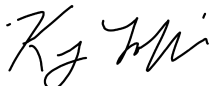




OREGON DEPARTMENT OF FISH & WILDLIFE

STATEWIDE VOLUNTEER PROGRAM

POLICY: Residing on Property Owned or Managed by ODFW

Policy No.	Vol_500_04	Version	2.0	Effective Date	June 1, 2024
Approval	 Ken Loffink, Acting Deputy Director for Administration				

I. PURPOSE

- A. To provide guidance and uniformity throughout Oregon Department of Fish & Wildlife (ODFW) relating to administration of volunteers residing on property owned or managed by ODFW.

II. DEFINITIONS

- A. **HOST SITE:** An ODFW owned or managed location where Volunteer Hosts may be assigned to reside for the duration of their Volunteer Service.
- B. **PET:** A domestic dog, cat, rabbit, bird, or rodent (e.g., hamster). Possession of any other animal not listed here is not permitted while residing on ODFW-owned or managed property.
- C. **VOLUNTEER HOST:** A Volunteer who resides on an ODFW-owned or managed property as part of their Volunteer Service.

III. POLICY

- A. ODFW provides designated Volunteer Host Sites and amenities where Volunteer Hosts may reside. Volunteer Hosts support ODFW hatcheries, wildlife areas and offices.
- B. Volunteer Host Expectations
 1. 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 Sites are permitted without pre-approval from the Program Coordinator. The Volunteer will immediately notify the Program Coordinator of any defects or dangerous conditions on the property as soon as they become aware of them.
 2. Perform a minimum of 20 hours of Volunteer Service per Host Site, every week for the duration of their assignment.
 3. Notify the site manager of any circumstances that result in absences or inability to meet the weekly minimum requirement.
 4. Report Volunteer hours to ODFW every month for the duration of assignment.

C. Length of Stay

1. Volunteer Host assignments are temporary and do not establish a Volunteer as a semi-permanent or permanent resident or create an expectation of future Host assignment or residency. The minimum required length of a Host assignment is one month (30 days), which is considered the trial period. The maximum assignment is six consecutive months at one site. A Program Coordinator may request to extend a Volunteer 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 Site assignment at any time. Volunteer Host(s) may be asked to leave without prior notification and for any reason ODFW deems appropriate.

D. Additional Occupants

1. Every Volunteer Host Site must be occupied by the assigned Volunteer Host(s). Many Volunteer Host Sites are unable to accommodate additional non-registered Volunteer occupants. Approval for additional non-registered Volunteer occupants may be allowed with prior approval from the Host Site coordinator and host program coordinator when it benefits ODFW and does not interfere with the Volunteer's Service. Volunteers that wish to request additional non-Volunteer occupants must complete the [Attachment A: Volunteer Host Additional Occupants Agreement](#).

E. Host Site and Pets

1. ODFW may refuse any pet on a Host Site. Up to two (2) pets are allowed with prior approval from both the Host Site and host program coordinator. Approval depends on:
 - i. Site-specific conditions.
 - ii. Adherence to all policy guidelines and compliance with conditions for Host Site pet approval.
2. Conditions for Host Site Pet approval:
 - i. Pets remain away from areas where they could cause conflict with neighbors, the public, station routine, fish or wildlife, or cause damage to the property
 - ii. If cages, kennels, or other confinements are required, they must be humane and neatly maintained at a location mutually agreed upon by the Host Site coordinator and the host program coordinator.
 - iii. Pets will be adequately restrained, always fenced or under complete control of the Volunteer Host to ensure the health and safety of the entire property, its personnel, and the public.

- iv. Pets such as hamsters or birds must be kept in a cage.
- v. The Volunteer or pet owner will be held liable for property damage incurred by any pet.

F. Firearms

- 1. Volunteer Hosts are authorized to keep legal firearms on the premises, provided the Volunteer keeps them out of sight from public view, always secured against theft and misuse, and in compliance with all applicable firearm laws and regulations.

II. ADDITIONAL POLICY & FORM REFERENCES

- A. Oregon Department of Fish & Wildlife: dfw.state.or.us/hr/policies/#HR
 - 1. [Vol_500_01: Code of Conduct for Volunteers](#)
 - 2. [Vol_500_03: Use of Firearms by Volunteers](#)
 - 3. [ISD_610_01: Acceptable Use of State Information Assets](#)
 - 4. [Attachment A: Volunteer Host Additional Occupants Agreement](#)

Acknowledgement:

By my signature, I certify that I have read this **Residing on Property Owned or Managed by ODFW** 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: