




OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Volunteer Assigned Property	VP_16
Effective Date: 04/17/2017	Approved: 

1) PURPOSE

This policy provides guidance for maintaining records of state property issued or assigned to volunteers.

2) DEFINITIONS:

Department owned property that may be assigned to volunteers includes but is not limited to:

- a) Cell phones
- b) Pagers
- c) Keys (e.g., office, vehicle)
- d) Door entrance control cards
- e) Identification cards
- f) Laptop computers
- g) Cameras, camcorders, and photography equipment
- h) Televisions and VCRs
- i) Firearms
- j) GPS units
- k) Portable or hand held radios
- l) Credit cards (e.g., travel, SPOTS, fuel)
- m) Phone cards
- n) Vehicles
- o) Trailers

3) POLICY

Department Region Managers and Division Administrators are responsible for ensuring that state owned property assigned to volunteers is appropriately issued, monitored, and returned. Documentation must be maintained Volunteer Supervisor.

4) PROCEDURE

It is the responsibility of each Division Administrator and Region Manager to insure that documentation exists for any Department property assigned to volunteers. The documentation is to be retained by each District and/or Division office and made available for audit.

If state owned property is provided to a volunteer, a written agreement shall specify how it should be returned upon completion of the volunteer assignment and the responsibilities of the volunteer for any

damage, loss or repairs. Upon termination, the volunteer supervisor must ensure that equipment is returned.