




OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Volunteer Host Housing	VP_18
Effective Date: 04/17/2017	Approved: 
Reference: ODFW Service Agreement Combined	

1) PURPOSE

The purpose of this policy is to provide policy guidance and uniformity throughout the Department relating to volunteer housing.

2) POLICY

Volunteers may reside temporarily in a recreational vehicle or trailer on a hatchery, wildlife area or other designated location at the approval of the Department. Volunteers shall comply with all Department rules, regulations, policies and procedures.

a) Tobacco, Drugs and Alcohol

It is the intent of the Department to provide a work atmosphere that is as free as is practicable of tobacco, alcohol and drug use and its undesired effects. Smoking and consumption of alcohol is permitted in the host's RV or trailer and within the host site. Refer to Tobacco Free Workplace Policy VP_04 and Drug and Alcohol Free Workplace VP_03

Marijuana use by a volunteer who is a tenant, may not use or possess marijuana in any form (including recreational or medicinal) on ODFW property. Additional occupants of the ODFW rental property may not use or possess marijuana in any form (including recreational or medicinal) on the rental property, except for medicinal use, with the Department's prior written consent. The Department will review requests for such consent for medicinal use by additional occupants on a case-by-case basis, and may grant or deny them in the Department's sole and absolute discretion.

b) Condition of Host site

Volunteers shall maintain and keep the host site clean and sanitary and in good repair. The volunteer will immediately notify the facility supervisor or designee of any defects or dangerous conditions in and about the premises once the volunteer becomes aware of them. The volunteer must remove all personal property when vacating the site.

c) Repairs and Alterations

No repairs or alterations shall be made to the host site without the prior authorization of the facility supervisor.

d) Damage to the host site

The volunteer shall reimburse the Department for the cost of any repairs to the volunteer site damaged by volunteer, household members, guest, or invitees through misuse or neglect.