




Oregon Department of Fish and Wildlife Hunter Education Program Policy and Procedure

Title:	Instructor Code of Conduct	HE_1.1
Supersedes:	HE_1.1 dated March 2001	
Effective Date:	January 1, 2014	Approved: 

POLICY:

Instructors are expected to set an example of safe, responsible and ethical behavior, as well as to exhibit good judgment at all times.

- The Use of drugs or alcohol before or during class, or evidence of the same during class is prohibited.
- Smoking or the use of chewing tobacco is prohibited during any class.
- The use of abusive language, profanity or any racial, ethnic, or religious slur is prohibited as is any demeaning reference to disability, gender or sexual orientation.

Loaded handguns may not be carried or worn on an instructor's person during class or during any official Hunter Education activity. This includes instructors who have a valid concealed handgun license, but excludes active-duty, sworn law enforcement officers. (See policy 3.4)

JUSTIFICATION:

Role modeling is a very important part of any training program, particularly one that models both responsible and safe hunting behavior for juveniles. The better the model for students to follow, the greater the likelihood that students will learn, retain, apply the material offered during the training program. Instructors must always bear in mind that they represent not only themselves, but are considered agents of the Department of Fish and Wildlife, and are expected to conduct themselves in a manner which reflects high professional standards and judgment.

Instructors should strive to present a positive approach at all times. Ridiculing or showing disrespect to students is a poor teaching strategy and will not be tolerated. Additionally, instructors should avoid situations where students are "set up to fail" as a teaching method. Students learn from success, not failure.

Welcome to the ODFW Volunteer Team

The Oregon Department of Fish and Wildlife's mission is to protect and enhance Oregon's fish and wildlife and their habitats for use and enjoyment by present and future generations. As a department volunteer, you play an important role in supporting that mission.

Because many types of volunteer activities include working with the public, volunteers frequently serve as informal ambassadors for ODFW. To ensure that you enjoy a rewarding volunteer experience and that you understand the expectations of you as you participate in ODFW activities, the department has developed a Volunteer Code of Conduct. Please read this Code and be sure you understand these expectations.

ODFW appreciates and thanks you for your willingness to volunteer your time and resources on projects that support the department's mission. Thank you, and we hope you enjoy your volunteer experience.


Volunteer Code of Conduct

- _ Volunteers will obey all laws of the United States, state and local jurisdiction in which they are working.
- _ Volunteers will obey Oregon's ethics laws (found in ORS 244.040) as they relate to volunteers. Volunteers cannot use their relationship or volunteer position with ODFW to solicit or receive special benefits, financial gain or use of byproducts such as salmon eggs for themselves, family or friends. Such benefits include gifts from sources that might reasonably be expected to have a legislative or administrative interest in ODFW or promises of employment.
- _ Volunteers will accept responsibility for sound stewardship of Oregon's fish and wildlife resources.
- _ Volunteers will not use information gained while participating in ODFW projects to their own advantage, if the information is otherwise unavailable to the general public or confidential in nature. This includes information such as recent herd composition surveys or fish releases. On the other hand, using non-specific information gained over time, such as familiarity with the habits and locations of fish or game, is acceptable.
- _ Volunteers should share non-specific information with the public as part of good customer service.
- _ Volunteers will be respectful, courteous and considerate toward the public, other volunteers, contractors and ODFW employees. Volunteers will use words and gestures that respect the dignity and rights of all people.
- _ Volunteers will maintain a harassment- and violence-free workplace environment. Volunteers will not engage in profanity, racial or ethnic slurs, physical force, threats, or intimidation toward the public, other volunteers, contractors, ODFW employees, or the family members of any of these individuals. Volunteers are expected to read ODFW's Discrimination and Harassment Free Workplace policy, located at: www.dfw.state.or.us/hr/policies/450_10_Discrimination_and_Harassment_Free_Workplace.pdf.
- _ Volunteers will remain pleasant even if a member of the public becomes upset or emotionally charged.
- _ Volunteers will explain their volunteer status and direct the person to their ODFW supervisor. Volunteers who believe a person could become hostile or dangerous should immediately leave the area and notify their ODFW supervisor or a law enforcement officer, if appropriate.

