B. Volunteers are required to report Volunteer hours on a monthly basis. Hour reporting can be submitted through either electronic or paper methods. (Ref: Vol Policy 500_01 Code of Conduct).
- C. When living on property owned or managed by ODFW is a primary function of Volunteer, it shall be specified in the Description of Duties & Activities section of the Volunteer Service Description (VSD).
- D. Residential Use and Additional Occupants
1. The host site is to be occupied by the approved Volunteer host(s) of assigned site. Additional non-volunteering occupants are allowed only with prior approval by the Engagement Coordinator and Program Coordinator and must not interfere with Volunteer duties. Volunteers are responsible for the conduct of any additional person(s) Volunteer allows on the premises.

E. Length of Stay

1. Host assignments are temporary and do not establish a host as a semi-permanent or permanent resident or create an expectation of future hosting assignments. The minimum required length of a “host” assignment is one month (30 days), which is considered the trial period. The maximum assignment is six months, consecutively, at one site. A Program Coordinator may request to extend a host’s length of stay over six months if ODFW business needs necessitate an extension for that site. Requests must be approved by the Director or Deputy Director in advance and reviewed on an annual basis thereafter.
2. The Program Coordinator has the right to terminate Volunteer host assignment at any time. Hosts may be asked to leave without prior notification and for any reason the agency deems appropriate.

F. Conditions of Host Site

1. Volunteers residing on property owned or managed by ODFW shall maintain and keep the host site clean, sanitary and in good repair. No permanent or semi-permanent modifications, (i.e, garden, shrubbery, flowers) of host site are allowed without permission from Program Coordinator. The Volunteer will immediately notify the Program Coordinator of any defects or dangerous conditions in and about the premises once the Volunteer becomes aware of them.

G. Firearms

1. Volunteers residing on ODFW property or property managed by ODFW may keep legal firearms on the premises, provided the Volunteer keeps them out of sight from public view, secured at all times against theft and misuse and otherwise complies with all applicable firearms laws and regulations. (Ref: [Vol 500_03, Use of Firearms](#)).

H. Pets on Property managed or Owned by ODFW

1. ODFW reserves the right to refuse allowance of any pet on premises. Pets may be allowed on the premises with the prior consent of the Program Coordinator. Department guideline allows up to two of any kind (e.g., two dogs, two cats, two birds, etc.) or a single combination of up to two kinds (e.g., one dog and one cat; one cat and one rabbit, etc.). Approval to have a pet on site will be based on the following guidelines:
 - a. Site-specific conditions
 - b. Compliance with all other guidelines of this policy.
 - c. Pets must not be allowed in areas where they would cause conflict with neighbors, the general public, station routine, or cause damage to property.

- d. If cages, kennels, or other confinements are required, they must be humane and neatly maintained at a location mutually agreed upon by the Engagement Coordinator and the Program Coordinator.
- e. Pets will be adequately restrained, always fenced or under complete control of the Volunteer host to ensure the health and safety of the entire facility, its personnel, and the public.
 - i. Pets such as hamsters or birds must be kept in a cage.
- f. The Volunteer or pet owner will be held liable for property damage incurred by any pet.

I. Pets in State Vehicles of Private Vehicles used for State Business

- 1. The department may permit drivers to transport animals to the extent needed to accomplish state business. Pets may not ride in state vehicles on state business except under the following conditions and requirements:
 - a. Medical aid animals may be taken along as necessary without advance permission but remain subject to reasonable department conditions related to safety, sanitation, and security.

J. Host Training Requirements

- 1. Volunteers who reside on property managed or owned by ODFW shall complete the OSCIO Training on an annual basis. (Ref: Vol Policy 500_02 Acceptable Use of Information System Assets)

IV. Acknowledgement

All new and returning Volunteers shall be given a copy of the policy and the policies referred herein, an opportunity to read and ask questions, and shall sign the Residing on Property Owned or Managed by ODFW Certification (below).

Residing on Property Owned or Managed by ODFW Certification:

By my signature, I certify that I have read the Residing on Property Owned or Managed by ODFW Certification and each of the policies referenced within and have been given an opportunity to ask and to receive answers to any questions I might have concerning the provisions. I understand the provisions of these policies as they apply to my volunteerism with the Oregon Department of Fish and Wildlife. I also understand that agency policies are periodically updated and revised, and that I am expected to be knowledgeable of changes and remain accountable to the latest provisions. The current version of ODFW Volunteer policies may be found on the ODFW webpage <https://www.dfw.state.or.us/hr/policies/#HR>

This form shall be retained in my official Volunteer file.

Volunteer Signature:	Date:
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