

Welcome!

Congratulations on joining the Off-Highway Vehicle Volunteer Program. You have become a caretaker of this special place, the National Forest.

When it comes to getting into nature, few outdoor activities can get you further faster than backcountry motoring. By welcoming and educating Off Highway Vehicle users and working to maintain and preserve OHV recreation opportunities, you help off-highway vehicle users understand the importance of land stewardship and resource ethics.

Your involvement as an OHV Volunteer requires a high degree of commitment to the sport of off-highway travel and the wise use of National Forest land. You are a valuable member of the U.S. Forest Service and the San Bernardino National Forest Association team.

Besides that, being an OHV Volunteer is just plain fun!

Welcome to the Team.



Dale Johnson

OHV Volunteer Program Coordinator



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Section I: Introduction to the OHV Volunteer Program

What is the OHV Host Program?

Thanks to today's sophisticated multi-terrain vehicles, there is a new exciting world of adventure available on our public lands. As sales of OHV's and sport utilities vehicle's (SUV's) increases, so does the concern for public education of rules, regulations, and principles of trail ethics.

To help off-highway vehicle enthusiasts understand land and resources ethics, the Forest Service has developed a partnership with the OHV user groups and industry to develop an OHV Host Program. These are the program's objectives:

- *Unite all concerned in safe, sensible use of OHV's and responsible land management.*
- *Provide information and conservation education to OHV enthusiasts who visit the National Forest.*
- *Promote the continued enjoyment of our forest, year after year, for generations to come.*

Why Is It Needed?

Your National Forests cover many square miles of land – land that is crisscrossed with countless miles of remote roads and trails. As OHV use becomes more popular each year, so does the use of our public road and trail systems. Many seek the adventure of the sport before learning basic safety or the regulations governing their travel. This can result in the inappropriate use of their vehicle, or in some cases, create a safety hazard. Simultaneously with the increase of visitors, funds are continually reduced each year, making it even more difficult for the Forest Service to provide an adequate level of patrols, information, signs, and enforcement.

OHV Volunteers can provide the most important mission ingredients: Education and information. This allows the Forest Service to concentrate on the more difficult law enforcement problems.

Who Benefits?

Everyone. OHV owners gain the respect they deserve from direct participation in improving their sport. Other users of National Forest land benefit from increased knowledge and awareness demonstrated by the OHV users. The Forest Service benefits because the volunteer effort serves as an extension of its information and resource education program. OHV clubs benefit from increased exposure and contact with prospective members. The OHV Host benefits from a responsible and fun experience, doing what they like to do: Traveling OHV routes and meeting other enthusiasts. More importantly, our public lands benefit from the planned use rather than inappropriate use.

Mission Statements

Each government agency defines its purpose in clear, easy to understand terms called a Mission Statement. The Forest Service, a federal agency under the cabinet level Department of Agriculture, is no exception with a very simple statement.

USDA Forest Service Mission Statement: ***Caring for the land and serving people.***

Simple as this sounds, balancing the needs of the people against protecting the land is a complex process. Preserving the Forest for future generations through watershed management, soil conservation, ecosystem management, fire management and fire suppression, while providing public access and managing recreational opportunities, is difficult. People want many things from their Forest. Land use for recreation, camping, hiking, fishing, boating, and driving or riding the trail system comes into conflict with commercial activities such as mining, timber cutting and grazing leases. The Mission Statement is simple, but its execution is not.

Because of the diversity of environments among the 156 National Forests, each Forest has its own special needs, and hence, each Forest has its own Mission Statement. The Mission Statement for the San Bernardino National Forest is included below.

San Bernardino National Forest Mission Statement

The people who manage the San Bernardino National Forest will be leaders in land stewardship by and through the use of ecosystem management into the 21st century.

All aspects of the life, health, and integrity of the San Bernardino National Forest will be managed for sustainability. Spiritual and historical sites, physical features, and watersheds will be similarly valued.

As caretakers of this special place, we will be committed to conserving the rich and varied cultural and biological resources, which make up this National Forest. We will take advantage of quality opportunities for environmental education, recreation, and enterprise while balancing the needs of healthy dynamic ecosystems. This balance is achieved through intelligent research, creative leadership, innovative planning, cooperative partnership, open communication, personal accountability and service.

The Forest will strive to provide a safe and inviting environment for its diverse and multi-cultural visitors, neighbors, and employees. The San Bernardino National Forest with its interested and committed partners have a unique opportunity to educate the surrounding communities on the value of fire as a component of a healthy ecosystem balanced with the need to protect life, property, and natural resources.

The San Bernardino National Forest, from desert floor to alpine peaks, from flowering cactus to eagles soaring above tall pines, will be managed to allow future generations to discover and appreciate this natural world at the doorstep of urban southern California. (Adopted by forest Leadership team 3/19/96)

San Bernardino National Forest Association

The San Bernardino National Forest Association (SBNFA) is a 501(3)(c) nonprofit corporation formed in 1994 and committed to the success of the San Bernardino National Forest as it works to fulfill its mission of "Caring for the Land and Serving People". The Association will complement and add to the skills and resources of the Forest, involve other partners -- individuals, community groups, corporations, foundations, other government agencies, and nonprofits -- and foster citizen involvement in Forest planning and decision making. The SBNFA seeks to accomplish its purpose by bringing volunteer and financial resources to the Forest. Today, the SBNFA is a national model for how public lands managers and private organizations can partner for the benefit of everyone.

The SBNFA is most visible through the volunteer programs it manages. In 2000, over 775 volunteers contributed 48,265 hours toward caring for the Forest. The goal of *all* SBNFA programs can be summed up on one statement:

To ensure that every visitor becomes a responsible steward of the Forest.

More and more, SBNFA-managed volunteers are becoming the public interface to the Forest Service. We estimate that SBNFA staff and volunteers make over 250,000 contacts per year, each offering an opportunity to educate.

Many recreation and education programs would not exist without the SBNFA. The programs the SBNFA manages are:

- **Children's Forest** – nearly 10,000 school-aged children participate in learning programs with their class, youth group, or family.
- **Fire Lookout Hosts** – six fire lookouts in the SBNF and two in the Angeles are opened, maintained, and staffed by volunteers to serve the public as information centers and to supplement fire prevention/suppression resources.
- **Big Bear Discovery Center** – this visitor information and environmental education center hosts over 170,000 visitors per year.
- **Off-Highway Vehicle (OHV) Volunteers** – this group has become the “eyes & ears” for the Forest Service, logging nearly 20,000 miles of patrols promoting responsible OHV recreation. The group also maintains many roads, trails, and recreation areas with road repair, trash removal, extinguishing illegal campfires, and assisting lost and stranded visitors.
- **Fire Prevention Education -**

Only about 20% of the SBNFA's income comes from the Forest Service, much of that derived from Adventure Pass funds. Like all nonprofits, the SBNFA is dependent on grants, donations, fundraisers, and membership to support its operations. The OHV Program is looking for primary sponsors. The Association also generates revenue through its retail operation and fees for tours and programs at the Discovery Center and Children's Forest.

OHV Volunteer Host Program Objectives

- Unite all concerned in safe, sensible use of off-highway recreational vehicles and responsible land management.
- Provide information and conservation education to OHV enthusiasts who visit the National Forest.
- Promote the continued enjoyment of our forest, year after year, for generations to come.

What is an OHV Host?

OHV Hosts are a group of specially trained adult volunteers riding motorcycles, all terrain vehicles or driving their 4X4 vehicles on designated trails throughout the National Forest. They are responsible for greeting fellow OHV enthusiasts, handling emergencies and passing along information about backcountry travel on public land managed by the Forest Service. Operating under a sponsored volunteer agreement, the OHV Host represents the U.S. Forest Service. Volunteers must support and accurately represent the Forest Service policies and regulations when speaking with the public. They become an official representative of the Forest Service, but carry no law enforcement authority to enforce regulations beyond that of any other citizen. The Forest is responsible to enforce regulations and the volunteers can be involved in supporting the Forest's law enforcement efforts. Volunteers need to be aware that enforcement of OHV regulations is a necessary and important part of properly maintaining and managing the Forest OHV opportunities. The volunteer's influence is felt through their knowledge, friendliness and willingness to help others. They are a vital part of the Forest Service. The volunteer must have a high degree of commitment to responsible use of off-highway vehicles on public lands.

OHV Host volunteers also participate in special projects identified by the Forest Service. These projects are varied and include, but are not limited to, trail maintenance, disguise of unauthorized trails, fence repair, tree planting, youth activities, conservation, and public education projects.

The basic functions of the OHV volunteer can be summed up as follows:

- Patrol
- Public contact
- Observation
- Trail maintenance

The OHV volunteers operate as “working patrols” which emphasizes patrolling the forest, contacting the public, identifying maintenance and resource protection items, correcting problems on the spot when possible, or reporting larger project for future workdays.

How to Become an OHV Host

The OHV Host Program is a cooperative effort by the San Bernardino National Forest Association and its partners with the U.S. Forest. Together, they have agreed upon the following requirements. The number of Host positions is limited by the resources available to train and manage the program effort. To become eligible to work as an OHV host one must:

1. Have a strong commitment to responsible OHV recreation and the goals of the OHV Host Program.
2. Demonstrate the ability to contact National Forest visitors in a courteous, informed and positive manner.
3. Receive training provided by the OHV Host program.
4. Sign an agreement, which specifically set forth conditions of service, dates, and responsibility for the U.S. Forest Service and the OHV Host.
5. Maintain his or her motorcycle, ATV, or 4X4 in good condition.
6. Agree to provide a minimum 90 hours (about one day per month) of volunteer service during the calendar year, which does not include travel time from residence to duty site or training.

Sponsored Volunteer Agreement (FS-1800-7)

The name of each new OHV Host will be added to the Sponsored Volunteer Agreement between the Forest Service and the San Bernardino National Forest Association (SBNFA). Hosts are volunteers to the Forest Service, and as unpaid Forest Service employees, for the purpose of tort claims and compensation for work injuries, are covered by Forest Service liability policies.

OHV Host Duties and Qualifications

OHV Volunteer Hosts are responsible for greeting fellow OHV enthusiasts and passing along information about motorized backcountry travel ethics, Forest Service travel regulations and helping out with organized projects. A Volunteer Host should communicate regularly with respective OHV Host Coordinators.

Duties:

1. Volunteer a minimum of 90 hours per year on the trail.
2. Greet visitors (public contact). Provide maps and other information to visitors.
3. Perform light trail maintenance during regular patrols.
4. Encourage visitors to stay on the designated routes.
5. Prevent resource damage and restore damaged areas.
6. Preserve natural resources, especially Threatened and Endangered (T&E) species.
7. Handle emergencies (when appropriate).
8. Complete a daily log sheet to log hours and information about what was observed on the trail.
9. Write incident reports when necessary.
10. Ensure their vehicle and/or Forest Service vehicle is in good operating order.
11. Display the official OHV volunteer logo on their vehicle or person, as appropriate.
12. Watch for fires to assist the Forest Service.
13. Wear the official uniform and safety gear.
14. Learn more about the forest through training, observation, and contact with other OHV volunteers and the public.
15. Receive training on appropriate public contact, public relations and customer service.

Qualifications:

1. Must be at least 18 years of age and possess a valid California driver's license
2. Successful completion of the OHV Orientation and Host Training program (see Training).
3. Own a 4WD vehicle in good condition (4X4 OHV Host only).
4. Possess valid motorcycle endorsement on driver's license (motorcycle OHV Host only).
5. Have no outstanding warrants.

Awards and Recognition

The SBNFA knows it is very important to recognize the contributions of the OHV volunteers. There are several ways in which volunteers are given the recognition they deserve and are shown appreciation for all that they give to the Forest and the OHV program. Some of these are listed below:

- Graduation ceremony and appreciation gifts for newly training volunteers.
- Annual Adventure Pass received for 100 hours contributed.
- Name badges displaying the volunteer's "Years of Service" and "Position."
- Vehicle/Window decals displaying cumulative "hours" contributed
- Annual "Clash of the Titans" BBQ and Awards Ceremony each October
- Annual "Summer Kickoff" BBQ

The real satisfaction of volunteering comes from the achievements of the group. *Volunteers do make a difference on our forest.*

OHV Volunteer Program Rules

1. Host Candidates and Hosts travel with other Hosts, never alone.
2. Ride-alongs: Prospective and new volunteers who have not completed the applicable vehicle training must ride as passengers with trained and experienced volunteers. They CAN NOT drive or ride their privately owned vehicles (POV's) until they have completed formal SBNFA vehicle training.
3. The North Shore Volunteer Work Center is for Host Candidates and Hosts. Camping and staging by non-Hosts (visitors) should be done outside of the North Shore Volunteer Work Center.
4. Only Forest Service personnel and volunteers can use Forest Service equipment. A "volunteer," as defined for our purposes, is someone working under a Sponsored Volunteer Agreement. Equipment includes motorcycles, ATV's, 4X4's, trailers, tools, etc.
5. Host Candidates and Hosts must notify the respective Post Coordinator to schedule patrols prior to showing up at the North Shore Volunteer Work Center or any OHV Outposts (Cajon, Big Bear, Mill Creek, or San Jacinto).
6. The OHV Volunteer uniform and name badge is considered an official uniform and worn only by volunteers who have completed the required training and are on duty.
7. The OHV Volunteer Program has an outstanding reputation on the Forest. It is important that we project an image of which the Forest and other volunteers can be proud. Image starts with your vehicle. Check your vehicle for offensive stickers or items that may not represent the attitudes of your fellow volunteers. Look sharp and present a professional appearance to the public. Uniforms must be neat and clean.
8. Clean up all Forest Service equipment (i.e. radio, first aid kit, vehicles) at end of day.
9. Non-Motorized Travel: Never travel into a non-motorized or closed area unless escorted by Forest Service personnel.

