




OREGON DEPARTMENT OF FISH & WILDLIFE
STATEWIDE VOLUNTEER PROGRAM

POLICY: Use of Firearms by Volunteers

Policy No.	Vol_500_03	Version	2.0	Effective Date	June 1, 2024
Approval	 Ken Loffink, Acting Deputy Director for Administration				

I. PURPOSE

- A. To establish parameters for the use of firearms while performing Volunteer Service for ODFW.

II. POLICY

- A. No Volunteer is permitted to possess, issue, transport, purchase, sell or forfeit firearms or munitions; have access to firearms or munitions; or train others in the use or handling of firearms while performing Volunteer Service unless, the Volunteer holds a preliminary or active application status for a Volunteer Service Description (VSD) that includes firearm duties, and the Volunteer has met the firearm training requirements outlined in this policy.
- B. A permit to carry a concealed handgun does not give a Volunteer the authority to use, possess, or transport a handgun while conducting Volunteer Service.
- C. Authorized Use of Firearms
 - 1. **Authorization Criteria:** Volunteers are authorized to use firearms when they hold an active/preliminary status in a Volunteer Service Description (VSD) that includes the use of firearms, and they have ben initial firearm training requirements outlined in this policy.
 - 2. **Permitted Use:** Firearms are to be used for wildlife management or education purposes only and it must be clear that the intended use does not include physical force, physical protection, or personal use.
- D. Firearm Training Requirements
 - 1. Initial Firearm Training Requirements
 - a) New and returning Volunteers must complete an ODFW provided or approved firearm training specific to their Volunteer Service or provide proof of successfully completion of one of the following within the last 3 years:
 - (1) A state or Canadian certified Hunter Education course.
 - (2) A Law Enforcement, Military Reserve, or National Guard firearms training.
 - 2. Continued Firearm Training Requirements
 - a) Volunteers need to fulfill one of the following requirements every three years:

- i. Retake any of the initial trainings mentioned earlier.
- ii. Volunteer as a Hunter Education Certified Instructor and teach the firearm safety module of a certified Hunter Education course.
- iii. Obtain a Concealed Weapons Permit issued by the state of Oregon.

3. Specialized Training

- a) Volunteers using firearms capable of delivering immobilizing drugs to animals or projecting nets for capture, must complete an ODFW-sponsored or approved training on tranquilizing immobilization firearms and net guns.

F. Authorized Firearms

1. ODFW is responsible for supplying the appropriate firearms for Volunteer use. The following section details the types of firearms and any restrictions upon their use.

- a) Shotguns and Rifles:

- i. Authorized Volunteers may use shotguns or rifles owned and supplied by ODFW.

- b) Handguns:

- i. Volunteers shall not use or carry handguns unless written permission is obtained from the Volunteers Event or Program Coordinator for each specific activity.
- ii. Handguns are permitted to be carried or used only for unique situations such as horse pack trips or dealing with dangerous animals in close quarters, when rifles or shotguns are determined to be much less effective. Examples include dealing with trapped animals or working near bear dens.

- c) Volunteer-owned Firearms:

- i. Volunteer-owned firearms meeting the requirements outlined in this policy and deemed safer and more efficient than ODFW firearms are permitted with written approval from the Volunteers Event or Program Coordinator.
- ii. Volunteers will not be compensated for any lost, stolen, or damaged personal firearms used during Volunteer Service.
- iii. Volunteers are responsible for maintenance of personal firearms and must ensure the firearm is in good working order.

G. Lending Firearms

1. Volunteers are prohibited from lending ODFW firearms to others.

H. Firearm Inventory

1. ODFW-owned firearms are inventoried and identified by a property number visibly displayed on the firearm. Volunteers will assist with affixing property numbers, conducting inventory counts and performing conditions assessments, upon request.

I. Firearm Storage

1. Firearms and ammunition, including ODFW and Volunteer-owned firearms, must be stored in a locked gun safe, if possible. If a gun safe is not available, all firearms must be stored in a locked area or room. When a firearm safe is not available, firearms will be secured with action locks or in a locked case.
2. Volunteers may be given access to gun storage areas as approved by their Event Coordinator or Program Coordinator.
3. Firearms and ammunition stored at a fixed location shall be kept out of sight from public view and will not be accessible by the public or on-site contract services staff (e.g., janitorial services, office copier repair contractors).
4. Each fixed location must identify and appoint an ODFW staff or Volunteer who is responsible for the safe and proper storage of all firearms.

J. Firearm Transportation

1. Firearms must be kept out of sight while in a vehicle. Overhead gun racks or mounts and behind-the-seat cases or bags are acceptable.
2. Firearms must be unloaded while in transport. Unless securely locked to the vehicle, firearms should be returned to storage areas and not be left in vehicles overnight.

K. Firearm Maintenance

1. All Volunteers are responsible to ensure firearms are in good working condition with no barrel obstruction before each use. This includes but is not limited to physical inspection, cleaning, and maintenance of the firearm. Firearms not regularly used must be inspected and cleaned at least every six months.
2. Any firearm with questionable reliability or in need of modification or repair must be inspected and repaired by a qualified gunsmith. Volunteers must contact their Program Coordinator to arrange for repair or replacement of an ODFW-owned firearm.

L. Firearm Special Use

1. Private Lands & Lands Closed to Public Use of Firearms
 - a) An ODFW Volunteer may need to enter private lands to perform Volunteer Service requiring use of a firearm. The Volunteer must contact their ODFW Event Coordinator prior to contacting the landowner for permission to enter their land.
 - b) ODFW Volunteers may need to use a firearm for wildlife management purposes in areas where another jurisdiction, such as a city, county, federal, or other state agency, has prohibited the use of firearms by the public. The Volunteer must contact their ODFW Event Coordinator prior to contacting the landowner for permission to enter their land.

M. Incident Reporting

1. Firearm-related injuries must be immediately reported to the Oregon State Police and Volunteer's Event and/or Program Coordinator.
2. If a firearm is accidentally discharged, causes property damage, or poses an unsafe working condition, the Volunteer must report the incident to the Event and/or Program Coordinator immediately, or within 24 hours of concluding their Volunteer Service.

III. ADDITIONAL POLICY REFERENCES

- A. Oregon Revised Statutes (ORS)
 - 1. [ORS 166.210: Possession and Use of Weapons - Definitions](#)
 - 2. [ORS 166.370: Possession of Firearm or Dangerous Weapon in Public Building](#)
 - 3. [ORS 496.012: Wildlife Policy](#)
 - 4. [ORS 498.012: Taking Wildlife causing damage, posing public health risk or that is public nuisance](#)
 - 5. [ORS 498.016: Taking Crippled or Helpless Wildlife](#)
- B. Oregon Department of Administration (DAS)
 - 1. [DAS Policy 50-010-05 Weapons in the Workplace](#)
- C. Oregon Department of Fish & Wildlife: dfw.state.or.us/hr/policies/#HR
 - 1. [Vol 500_01 Code of Conduct for Volunteers](#)
 - 2. [ASD 210 PO: Asset Management](#)
 - 3. [HR 450_22: Use of Firearms](#)
 - 4. [HR 480_05: Accident Analysis and Reporting](#)

Acknowledgement:

By my signature, I certify that I have read this Use of Firearms by Volunteers policy and each of the policies referenced within and have been given an opportunity to ask and receive answers to any questions I have about these provisions. I understand the provisions of these policies and how they relate to my role as an ODFW Volunteer. This form will be retained in my official Volunteer file.

Volunteer's Full Name	Volunteer's Signature	Today's Date
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