



***DNR Volunteer Introduction  
&  
Forest Watch Program***



**Forest  
Watch**

**VOLUNTEER**

# Agency Mission

- To provide professional, forward-looking stewardship of our state lands, natural resources and environment.
- To provide leadership in creating a sustainable future for the Trusts and all citizens.

# Guiding Principles

- Enduring Stewardship
- Visionary Leadership
- Inclusive Decision-Making
- Creative Solutions
- Respectful Relationships

# Department of Natural Resources



- 5.6 Million Acres

- Trust Lands
- State Board Lands
- Aquatic Lands
- Natural Area Preserves

# Responsibilities

- Stewardship of the land entrusted to the DNR
- Wildland fire fighting on state and private land
- Regulating of forest practices on state and private lands
- Provide technical assistance to forest land owners, providing maps, geologic information, aquatic habitat and species monitoring

# State Trust Land

- Established at Statehood in 1889
  - U.S. was cash poor but land rich
  - Need to support state institutions
  - Land creates revenue to pay for institutions

# State Trust Land

- Provides more than \$200 million each year for:
  - Universities
  - K-12 Schools
  - Correctional facilities
  - Hospitals
  - Other state institutions

# Divisions

- Aquatic Resources
- Conservation, Recreation and Transactions
- Engineering and General Services
- Financial Management
- Forest Practices
- Geology and Earth Resources
- Human Resources
- Information Technology
- Land Management
- Product Sales and Leasing
- Resource Protection
- Communications and Outreach



# Recreation

- 74 Landscapes
- Approximately 1.8 million acres
- 143 recreation sites
- Over 1,100 miles of trail

# Safety

- Participants
  - Conform to safety standards
  - Take reasonable safety measures
  - Wearing proper equipment
- Public
  - Ensure that use does not conflict with other users
  - Proper notice; boundaries, trails used and signage
- Resources
  - Protect against harm to people, trails and facilities



# Sustainable

- **Sustainable:** Using and managing a resource so that the resource is not permanently damaged or depleted

- **Need to Protect:**

- Scenic Areas
- Waterways
- Animals
- Plant Life and Trees
- Soils



# Enjoyable

- **Principle of Multiple Use**
  - Several uses simultaneously



- **Compatibility:**
  - Trust obligations
  - Environmental protections
  - Other statutes and regulations



- **Practices that ensure user groups are able to enjoy their activity**



Questions?



**BREAK**



# Department of Natural Resources Forest Watch Program



# Purpose of having a Forest Watch

- Observe activities in the forest that appear to be detrimental to positive forest use.
- Observe and report activities, such as: thefts, vandalism, trespass, and general unsafe activities
- Assistance in giving directions to facilities, distributing maps, and giving general information about the forest and appropriate use of facilities and trails.



# Responsibilities

- Monitor and observe roads, trails, sites and facilities.
- Create a responsible presence by promoting and modeling good stewardship and appropriate use.
- Provide assistance and information to visitors.
- Document and report concerns to the appropriate DNR staff or LEO
- Completed and submit required program documentation and paperwork
- Attend and complete required training and refresher courses as directed.

# Observe and Report





# VOLUNTEER LIMITS

Forest Watch volunteers are limited to providing information, education and documenting activities on DNR managed lands. They have no enforcement authority

Possession or use of a firearm while in the course of official volunteer duties is not permitted.

Using DNR keys for personal use is not allowed

# Public Contacts

- Identify yourself
- State your purpose or reason for the contact
- Build rapport
- Show genuine interest towards the public and of their activities
- Listen carefully to what they are saying
- Solicit public involvement and support
- Be observant
- Always keep your personal safety in mind
- Thank them for their time and help

# Contacts - Continued

## Maintain the Proper Customer-Service Attitude:

- Put a smile on your face and in your voice.
- Speak clearly and distinctly.
- Have needed information handy.
- Remain courteous, friendly, helpful and pleasant.
- Make the contact's needs and problems your primary concern.







DNR Forest Watch  
VOLUNTEER





# Observation Skills

- Good observation + listening + recording skills

=

Clear, concise, impartial documentation

# Observation - continued

- **Observation**
  - A collection of information gathered through one or more of your senses
  - Can be remembered, noted or recorded for future reference

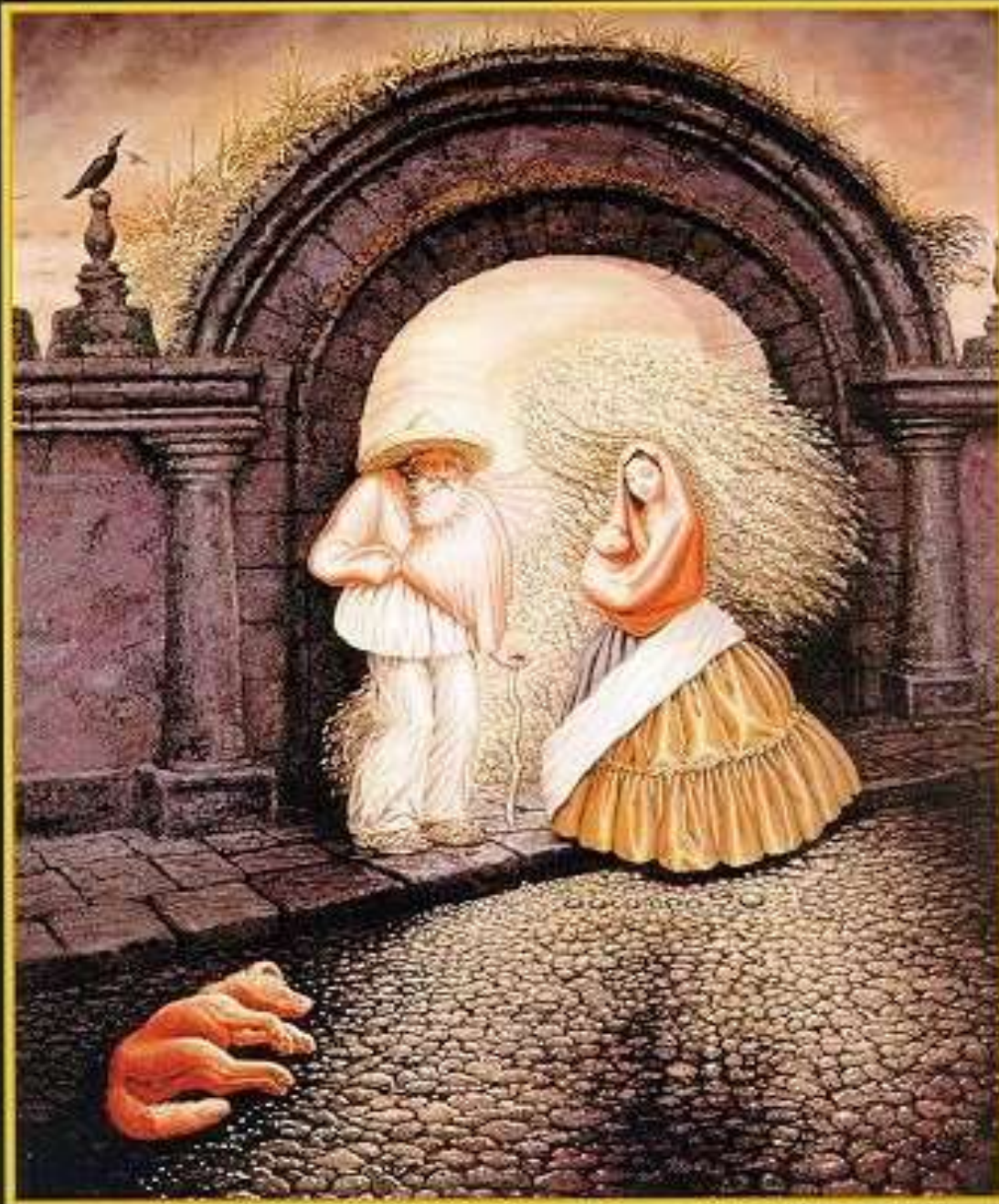
# How do we make observations

- Seeing (Sight)
  - Color
  - Movement
- Hearing (Sound)
- Feeling (Touch)
  - Heat
  - Cold
  - Texture
- Taste
  - Sweet
  - Sour
- Smell
  - Fragrances



# Observation - continued

- Be patient
  - Increase your patience
    - Slow down
    - Watch
- Pay attention
  - To your physical surroundings
    - Who, what , when, where, how, why
- Be aware
  - People
    - Reactions
    - Emotions
  - Things
    - Out of place
    - Not quite right





# Report Basics

- In order to write a report, you should recognize what elements are needed in a good report:
  - Who
  - What
  - Where
  - When
  - How
  - Why





**Forest Watch**

**INCIDENT/ OBSERVATION REPORT**

**Observer Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** (     ) \_\_\_\_\_ **Volunteer Organization:** \_\_\_\_\_

**ACTIVITY OBSERVED:** \_\_\_\_\_

**TIME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCATION:** (road name or number, landing, gravel pit, intersection, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

(This section is extremely important that it is filled out as much as possible)

**DESCRIPTION OF SUSPECT(S) and VEHICLE(S):** Use attached forms

**INFORMATION:** Include (who, what, why, where, how) witnesses, comments, statements, direction of travel, how many occupants, attitude of the people contacted, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check if additional information on back (    )

**Internal use only:**

- The role of the forest watch volunteer is the role of a good witness
- The elements of a good report are acquired through detailed observation skills
- Remember that a license number is only a start
- **Pictures tell a thousand words and are hard to dispute**

# Picture is worth a thousand words



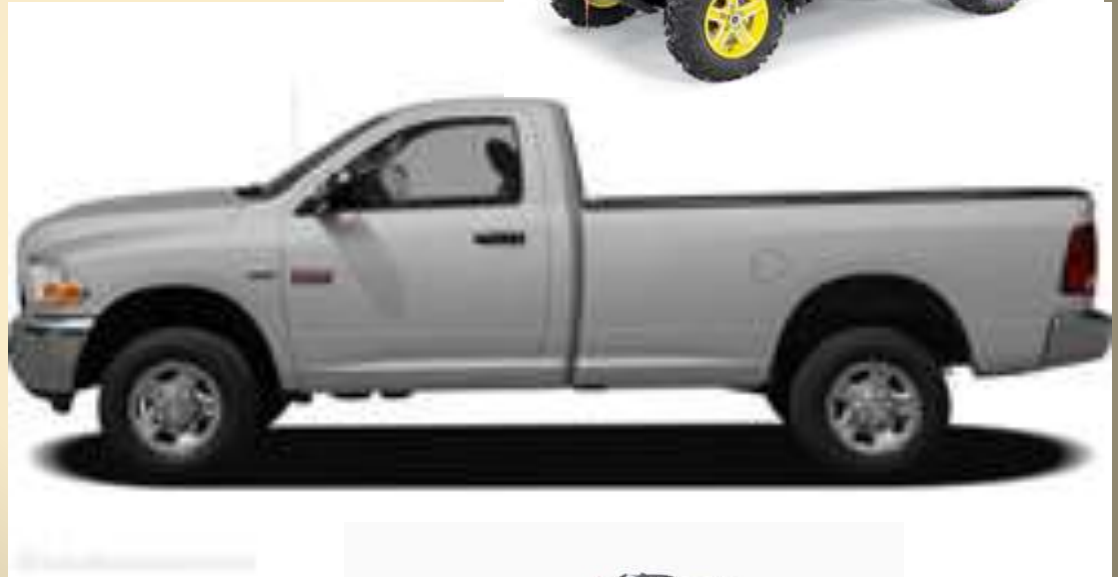
# Suspect Description

- Race
- Sex
- Hair (length)
- Eyes
- Glasses
- Facial hair
- Scars, marks, tattoos
- Complexion
- Height / Weight
- Hat
- Shirt
- Jacket
- Pants (Long/Short)
- Shoes
- Back Pack



## Vehicle Description

- License Plate and State
- Approximate Year
- Make
- Model :
  1. Wrangler, F-150, Bronco, Honda, Suzuki,
- Color
- 4X4 OR 2X4
- Identifying Features:
  1. Dents, bumper stickers, brush guards, light bars, winch, antenna, Crew cab
  2. Helmet markings



# Horse and Rider

## •Color:

1. Black
2. Brown
3. Tan
4. Gray
5. Paint

## •Features:

1. Braided mane or tail
2. Saddled
3. Bridled
4. Height
5. Blade
6. Snip
7. Star



## Education

- Educate the public on protecting the public use lands:
  - Abuse equals loss
  - Respect other users
  - Stay on the trail
  - Stay out of wetlands
  - Don't litter

Give maps to visitors so that they can know who, when, where, why and how to appropriately recreate.