Communication

Communication is critical to a successful OHV Volunteer Program. The volunteer coordinators must be able to communicate to each other as well as communicate with the volunteers and Forest Service personnel.

1. Communication between Coordinators and the OHV Volunteer Program Coordinator will be accomplished through email, voice mail, monthly meetings and the telephone.
2. Communication with other volunteers will be by telephone, monthly meetings, newsletters, and email.
3. Communication with the Forest can take several routes. A Coordinator may communicate directly with the Forest, talk with the Volunteer Program Coordinator or discuss issues at the monthly meeting.
4. Communication with the public will be through the newsletter, brochure, media coverage and other Forest Service personnel. Brochures will be available to the public at each District Office and the Forest Service Supervisor's Office.
5. Hosts on duty will communicate with Dispatch using Forest Service radios and/or landlines. Relays can also be established for CB and HAM communications between Hosts.

Section II: Training

OHV Volunteer Host and Leadership Training Levels

The objective of the OHV Volunteer Host and Leadership Training levels is to provide volunteers the opportunity to be trained as OHV Hosts for the Forest Service and the SBNFA OHV Volunteer Program. Volunteers can move from an entry level Host Candidate position to OHV Host, Patrol Leader, and Team Leader positions. This can be achieved through special training, hours served in the field, and recommendation by members of the leadership team. As a volunteer, you may proceed at your own pace and achieve the level of expertise you desire. Note that before an OHV can participate in any level of the program, he or she must have a signed Sponsored Volunteer Agreement on file with the OHV Volunteer Coordinator.

1. Host Candidate

As a Host Candidate, you will complete training that includes Orientation/Host, Scenario, and OHV Regulations and one or more of the three vehicle training courses (4x4, ATV and/or Motorcycle). Host Candidates must complete a minimum of 50 hours of combined field and training time.

A Host Candidate main role at this stage is as an observer (limited or no public contact) and he or she always goes on patrol with an OHV Patrol Leader. Please note that before Host Candidates can ride an ATV or motorcycle (POV or Forest Service) on patrol, they must complete the OHV program ATV or motorcycle certification training or provide documented evidence of having completed equivalent training as determined by the OHV program and the Forest Service. Questions concerning this policy should be addressed to the OHV Volunteer Coordinator or the Forest Service OHV Liaison.

Host Candidates may operate their own 4 x 4 vehicles or ride along in another OHV Volunteer's 4 x 4 while on patrol, providing the patrol is conducted on trails rated "Easy" (Green Circle) or "More Difficult" (Blue Square) trails only.

In addition, Host Candidates need to complete two "ride-alongs" with designated Forest Service personnel or a qualified OHV Patrol or Team Leader for initial introduction to the program.

Uniform for Host Candidate will be the SBNFA approved rugby/polo style shirt, hat (optional) and nametag.

Summary of Host Candidate Training Required Before Advancement to Host

- ✓ 50 hours of training and field time ("field time" includes patrols, projects, and orientation ride-alongs).
- ✓ Two orientation "ride-alongs" at two different OHV outposts.
- ✓ Vehicle certification in one or more of the following:
 - CA4WDC 4x4 Safety Education Program
 - MSF Dirt Bike School
 - ASI ATV Ridercourse

2. OHV Host

After completing the required Host Candidate training, are considered OHV Hosts. At this point, volunteers may make supervised public contact with forest visitors and will learn to be the “eyes and ears” on the trail for the Forest Service. With the help of OHV Patrol Leaders, Hosts will learn communication techniques (e.g., . radio usage, visitor contacts, and conduct and ethics used by Forest Service personnel). Training also includes learning how to fill out and complete all required reports and forms associated with the program.

The OHV Hosts will participate in more advanced training including Scenario and Rules & Regulations. First Aid/CPR certification is a good idea, but not required at this level. ***If an OHV Host wishes to advance to the level of Patrol Leader, he or she must complete all the additional training outlined below and be recommended by an OHV Team Leader, the Forest Service OHV Volunteer Program liaison or the OHV Volunteer Coordinator.***

Summary of Host Candidate Training/Qualifications Required Before Advancement to Patrol Leader

- ✓ Rules & Regulations Training
- ✓ Scenario Training
- ✓ Basic Map & Compass Training
- ✓ First Aid/CPR (optional)
- ✓ Critical Forest Protection CFP Training

3. Patrol Leader

Patrol leaders are the lead person on patrols. They are allowed to use discretion and judgment to handle a variety of public contacts, situations, and emergencies that may occur in the field. Patrol Leaders must demonstrate leadership and effective communication/visitor contact skills.