- _ Volunteers who do not know the answer to a question posed by a member of the public will direct that person to their ODFW supervisor or the nearest ODFW office. Incorrect answers to questions involving hunting or fishing regulations or many other subjects could have negative legal consequences for members of the public.
- _ Volunteers will not use state facilities, postage, long distance telephone lines, supplies, equipment (e.g., copiers, fax machines, cell phones, pagers, computers, PDAs, tools, machinery, materials, shop supplies and vehicles), Internet and electronic mail access, or any electronic devices connected to ODFW systems for personal use, unless specifically authorized to do so by their ODFW supervisor.
- _ Volunteers will support ODFW's drug-free and alcohol-free workplace, and agree to the agency's zero tolerance policy for any violation.
- _ Volunteers will not smoke tobacco products in ODFW vehicles, facilities designated as smoke-free, or anywhere else smoking has been prohibited.
- _ Volunteers will remove or borrow property from ODFW only for official business and when specifically authorized to do so by an ODFW manager.
- _ Volunteers who operate state vehicles and/or personal vehicles used during volunteer activities will maintain a valid driver license and an acceptable driving record.
- _ Volunteers will promptly report to their ODFW supervisor any illegal acts or violations of ODFW rules, policies or regulations.
- _ Volunteers will be truthful in giving any report, testimony or official statement about actions that relate to their volunteer activities.
- _ Volunteers will report for assignments at the time and place requested by their ODFW supervisor and will be capable of performing the duties required for the scheduled project.
- _ Volunteers will maintain a professional demeanor. Volunteers who wear ODFW uniforms should keep their clothing clean and in good condition. If uniforms become torn, stained or otherwise unprofessional in appearance, volunteers should ask their ODFW supervisor for a new uniform.



Oregon Department of Fish and Wildlife Hunter Education Program Policy and Procedure

Title:	Instructor Dress Code	HE_1.3
Supersedes:	HE_1.3 dated March 2001	
Effective Date:	January 1, 2014	Approved: 

PURPOSE: Instructors are agents of and represent the Department of Fish and Wildlife. Just as full-time employees have grooming and uniform standards, so do our volunteers. The uniform should show the student your name, awards, and qualifications. It should not be a walking billboard advertising club and organizational affiliations or product information.

POLICY: Instructors shall wear only the approved hunter education uniform and will maintain standards of good grooming.

The official hunter education uniform consists of the Department issued:

Hunter orange/tan vest or the hunter orange/tan long sleeve shirt, with the ODFW instructor patch and name tag. Instructors may request the short sleeve tan ODFW Outdoors t-shirt to wear under the vest.

The only additional adornment allowed on the official vest is:

Front of vest - Official program award pins (bronze, silver, gold, platinum, and Distinguished Instructor pin)
ODFW Volunteer service pins
ODFW RangeMaster Trainer patch
NRA RangeMaster Trainer patch
IHEA 1996 Sunriver patch
National Bowhunter Education Foundation Instructor patch
Master Hunter patch and pin
OHEIA member patch or pin

Back of vest - No additional adornment is to be worn on the back of the Instructor uniform.

Optional: Department issued camo-orange or hunter orange instructor baseball cap with the official instructor patch may also be worn. No other hat is approved to be worn during course of instruction or live fire exercises, except the official instructor hat described above


Patches that indicate membership in clubs or organizations as well as manufacturers' patches are not to be worn on the vest. Instructors should wear clean shorts, slacks, jeans, etc., that are in good condition.



Oregon Department of Fish and Wildlife

Hunter Education Program

Policy and Procedure

Title:	Instructor Conflict of Interest	HE_1.4
Supersedes:	HE_1.4 dated March 2001	
Effective Date:	January 1, 2014	Approved: 

POLICY:

The Hunter Education Program is not intended as a forum or vehicle for the promoting or advocating of any other public or private organization or cause. Instructors will refrain from promoting private or political programs, principles, or theories.

Instructors who also teach firearms related or hunting related classes for a fee or who offer guiding services are strictly prohibited from promoting these or any other personal commercial enterprises in class.

Instructors may not benefit financially or otherwise from their participation in this program. Any supplies or equipment that are provided to them, donated to them or loaned to them for their program use must be returned to the department when they cease to be active in the program. Instructors will not teach or participate in any private Hunter Education course using the ODFW Hunter Education Program course material and equipment, that would collect fees for their personal benefit.

JUSTIFICATION:

Instructors are not permitted to require or solicit membership in any private organization, club or program. Students may be informed in a non-solicitous manner of organizations which promote conservation, safety or sportsmanship.

Instructors are to refrain from personal attacks on anti-hunting or anti-gun organizations or attitudes. The purpose of the Hunter Education Program is to inform and educate. Students must be given a balanced view of the issues and problems related to hunting, then be free to form their own opinions.

By law, the Hunter Education Program may cooperate with other public Organizations for the purpose of conducting training in conservation, safety or sportsmanship. Instructors are encouraged to seek out and cooperate with such organizations when it is compatible with the best interests of this program.


Hunter Education courses may not be used to promote products or services. Instructors may, however, recommend products or services if they clearly contribute to safe and responsible hunting.



Oregon Department of Fish and Wildlife

Hunter Education Program

Policy and Procedure

Title:	Instructor Awards	HE_1.5
Supersedes:	HE_1.5 dated March 2001	
Effective Date:	January 1, 2014	Approved: 

PURPOSE:

Volunteer instructors provide a valuable service to Oregon's hunter education program through the time and efforts they provide in delivering hunter safety courses and promoting the hunter education program. The department strongly relies on these efforts to provide hunter education opportunities throughout Oregon.

DEFINITIONS:

Area Coordinator: The designated representative who serves as a liaison between the Hunter Education staff, Hunter Education Instructors, students and the general public within a specified county. Area coordinators undertake administrative and supervisory duties within their county.

Assistant Area Coordinator: The designated individual(s) who assists the counties area coordinator in completing their tasks.

Lead Instructor: The primary instructor and point of contact for the individual class. General responsibilities beyond classroom instruction may include student registration, coordination of supply needs and submission of course paperwork.

Junior Instructor: Volunteer instructors between the ages of 14 - 20.

Active Year of Service: Instructors that fulfill the teaching and/or training requirements to maintain certification as a hunter education instructor.

Volunteer Activities: Activities that certified instructors participate in, outside of an actual hunter education class, acting a representative of the hunter education program. These activities may include but not limited to sport shows and fairs, youth shooting skills events, speaking on behalf of HE at OHA meetings, etc.

Policy:

The Department of Fish and Wildlife will administer an awards program for Hunter Education instructors that recognizes outstanding performance. Award points will be given based on a combination of hours of service and performance based activities within the program. Award levels may also be obtained through years of service to the program.

- Points shall be reported, tracked and maintained by the ODFW hunter education section and updated annually.
- Instructors are responsible for reporting their activities to the ODFW hunter education section in order to be awarded points.
- Points will not be credited for activity reported to the ODFW hunter education section over three months from the date of activity.
- Instructors will receive awards on an annual basis.
- Additional points outside of those specified in this policy may be awarded by the hunter education program coordinator.

Instructor Performance Points

Instructors shall receive one point for every hour that they contribute to teaching (up to 20 hours), preparing for lessons (up to 10 hours) and driving during a hunter education course or Field Day. Additional points may be earned by attending trainings, meetings, conferences, and hunter education volunteer activities.

Lead, Regular, BHEd, Junior Instructor	1 point per hour
Lead Instructor (one p/class)	25 bonus points per course
Independent Study Field Day Instructor	25 points per event
Master Hunter Class Instructor	25 points per event
Volunteer activities (Turkey Clinic, Youth Day)	15 points per day
ODFW Conference attendance	50 points per event
ODFW sponsored training	25 points per event
Meetings (county, workgroup, etc)	25 points per event

Area Coordinators/Assistant Area Coordinators

Area Coordinators, assistants and bowhunter instructor trainers have additional coordination and administrative responsibilities within the hunter education program. Due to these additional responsibilities, points will be awarded as follows:

- Area Coordinator 100 pts/year
- Assistant Area Coordinator 50 pts/year
- Statewide Bowhunter Coordinator 50 pts/year
- Statewide Assistant Bowhunter Coordinator 25 pts/year

Junior Instructors

Junior Instructors provide a valuable service to the hunter education program and serve as an important source of future certified instructors. Therefore, junior instructor’s participation in the hunter education program will be awarded as follows:

- Annual recognition and special award for each active year of service

- Junior Instructors shall receive one point for every hour that they contribute to teaching, preparing for lessons, and driving during a Hunter Education Course or Field Day. Additional points may be earned by attending trainings, meetings, conferences, and hunter education volunteer activities.

Award Levels

Award Levels	Points / Years of Service	Award
Bronze	150 points	Duffle Bag + Bronze Pin
Silver	500 points	Engraved Knife + Silver Pin
Gold	1000 points	Binoculars + Gold Pin
Platinum	2500 points	\$400 gift certificate towards purchase of firearm + Platinum Pin
Distinguished (multi-level)	15 years of service or 3000 points	\$50 gift certificate to Cabela's Government Outfitters

Service Pins

5 years of service

10 years of service

15 years of service

20 years of service

25 years of service

30 years of service

35 years of service

Instructor Hall of Fame: A photo and plaque will be


Posted at the Salem Headquarters honoring each instructor

Volunteering 20 or more years in Hunter Education.





Oregon Department of Fish and Wildlife Hunter Education Program Policy and Procedure

Title:	Youth Protection and Prevention of Sexual Harassment	HE_1.6
Supersedes:	HE_1.6 dated March 2001	
Effective Date:	January 1, 2014	Approved: 

PURPOSE: To protect young students from those who would victimize them and protect instructors from unwarranted allegations of abuse.

POLICY: Must review the Department of Human Resources video or training manual provided by Department of Human Resources within 6 months of certification. Information on reporting child abuse and neglect can be found at the DHS website www.oregon.gov/dhs/Pages/index.aspx

Suspected abuse: If an instructor suspects that any student has been subject to physical, mental or sexual abuse (regardless of where it may have occurred), they should report it immediately to their local law enforcement office.

Two- deep supervision: Two adults, at least one certified instructor, must be present at all Hunter Education activities. Adults must be at least 21 years of age.

No one-on-one contact: One-on-one contact between an instructor and a student is not permitted. In situations that require personal conferences, such as reviews and evaluations, the meeting is to be conducted in private with a parent, legal guardian or another adult present.

Respect of privacy: Instructors must respect the privacy of minor students in situations such as restroom breaks and should intrude only to the extent that health and safety requires. They also need to protect their own privacy in similar situations.


Sexual harassment and bullying: No sexual harassment or bullying, even between students, is to be tolerated. Instructors who observe or are made aware of any inappropriate behavior involving other instructors or students are to intervene and talk to the offending person. They are also to report the incident to the Hunter Education Coordinator at the earliest opportunity.



Oregon Department of Fish and Wildlife

Hunter Education Program

Policy and Procedure

Title:	Revocation of Instructor Certification	HE_1.7
Supersedes:	HE_1.7 dated March 2001	
Effective Date:	January 1, 2014	Approved: 

POLICY:

Instructor violations will be evaluated on an individual basis and will not automatically result in revocation of certificates. Instructor certification maybe revoked and/ or rescinded by the State Coordinator for the following reasons:

- Failure to conduct the training course in the prescribed manner or failure to follow program policies and procedures or failure to cooperate with Area Coordinator, ODFW Staff and/or law enforcement
- Failure to remain active in the program or failing to attend or participate in prescribed training.
- Conduct or behavior that is contrary to the ethical standards or Code of Conduct outlined by the Hunter Education Program and/or Department.
- Conviction of a felony or a misdemeanor involving domestic abuse that results in a prohibition on the possessing/handling of firearms.
- Conviction or forfeiture of bail for violations of the Fish and Wildlife Code and/ or laws of the State of Oregon or its municipalities or any other state.
- Falsifying program records and/ documents.
- Conviction of a misdemeanor involving the welfare, health, safety, or victimization of a minor including, but not limited to:

ORS 163.355	Attempted Rape III
ORS 163.385	Attempted Sodomy III
ORS 163.415	Sexual Abuse II
ORS 163.425	Attempted Sex Abuse I
ORS 163.435	Contributing to the Sexual Delinquency of a Minor
ORS 163.445	Sexual Misconduct
ORS 163.465	Public Indecency
ORS163.483	Attempted Using a Child In an Obscene Sexual Performance
ORS163.485	Attempted Promoting an Obscene Sexual Performance by a Child
ORS 163.575	Endangering the Welfare of A Minor
ORS 67.065	Furnishing Obscene Materials to a Minor
ORS 167.075	Exhibiting an Obscene performance to a Minor
ORS 167.012	Attempted Promotion of Prostitution
ORS 471.410	Providing Liquor to a Person under 21
ORS 475.995	Delivery of Controlled Substance to a Minor


JUSTIFICATION: Certification as a volunteer Hunter Education Instructor is and must continue to be considered both an honor and a privilege. Both as a group and as individuals, instructors represent a proud and honorable tradition of volunteer citizen involvement to providing community service. The actions of each individual reflect not only upon his/ her fellow volunteers but also upon the Department of Fish and Wildlife and the State of Oregon. As with the basic course of instruction, our emphasis must be placed on quality. Although you are volunteers, it is because you recognize the responsibility entrusted to you in training the people of our State that instructors have continually insisted upon maintaining the highest standards of professional conduct.



Oregon Department of Fish and Wildlife

Hunter Education Program

Policy and Procedure

Title:	Equal Opportunity	HE_2.3
Supersedes:	HE_2.3 dated March 2001	
Effective Date:	January 1, 2014	Approved: 

POLICY: It is the policy of the Oregon Hunter Education Program to offer all persons the opportunity to participate in the program regardless of age, race, color, religion, disability, or national origin.

It is the policy of Oregon Hunter Education Program to accommodate non-English speaking students who wish to take the course.

JUSTIFICATION: Title VI of the Civil Rights Act of 1964 provides that no person shall be subjected to discrimination, or denied the benefits of or participation in any program or activity receiving Federal financial assistance, based on race, color or national origin

Section 504 of the Rehabilitation Act of 1973 provides that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against in any program or activity receiving Federal financial assistance.

The Age Discrimination Act prohibits discrimination on the basis of age in programs and activities receiving Federal financial assistance. Oregon law does not provide an age restriction for participating in hunter education. Federal law requires that if the State has no minimum age requirement no student, regardless of age, can be excluded from attending hunter education.

Title IX of the Education Amendments of 1972 provides that no person shall, on the basis of sex be excluded from participation in, or denied the benefits of any education program receiving Federal financial assistance.

Language should not be a barrier to obtaining a Hunter Education Certificate as long as the individual is capable of understanding and comprehending the legal and moral responsibilities of a hunter. Instructors should make reasonable effort to accommodate students with limited use of the English language. Contact the state coordinator or Area Coordinator if you need assistance or advice regarding these students.

If the student can understand verbally but cannot read English, allow the student to sit through the class and take the written exam orally. An assistant instructor- even a non-certified one - may be used for this purpose, especially if the assistant is fluent in the

student's native language. Remember, the skill and attitude evaluations still apply for all students.

If the student neither reads nor speaks English well enough to pass the class, instructors may ask the student to bring someone who can translate directly into the native language. The translator may quietly translate while you teach, if it does not disrupt the class. The exam may be translated and given orally to the student. For special situations call the Hunter Education Office.

Any instructor, student or other person who believes they have been discriminated against in any program, activity or facility may contact:

The Civil Rights Coordinator for Public Access

U.S. Fish and Wildlife Service

4401 N. Fairfax Drive, Mail Stop: WSFR-4020


Arlington, Virginia 22203



Oregon Department of Fish and Wildlife

Hunter Education Program

Policy and Procedure

Title:	Conventional Course Length	HE_3.1
Supersedes:	HE_3.1 dated March 2001	
Effective Date:	January 1, 2014	Approved: 

AUTHORITY: OAR 635-48-005

POLICY: The Hunter Education Program requires a minimum of 12 hours of instruction in safety, conservation and sportsmanship.

Conventional Course should not exceed 20 hours, including field day exercises, without approval of State Coordinator.

Instructors teaching in excess of the program minimum of 12 hours shall not make attendance of all sessions a requirement of graduation. The only mandatory classes in order to meet graduation requirements are firearms safety, hunter responsibility, outdoor safety, wildlife conservation, written examination and live Fire.

Up to two hours of live-fire and field exercises may be applied to the 12 hour course requirement.

JUSTIFICATION: Reciprocity agreements with other states are also a factor in the current policy. All 50 states and the 14 Canadian provinces accept the Oregon program because it meets or exceeds all minimum national standards.


Students must attend a minimum of 12 hours of classroom, field and range instruction in order to be eligible for graduation, but should not be penalized for choosing or having to attend a course where the instructor teaches in excess of the 12 hour minimum.

Students may miss up to four (4) hours of classroom instruction as long as the time missed does not make the student fall below the 12 hour minimum requirement.

Instructors that include hunter responsibility or firearms safety in each class should not use that as criteria for eliminating a student from a course.



Oregon Department of Fish and Wildlife Hunter Education Program Policy and Procedure

Title:	Firearms & Ammunition Policy	HE 3.4
Supersedes:	HE_3.4, HE_4.8	
Effective Date:	August 1, 2009	

AUTHORITY: ORS 491.138 & ORS 496.146

PURPOSE: The Hunter Education Program allows the use of live firearms and ammunition in the delivery of hunter education courses and hunter education sponsored events. Firearms are an integral part of hunter education training. They are used as effective teaching tools in educating students about firearms safety, so that students become safer, more knowledgeable and proficient participants in hunting. To minimize the risks associated with the use of firearms in hunter education, the following ODFW policies will apply.

DEFINITIONS: **Firearm:** Any device used in hunter education training, which propels a projectile from the explosion of a propellant resulting in the expansion of gases. It includes those devices commonly referred to as rifles, shotguns, handguns, pistols, revolvers, air/pellet rifles and muzzleloaders.

Bow: Any device made of a strip of wood, or other elastic material, with a cord connecting the two ends, by means of which an arrow is propelled.

Live Ammunition: A cartridge or shell which contains a live primer, other explosive material, or explosive projectile.

Dummy Ammunition: A cartridge or shell which does not contain any live explosive material (e.g. primer, powder, or explosive projectile e.g. tracer bullet).

Donated Firearms: Firearms that are voluntarily given to the ODFW Hunter Education Program, either directly or through a certified hunter education instructor, for the sole purpose of being used for classroom or field instruction.

Loaned Firearms: Firearms owned by a federal or state agency, an organization or individual outside of ODFW that allows the usage for hunter education instruction yet still maintains ownership and responsibility for the firearm.

Policy:**Use of Firearms and Ammunition**

Instructors may use ODFW-owned firearms and/or Loaned Firearms while conducting ODFW hunter education classes subject to the following restrictions:

- All firearms used in ODFW hunter education classes shall be handled in a safe and responsible manner at all times.
- Each firearm used in a hunter education program must be visually inspected by a certified instructor prior to each use to ensure that it is mechanically sound and safe to fire. If an instructor has any doubts as to the safety or appropriateness of a firearm, it shall not be used during any portion of an ODFW Hunter Education class.
- All firearms used in a hunter education program will be checked at the start of any training session, demonstration, examination, etc. or when any firearm has been left unsupervised, to ensure that they contain no live ammunition in the chamber, magazine, or feeding path of the firearm(s). All instructors, students, etc. will be asked to declare if they are in possession of live ammunition.
- Under no condition shall ODFW-owned firearms be used for personal purposes or loaned to an outside organization or the public. Upon approval of the Hunter Education Program Coordinator, instructors may use ODFW-owned firearms at events offered by outside organizations if the instructor is representing the ODFW Hunter Education Program.
- Loaded firearms are strictly prohibited from entering the classroom. Loaded firearms will only be allowed in a supervised range setting.
- Only factory ammunition shall be used during hunter education live fire exercises. The use of hand-reloaded ammunition during hunter education live fire exercises is not permitted.
- Prior to discharge of live ammunition, the data stamp on the ammunition and firearm must be checked to ensure that they match.
- Live ammunition, primers, powder and explosive projectiles are not permitted inside of indoor classrooms. These items may be used for demonstration purposes under closely supervised conditions outdoors or at an approved indoor range only. At no time should student be allowed to handle live ammunition and powder except during controlled range training activities, supervised by certified instructors.
- Live ammunition may not be used for any loading or unloading drills or demonstration.
- All dummy ammunition used in hunter education classes must be easily distinguished from live ammunition. Dummy ammunition used in the hunter education program must be marked, painted and/or drilled through the side of the case or shell to indicate that it is dummy ammunition.
- Live and dummy ammunition shall not be stored or transported in the same container.

- Students are prohibited from bringing firearms and ammunition to class.
 - **Usage exception for master hunter courses:** Due to the special nature of the live fire procedures for master hunter education classes, the use of student owned firearms and ammunition is allowed.
- Only approved ranges or areas suitable for the safe and legal discharge of firearms will be used for live fire demonstrations or firearms training.
- Any firearm incident involving injury that occurs where ammunition or live firearms are used must be immediately reported to the appropriate law enforcement agency and hunter education program coordinator.

Use of Bows and Arrows

Due to the special nature of live fire procedures and equipment considerations for bowhunter education courses, the following policies apply:

- The use of student owned bows, including arrows, is permitted.
- Every bow must be inspected by a certified instructor prior to entering the classroom or range. If an instructor has any doubts as to the safety or appropriateness, it should not be fired.
- The use of broadheads during live fire is not permitted. Field tips will be used for all live fire activities. This includes archery activities with general hunter education courses.
- All arrows are to be pointed in a safe direction at all times. Arrows should not be nocked except during controlled range training activities, supervised by certified instructors.
- The bow shall not be allowed to be drawn by a student unless the appropriate arrow is nocked as to prevent damage to the bow by dry firing or inappropriate arrow weight.

Storage and Inventory

- ODFW-owned firearms maintained by instructors will be kept in a locked storage device when not in use. If a locked storage device is not available, the firearms will be stored in an approved location at an ODFW regional or field office and checked out when needed for classroom usage using the Firearms Log sheet (he2)
- Instructors are responsible for the ODFW-owned firearms and bows in their possession. Instructors will be required to maintain strict accountability for the firearms and bows they are assigned. Any transfer of firearms or bows will be accompanied by a completed and signed hand receipt (admin4) or entered into the Firearms Log sheet. In the case of a permanent transfer or assignment, the transferring parties must complete a hand receipt (admin4) and provide a copy of the hand receipt to the ODFW hunter education section as soon as possible.
- An inventory of ODFW-owned firearms and bows will be conducted annually. Upon request for inventory, instructors must present such equipment in their possession for inspection.
- Donated Firearms and bows become the property of ODFW and will be reported to the hunter education program immediately to ensure that they are properly documented, inventoried and serviced (if needed). Firearms that are donated for use by a specific county or instructor group will be permanently assigned to that county's inventory.

Care and Maintenance

- All firearms and bows shall be maintained in good working order and cleaned/oiled as needed.
- Firearms and bows shall be visually inspected after each use. If any malfunctions, damage or defect is discovered with an ODFW owned firearm, it shall be immediately removed from service. Instructors shall contact the ODFW hunter education section so that the firearm or bow can be scheduled for repair. The item may be returned to service only after the authorized repair is complete.
- Firearm trigger assemblies of ODFW owned firearms shall not be adjusted, altered or removed except with written permission from the hunter education program coordinator.
- ODFW is not responsible for the care, maintenance or service of loaned firearms used in hunter education classes.