## Discover Pass

- Effective July 1, 2011, a Discover Pass (DP) is required on all state managed lands.
- Educate non-compliance users of this requirement by verbal explanation and handouts.
- Record the license plate of the DP violator and forward to the DNR representative along with your end of shift reports.



# When Providing Information Remember:

- If you don't know the answer, don't guess
- You are representing the DNR. Do not make suggestions or opinions
- Do not give driving lessons

## The Forest Watch Equipment may Include:

- Observation Reports
- Radio
- DNR Keys
- Maps and other handouts
- Hat
- Magnetic door decal
- FW Vest
- Forest Watch Volunteer Identification Card





WASHINGTON STATE DEPT OF  
**NATURAL  
RESOURCES**

# Forest Watch Volunteer



Smokey the Bear

*FWP Member Name (Print)*

*ID Number: **SPS : 2***

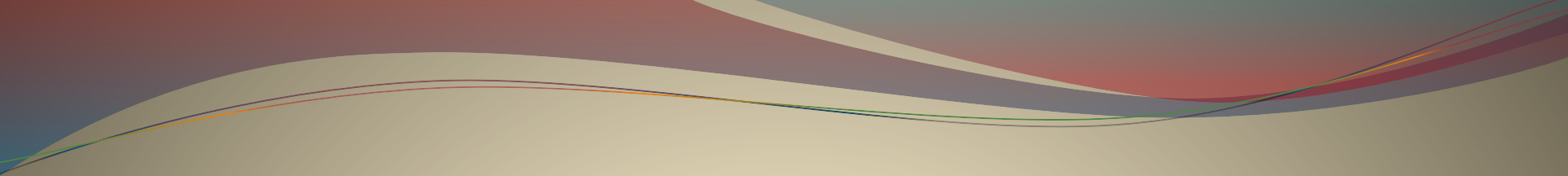
*FW Program Coordinator / Signature*

*ID Expires: **01-01-2013***

The bearer of this identification is a member of the DNR Forest Watch Program.

The authority is limited to assisting the visiting public on DNR state managed lands and to observe and report criminal and Discover Pass non-compliance activity.

Any questions should be directed to the Forest Watch Program Coordinator in Olympia at:  
(360) 902-1701.

- 
- Radios must be checked out from the Recreational Warden and returned at the end of the forest watch activity for the next scheduled patrol group.
  - Forest watch volunteers need to advise the Recreation Warden of any replacement needs.
  - Be professional and clear when using the radio.

**BREAK**



## Forest Watch Volunteer

# PROCEDURES

- Requires a forest watch application
- Requires a history check

# Volunteer Work Party

- Usually members of an organized club that either participate in their preferred recreation and/ or assist in a work party.
- These volunteers would report to their region Volunteer Coordinator or Recreation Warden.
- This level of activity would only record their work party hours.



# FWP Volunteer Patrol

- Structured with more tools and resources necessary for efficient and effective education and outreach efforts.
- First aid and safety, the principles of good stewardship and appropriate use, as well as information customized to meet the needs of local programs
- Requires training in introduction to the agency and program, communication, observation and reporting skills

- Forest Watch Patrol also requires that a Volunteer Time Report to be filled out by all members of a forest watch activity
- The report will be returned to the Recreation Warden or Volunteer Coordinator for that region
- The Lead member of the forest watch activity will be responsible in making sure the time record is filled out and submitted.

## FWP Lead Member

- An interested member will be trained as a Lead for a forest watch activity.
- This training will be in conjunction with the Recreation Warden and local LEO.
- The training will consist of:
  - Communication procedures using a DNR portable radio
  - Emergency contacts and protocol
  - FWP Activity Request Form
  - Volunteer Time Record Form

This training will be conducted by VC, RW, LEO and FWP Coordinator

## Reporting an Accident/Injury

- It is imperative that if a FWP Volunteer is injured or is involved in a vehicle accident that the Lead notifies the Recreation Warden or Volunteer Coordinator immediately.
- It will be the responsibility of the Lead to notify medical aid if needed before calling the RW or VC.
- The RW or VC will notify law enforcement, if warranted.
- An IIR must be filed with a DNR supervisor within 72 hours proceeding the incident.

# Forest Watch Activity Scheduling

- Requests will be submitted by the Lead prior to the forest watch activity.
- Approval of the request will be made by the appropriate region Volunteer Coordinator (VC) or Recreation Warden(RW).
- The region VC or RW will notify the Lead of the status of the request.



## Forest Watch Patrol Request Form

*Must be completed and turned in to the DNR representative  
in advance for approval and support.*

**Date of request:** \_\_\_\_\_

**Name of Group:** \_\_\_\_\_ **Number of Participants** \_\_\_\_\_

**Lead:** \_\_\_\_\_

**Phone Number:** ( ) \_\_\_\_\_ **Email address:** \_\_\_\_\_

\*Number of people participating: \_\_\_\_\_ \*Volunteer name and hours **MUST** be recorded  
on the Volunteer Time Sheet and handed in at the end of the patrol to the lead.

**Date and Time of the Patrol:** \_\_\_\_\_

\***Location of Proposed Patrol:** \_\_\_\_\_ (by region and forest)

*\*Default patrol location will be determined by DNR liaison. **No** night patrols (hours of  
darkness) will be allowed.*

### **Type of Patrol:**

( ) 4X4, ( ) Motorcycle/ ATV, ( ) Horse, ( ) Mountain Bike, ( ) Hiker,  
( ) Automobile

**Purpose of the Patrol:** ( ) Educational, ( ) Land Abuse, ( ) Fire, ( ) Littering

**Equipment Requested:** \_\_\_\_\_  
(A DNR portable will be issued to the Lead). List any other communication you will use:

**Lead Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Request:** ( ) Approved, ( ) Denied

**DNR Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Hours of the FWP Activity

- The forest watch activity will only occur during daylight hours.
- No FWP will be allowed during the hours of darkness.

### EXCEPTION:

- If law enforcement services are requesting the FWP to participate in an enforcement emphasis, it will be at a stationed, non-mobile, location for observation purposes only.

NOTE: This participation must be approved by the FWP Coordinator.

## Number of Participants

- The type of activity will dictate the number of participants
- If a vehicle is used, it is recommended that only (2) occupants (driver and passenger) patrol in the vehicle but some circumstances such as training or emphasis patrols may dictate otherwise.
- It will be the discretion of the VC or RW as to the number of vehicles used for a particular activity.



## Participants - Continued:

- This also applies to ATV, motorcycle, mountain bike, foot or horseback.
- All participants in the FWP must be paired with another member for their individual safety.
- There must be a Lead present during a FWP activity.  
No Lead / No activity.

# Communications

- Each team must have a mode of communications to the Lead and other FWP activity members (cell phone, CB or Walkie/ talkie)
- Only the Lead will have a DNR radio issued for that particular activity to be used to communicate with the local LEO and/or DNR staff.

## Cancelations of the FWP Activity

- The forest watch activity can be cancelled at any time prior to or on the day of the activity.
- The VC, RW or LEO must be notified immediately of the cancellation.
- It will be the responsibility of the Lead for that activity to notify all members that were signed up to attend.

## Cancellations - Continued:

- It will be the responsibility of the DNR staff to notify the other DNR representatives that were planning to assist with the scheduled forest watch activity of the cancellation.
- A forest watch member can cancel; however, the two (2) members pairing must be met or the activity will be cancelled by DNR staffing or the Lead.

# Forms to be used during the FWP Activity

- Incident/ Observation Report
- FWP Daily Statistic Report
- Volunteer Group Registration Agreement/ Time Record



Forest Watch
INCIDENT/ OBSERVATION REPORT

Observer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Volunteer Organization: \_\_\_\_\_

ACTIVITY OBSERVED: \_\_\_\_\_

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: (road name or number, landing, gravel pit, intersection, etc.)

(This section is extremely important that it is filled out as much as possible)

DESCRIPTION OF SUSPECT(S) and VEHICLE(S): Use attached forms

INFORMATION: Include (who, what, why, where, how) witnesses, comments, statements, direction of travel, how many occupants, attitude of the people contacted, etc.

Lined area for providing detailed information.

Check if additional information on back ( )

Internal use only:

**FWP Lead Name:** \_\_\_\_\_

**Date/ FWP Activity:** \_\_\_\_\_ **Time/** \_\_\_\_\_ **Day of Wk/** \_\_\_\_\_

**Location/ FWP Activity:** **Region** \_\_\_\_\_ **State Forest** \_\_\_\_\_

**Type of FWP Activity:**    ( ) 4X4                    ( ) Motorcycle/ ATV                    ( ) Horse  
    ( ) Mountain Bike                    ( ) Hiking                    ( ) Automobile

**Number of Participants:** \_\_\_\_\_ **Weather:** \_\_\_\_\_

**Approximate Road Miles Checked:** \_\_\_\_\_ **Trail Miles Checked:** \_\_\_\_\_

**List the Facilities Checked:** \_\_\_\_\_

**DNR Staff Assisting:** \_\_\_\_\_ **LEO Assisted:** ( ) YES    ( ) NO

Distributing recreation WAC information:

Distributing maps and/or giving directions:

Sharing outdoor ethics information:

Distributing other DNR/recreation information:

Discover Pass Non-Compliance Observations:

Other:

**\*# of VISITOR ASSISTS:**

Providing first aid assistance:

Providing assistance with gear/equipment:

Providing communication assistance:

Other:

**\* # of OBERVATIONS:**

Improper/Illegal Equipment

Littering

Unauthorized camping

Undesignated trail construction/use

Unleashed pet(s)

Vandalism/Property Damage

Improperly parked

Other:

**\* Please use the back of this form for additional comments and/or information.**



## Group Volunteer Registration Agreement/Time Record

<b>Group Name (Print):</b>	<b>Date of Service:</b>
<b>Group Leader Name (Print):</b>	<b>Work Site/Location Name:</b>
<b>Mailing Address:</b>	<b>Type of Work:</b>
<b>City/State/Zip:</b>	<b>DNR Contact Person:</b>
<b>Contact Number:</b>	
<b>Email:</b>	

For Non-DNR Grant Match (Breakup)		
Group Hours	DNR Hours	Total

For DNR Region Use Only	
Activity #	
Activity Type	
# of People	
Unskilled	
Skilled	
Total	
Match Type	

<input type="checkbox"/> A group safety briefing was conducted prior to the start of work.	<b>Group Leader Initials ( _____ )</b>
--	--

\*\*\*\*Minors must also complete the Minor Volunteer Registration Agreement Form along with this form

**Agreement** As a registered volunteer for DNR, I agree to:

- Volunteer my services to the Department of Natural Resources (DNR). These services are by my own free choice and I understand I will receive no wages for the work performed.
- Abide by the DNR volunteer job descriptions, perform my duties according to DNR standards and expectations, learn any hazards or risks and practice safety requirements. I will not accept any work assignment I feel I am not qualified for or not prepared for.
- Take responsibility for the safe use, maintenance, repair of, or replacement of lost tools, equipment and safety equipment.
- Adhere to standards set for DNR employees regarding ethics, safety, nondiscrimination, confidentiality, and respect for persons, work quality and to abide by the laws of the State of Washington.
- Assume all risks related to my assignment. I **WAIVE** all claims for personal injuries or damages to property against the state of Washington, DNR, and hold its officers and employees harmless from all claims and liabilities of whatsoever nature arising out of my participation in any, and all, aspects of DNR's program.
- I hereby authorize and consent to the use of my visual image by the State of Washington for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications, and websites. I give this consent with no claim for payment.

Group	Print Name	Volunteer Signature	Email Address	City/Zip	Telephone	Hours

Please continue on reverse



## REMEMBER

- Your job is to be observed, report, assist and help educate people.
- It is most important that you go home to your friends and family at the end of your volunteer Forest Watch shift.
- Do not take chances that can hurt you or others.
- Have fun!

# Questions?

Ken Dean  
Forest Watch Program  
Coordinator  
(360)902-1701  
[Ken.dean@dnr.wa.gov](mailto:Ken.dean@dnr.wa.gov)  
**Emergency Contact**  
Toll free 1-855-883-8368  
[forestwatch@dnr.wa.gov](mailto:forestwatch@dnr.wa.gov)