At this level, may wear standard Forest Service issued volunteer uniform (with proper patches identifying Host as a volunteer) or the SBNFA approved rugby/polo style uniform, hat (optional), and nametag.

Patrol Leaders may participate in a number of advanced courses and OHV Volunteer activities including coordinating an OHV Outpost, becoming certified to instruct vehicle, First Aid/CPR, and Orientation/Host classes. ***To advance to the level of OHV Team Leader, a Patrol Leader must receive two recommendations to this level by any combination of OHV Team Leader, Forest Service OHV Volunteer Program liaison, and OHV Volunteer Program Coordinator.***

4. Team Leader

Team Leaders take an active role in the overall success of the OHV program. At this level, the volunteer is now qualified to instruct Host Candidates, OHV Hosts and Patrol Leaders in the field, lead patrols and makes regular contact with Forest visitors. An OHV Team Leader may act as a Host Post Coordinator.

Note: To remain on “active status” as an OHV Host volunteer, 90 hours of field/administrative hours plus two training classes per year are required.

The OHV Host will:

- Consider safety to be the primary concern when patrolling.
- Use the Host approach by responding to the public in a courteous and responsive manner.
- Provide accurate information to the public. If you don't know answers to questions, say so. Refer public to the Forest Service office for additional information.
- Promote the principles of the "Tread Lightly!" Program.
- Inform public of Pack-it-in/Pack-it-out Program in regard to picking up and taking home litter.
- Make observations, record visitor use patterns and numbers, as requested.
- Observe OHV use, make notations of inappropriate use, and gather information that can be used by the Forest law enforcement officers.
- Travel popular designated routes, making your presence known to other travelers.
- Assists in specific work projects as assigned by the Forest Service coordinator, for example, installing signs, improving road drainage, rehabilitation of closed areas, or resource enhancement.
- Stop along the routes to disguise any recent illegal use or make light trail repairs.
- Provide own transportation to and from area patrolled.
- Carry adequate equipment for emergencies.
- Make every attempt to follow any assigned schedules; making certain that anyone affected by your change in plans is notified.
- Observe Forest Service rules and regulations.
- Report personal (Host) injuries immediately to the Forest Service. Worker's Compensation rules require this.
- Count vehicles on designated route and trailheads throughout the day and record on OHV Volunteer Activity Report.
- Warn other users of potential hazards and correct hazard, if possible. Inform Forest Service personnel of those hazards not corrected.
- Report condition of trail signs.
- Promote good land and resources ethics while enjoying your National Forest.

Use of Forest Service Owned OHV's

In the OHV volunteer program it is preferred that volunteers own and use their own OHV's while volunteering for the Forest Service. This reduces the maintenance needs for the Forest's OHV fleet. Also, it is difficult to get the Forest's OHV's repaired or maintained in a timely manner since there are no Forest Service or SBNFA staff dedicated to vehicle maintenance. If volunteers use the Forest's OHV's, it is necessary for them to take on an active role in the maintenance and repair of those vehicles.

Uniforms

Anytime you are wearing your OHV Host uniform; you represent the Forest Service. In fact, visitors most likely will think you are a Forest Service employee. Since you are often the first contact visitors have with the Forest Service; you want to make a good impression. Please keep your uniforms clean and in good repair at all times.

Your OHV Host uniform consists of the following items:

Shirt: Your choice of a long- or short-sleeved polo-style shirt displaying the official OHV Host logo and the Forest Service shield.

Name Tag: To be worn on the right side of your uniform shirt.

Pants, Shorts, Skirt: Your choice but must be in good condition and appropriate for the terrain and weather conditions.

Hats: Hats are optional. Baseball caps with the Program logo are the only caps that may be worn on duty. Those who need more protection from the sun may wear plain straw or cloth hats in neutral colors.

Section III: Patrols

Introduction to Patrols

In the course of conducting OHV volunteer patrols, OHV Hosts represent the Forest Service by it's traveling the Forest's OHV roads and trails, contacting and educating OHV enthusiasts, maintaining OHV recreation opportunities and protecting the Forest's resources. Volunteers also provide education and information to forest visitors on a variety of topics: information concerning activities: the location and difficulty of trails, trail length, points of interest, permitted activities in each area, Adventure Pass regulations, and wilderness boundaries. OHV Volunteers also collect data on forest use and may make minor trail repairs and/or make note of work that might be required for future projects. In addition, during the course of a patrol OHV volunteers may help in emergency situations as needed.