Loss or Theft

In the event of any loss or the theft of an ODFW owned firearm or bow, the following shall apply:

- The instructor shall immediately report the loss or theft of a firearm to their area coordinator and to the ODFW hunter education program coordinator. Notification will include pertinent information about the circumstances of the loss or theft and identifying information about the firearm or bow.
- An official police report and detailed letter of explanation must be filed by the instructor that was responsible for the firearm and a copy of report provided to the ODFW hunter education section.
- The hunter education program coordinator will review each incident of equipment loss to determine if any corrective or disciplinary action is warranted.



Oregon Department of Fish and Wildlife Hunter Education Program Policy and Procedure

Title:	Media Relations	HE_4.6
Supersedes:	HE_4.6 dated March 2001	
Effective Date:	January 1, 2014	Approved: 

POLICY:

Any requests by news media for statements on sensitive or controversial issues or matters of policy should be referred to the state hunter education coordinator. Instructors should avoid participating in news interviews/ programs unless cleared by the state coordinator. Instructors are encouraged to cooperate with local media in development of “local interest” stories and articles that will be positive in their portrayal of Hunter Education.

All Hunter Incident information requests will be referred to the Department.


JUSTIFICATION:

The program, and hunting in general, stands to gain from routine media coverage, but suffers considerable damage from negative reporting. The state coordinator can ensure that a consistent, clear message with a statewide perspective is given to the media.

Most instructors have not been trained to deal with the media and the potential for an instructor or the hunter education program to be portrayed in an unfavorable light exists. If instructors are approached by the media for an interview, they should immediately contact the state coordinator. The state coordinator can either handle the request or clear the instructor to participate in the interview. This policy is not designed to prevent an instructor from participating in a spontaneous interview. The infamous “No Comment” invariably causes more harm than good. But instructors should use caution and try to avoid those types of interviews. This policy is also not intended to prevent an instructor providing an interview to a local media member wishing to do a story or a specific class or instructor in the type of article commonly called a “hometown”. The policy is designed to prevent an instructor from being placed in the uncomfortable position of having to be the spokesperson on highly controversial issues.



Oregon Department of Fish and Wildlife Hunter Education Program Policy and Procedure

Title:	Anti-Hunting Protests	HE_4.7
Supersedes:	HE_4.7 dated March 2001	
Effective Date:	January 1, 2014	Approved: 

POLICY: Nationwide, there are ever increasing incidents of protests by anti-hunting interests. Protestors are most effective when a confrontation can be created in from of the media. To avoid confrontations instructors should use the following guidelines.

Field protests by anti-hunting groups and hunt saboteurs are a possibility. Guidance should be given to hunter education students and how to handle possible confrontations.

- JUSTIFICATION:**
- 1) Identify the spokesperson- never try to deal with a group. Always have the protestors identify a spokesperson and deal with that individual.
 - 2) Take the protest out of the classroom- do not hold any type of discussion in front of the students. Politely ask the individual or group to move out into the hall. If they refuse to do so, then have the class take a break in another part of the building keeping the students under the control of an assistant instructor or an adult.
 - 3) Ask the protestors to leave- Politely ask the group to leave the premises. This includes any protestors that have enrolled in the class. As with any disruptive student, you have a right to remove the student from the class. Never raise your voice, never use a profanity and NEVER TOUCH A PROTESTOR in any manner including brushing up against them with your body or hand.
 - 4) Call the authorities- if the protestors refuse to leave (after politely informing them you will call the authorities), contact the building administrator and have them call the local police authorities to have the protestors removed. If the building authority is not available, the chief instructor may contact the local authorities. Another option is to simply cancel the remainder of the class. This may be an attractive alternative if the class is more than half over. It will be difficult to get the students back on track as it is. Remember, make sure all students are picked up by a parent before leaving the premises.
 - 5) Notify state ODFW office- as soon as possible. After the incident make a written record of what happened including names of individuals involved and possible adult witnesses. Contact the State Hunter Education Coordinator at the first available opportunity. If you are aware of a potential protest, contact the State Hunter Education Coordinator and the building administrator prior to the class.