When going on patrol, OHV volunteers check in at one of the OHV Outposts, take at least on Forest Service radio, and go "in-service" with San Bernardino dispatch the start of their activities. At the completion of patrols, the team that went out on patrol notifies dispatch that it is "out of service" and upon return to the OHV Outpost, returns all Forest Service Equipment and files a report of that day's patrol. Only trained OHV Volunteers and Forest Service personnel are permitted to participate on OHV patrols.

OHV Patrol Objectives:

#1 Objective is Safety – Your main task is to go home at the end of the day.

Maintain personal and public safety

Almost all of the OHV Volunteer Program's policies exist and are in effect to protect the safety of the volunteer and the public. Please be aware that we have rules so that we can be safe, enjoy the Forest, and continue the program.

Enjoy the Forest

Promote responsible OHV use:

Make public contact and provide information and assistance to OHV'ers.

Distribute OHV Regulation/Map handouts

Advise OHV's of requirement to stay on designated trails and roads.

Educate about OHV regulations such as spark arresters and registration stickers.

Promote quiet OHV's by providing information on CA OHV noise limit of 96 dB.

Protect resources and prevent resource damage:

Discourage off-route travel

Eliminate/disguise/slash off-route vehicle tracks

Install or repair fences/gates/barriers to prevent off-route travel

Be on the lookout for illegal campfires on spur roads and remote campsites

Report any needs for larger scale projects

Pickup/remove trash and junk (tires, debris, appliances, vehicle parts, etc)

Maintain OHV roads and trails:

Remove down trees

Remove encroaching brush

Remove oversize or hazardous rocks when appropriate

Install/repair OHV signs

Clean/reopen drainage structures

Correct or report erosion problems

Report any needs for larger scale projects

Provide information to support the volunteer and Forest OHV programs:

Complete Patrol Log

Report all OHV related contacts, accomplishments and observations

Fill out daily timesheet (greensheet) to record hours contributed

Preparation:

Be physically and mentally prepared

Have proper field equipment with you (Tools, water, handouts, etc)

Hold a pre-patrol briefing with partner and Area Coordinator

Patrol Actions:

- Coordinate patrol activity plan with Area or Program Coordinators
- Conduct a morning briefing and an end-of-day de-briefing
- Determine an agreed upon quitting time for the group
- Conduct patrol in accordance with the standard "Patrol Objectives"
- Put the patrol group in- and out-of-service with Dispatch
- Have each volunteer fill out a Volunteer Activity Sheet (Greensheet)
- Make certain a Volunteer Activity Report (Patrol Log) is completed for the group
- Check that each volunteer in your patrol is wearing the appropriate uniform
- Obtain an incident number for any significant events or reports
- Verify that all radios and vehicle placards are returned in good condition

OBSERVE!

- Safety hazards
- Maintenance needs
- Visitor behavior and use patterns
- Inappropriate activity

Basic Thoughts for Good Host Patrol

Practice Safety

Positive Attitude

Use a Host Approach

Teach by Example

Educate the Public. Do not perform law enforcement.

95% of all public contacts are positive

Don't do anything you are not comfortable doing

Be consistent in the application of regulations with all visitors

Do not try to resolve heated conflicts between visitors

Always show respect to the individuals you contact

Do not be hesitant to approach visitors because of stereotypes about culture or lifestyle

Appearance While on Duty

UNIFORMS: Hosts Must wear approved OHV Host uniform. The entire uniform must be worn as a unit and cannot be worn as separate pieces. **ALWAYS**, keep it clean and presentable. There should be no adornments other than official regalia. All other ornamentations are prohibited.

CLOTHING: Think ahead and wear appropriate clothing and safety gear for the task at hand, such as long underwear, rain gear, and heavy or lightweight boots. You should take into account your personal work habits and the impending weather.

T-SHIRTS: While participating in projects or trail rides, i.e. not in uniform, you must wear presentable clothing. Inappropriate language or images are prohibited.

PANTS: Most patrols and tasks require long pants for safety reasons, but shorts can be worn if the situation and weather warrant.

SHOES & BOOTS: Make them appropriate for the task. Work boots are suggested for heavy work and lightweight boots for hiking. Open toe shoes and sandals are prohibited for safety reasons

SUNGLASSES: Sunglasses are recommended for outdoors in summer **AND** winter. Remember to remove sunglasses with making contact with Forest visitors.

Behavior

1. **ACKNOWLEDGE** the visitor no matter how busy you are!
2. **VALUE DIVERSITY!** Wherever you find it.... in plants, animals, languages, cultures or lifestyles.
3. **BE PATIENT!** With your co-workers and the forest visitor.
4. **DO NOT** eat, smoke, or chew gum while talking to visitors.
5. **DRINKING** of alcoholic beverages or use of illegal drugs while on duty is prohibited.
6. **REPRESENT** the Forest Service. Your personal opinions about Forest policy are **NOT** to enter into your discussions with the public.

OHV Volunteer Conduct & Ethics

- Your most important function...to go home safe at the end of the day!
- Check in and out at the OHV volunteer outpost so that we can account for your safety.
- Finish the day at the outpost so you can relay important observations to the other volunteers and the Forest staff.
- Do not take radios or OHV volunteer vehicle placards home with you or keep them in your vehicle. These items are for the use of all volunteers and are not assigned to individual volunteers.
- Do not display OHV placards when **NOT** on duty.
- **Never** display the Forest Service shield on your personally owned vehicle (POV) at anytime. Exception is the F.S. shield that is part of the OHV volunteer placards.
- Complete a Preventative Maintenance (PM) checklist sheet each time you use an F.S. OHV. Note any needed repair items so that they can be addressed before the OHV is needed for the next patrol or project.
- Wear your uniform so as to represent the Forest Service and provide “presence”.
- Report any suspicious activity to the proper authority, i.e. Area Coordinator, Forest Service liaison, or San Bernardino dispatch.
- Report illegal activities, i.e. target shooting, open fires during fire season.
- Volunteers carry no weapons.
- Protect environment and natural resources. (No dumping, oil spills, illegal off-roading.
- Do no law enforcement. Remember: Educate visitors of the laws through host approach.
- Do not use your official position, uniform or badge for personal or financial gain, for obtaining privileges or for avoiding consequences of illegal acts.
- Avoid confrontation with visitors in the forest.
- Be respectful of all visitors, other volunteers and Forest Service employees.
- Be polite - say please and thank you a lot.
- Support your fellow workers in the field. Let “lead” person control the contact.
- Handle emergency situations (i.e. lost persons, injuries, vehicle breakdowns)
- Provide information to visitors. Be honest; suggest alternatives.
- When entering a family or group camp, approach the leader of the group. Be friendly, but do not make friends. Be aware of your surroundings at all times
- Teach the Tread Lightly! concept.
- Do not pursue or stop any vehicles in motion.
- Use common sense. Act in a safe and responsible manner at all times.

Your attitude and your actions will determine your success in the field. The more you practice them, the better you can fulfill your obligations and insure your safety while on duty.

Public Contact

Observe forest visitors from a safe distance until you know:

- where everyone is located
- what they are doing
- whether any illegal activity is occurring
- whether there is alcohol or firearms involved
- whether your personal safety is at risk
- whether public safety or forest resources are at risk

Provide SBNF dispatch with the following information:

- location
- activity occurring
- number and description of individuals and/or vehicles
- actions you are going to take
- assistance, backup or support needed
- estimate of time you will be engaged with the individuals

When you PLAN to make contact with a visitor:

- know why you are making contact
- know what you wish to occur
- know how to make that happen
- know what you are going to do if things go wrong
- know where everyone is at all times and what they are doing

Firearms # Alcohol # Drugs # Large Groups # Aggressive Behavior = NO CONTACT

When You Make a Contact

Plan your approach with your partner before making the contact.

Decide who is going to be the spokesperson during the contact and who will provide backup.

Be courteous.

Identify yourself by name and as a Forest Service volunteer.

Your first statement should be a cordial greeting - Not overly friendly.

Your second statement should be a question “Do you need any help?” or “Can I answer any questions for you?” or “Do you have a map of the area”?

Listen, Understand and Evaluate what is being said.

Look, Understand and Evaluate what you see.

Determine what has really occurred.

Explain to your contact what laws and policies are in the forest with regards to their activity.

Explain to your contact what actions they can take to rectify the situation.

Present yourself in a courteous, professional manner.

Conclude your contact with a THANK YOU, Have a good day, Enjoy your stay.

Clear yourself from the area and the contact.

Notify San Bernardino Dispatch if you deem it necessary or if further action needs to be taken by a Forest Officer. The first person on scene is considered the “Incident Commander” and is in charge until relieved by either a Forest Officer or another volunteer of higher authority.

Note: Volunteers will not ask for “Status Checks from dispatch. Any situation that would require “status checks” is already by definition too risky for volunteers to make contact.

Dealing with Displeased Visitors

Most visitors to the National Forest come to have a good time. However, there are occasions when visitors are irritated about the Forest Service or its policies and will voice their opinions to you, the nearest available Forest Service representative. Here are some tips for dealing with displeased visitors.

- Don't take it personally. Most times displeased visitors are just irritated at "the government" and not at you.
- Keep calm. Don't let yourself get angry or emotionally involved. It's not your issue.
- Do not allow them to "pull you in" and make you start defending the Forest Service.
- Be extremely careful not to say anything that could be used against the agency. It's better to say nothing than to speak up and be misquoted or taken out of context.
- Stay neutral. Don't agree or disagree. However, do acknowledge that you understand they have a point of view.
- Excuse yourself if you feel yourself getting angry and have your partner step in.
- Deal with their feelings. Don't ignore or pass them by. Listen while they vent their frustrations. There may be valuable information and valid points being made in the midst of a rant.
- Try to help when and if you can. Only provide information you know is correct. It is better to say, "I don't know" than to give false or erroneous information. Provide them with an address or phone number to which they can direct their complaints if they want.
- Don't let complaints ruin your day. Continue to smile and enjoy your contact with other visitors. Try to put the unpleasantness aside and stay professional and friendly to visitors.
- You can't make everyone happy or solve their problems.

I'm just a volunteer. Have a Nice Day!!!

OHV Rules of Conduct

Violation of Rules: Volunteers shall not commit any acts or omit any acts that constitute a violation of any of the rules, regulations, directives, or orders of the San Bernardino National Forest whether stated in this set of rules or elsewhere.

Unbecoming Conduct: Volunteers shall conduct themselves at all times, both on and off duty, within the Forest, in such a manner as to reflect favorably on the National Forest. Unbecoming conduct may include that which brings the National Forest into disrepute or reflects discredit upon the volunteer as a member of the San Bernardino National Forest, the SBNFA and employees, or that which impairs the operation or efficiency of the San Bernardino National Forest, the SBNFA and employees.

Conformance to Laws: Volunteer shall obey all laws of the United States and any State and Local jurisdiction in which the volunteer is present. A conviction of the violation of any law shall be conclusive evidence of a violation of this section.

Reporting for Duty: Volunteers shall report for duty at the time and place as assigned and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of their assignment so that they may immediately assume their duties.

Possession and Use of Drugs: Volunteers shall not possess or use any controlled or prohibited substance, narcotic, or hallucinogen except when prescribed in the treatment of the volunteer by a physician or dentist. When controlled substances, narcotics, or hallucinogens are prescribed, volunteers shall notify their coordinator first, before assuming any duties.

Use of Alcohol on Duty: Volunteers shall not consume intoxicating beverages while in uniform or on duty. Volunteers shall not appear for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath

Gifts, Gratuities, Bribes, or Rewards: Volunteers shall not solicit or accept from any person, business, or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the volunteers or the San Bernardino National Forest, if it may reasonably be inferred that the person, business, or organization (1) Seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty, or (2) Has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

Use of Official Position or Identification: Volunteers shall not use their official position, official uniform or badges: (1) For personal or financial gain, (2) For obtaining privileges not otherwise available to them except in the performance of duty, or (3) For avoiding consequences of illegal acts. Volunteers shall not lend to another person their uniforms or badges or permit them to be photographed or reproduced without the approval of the SBNFA Executive Director.

Use of Name, Photograph, or Title: Volunteers shall not authorize the use of their names, photographs, or official titles which identify them as San Bernardino National Forest employees, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the SBNFA Executive Director.

Courtesy: Volunteers shall be courteous to the guests in the Forest. Volunteers shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion. And shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, volunteers shall not use coarse,

violent, profane, or insolent language or gestures, and shall not express prejudice concerning race, religion, politics, national origin, lifestyle, or similar personal characteristics.

Public Statement and Appearance: Volunteers shall not publicly criticize or ridicule the National Forest, its policies, or other employees by speech, writing, or other expression, when such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of discipline, or is made with reckless disregard for truthfulness or known falsity.

Volunteer shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondence to a newspaper or a periodical, release or divulge inside information, or any other matters of the San Bernardino National Forest while holding themselves out as representing the National Forest in such matters without proper authority.

Use of Forest Equipment: Volunteers shall utilize Forest equipment only for its intended purpose, in accordance with established San Bernardino National Forest policy and procedures, and shall not abuse, damage, or lose Forest Equipment. All Forest Equipment issued to employees shall be maintained in proper working order.

Ride-Alongs and Guest Guidelines: While you are driving or riding in your designated area, the public is viewing you as part of the Forest Service. Therefore, only other Hosts should be riding along with you. This means no spouses or kids unless they too are Hosts. We also strongly discourage non-hosts from following along. However, if you meet someone who would like to ride-along in a 4X4 or with their own motorcycle/ATV, ask them to call the appropriate Area Coordinator. The Area Coordinator may make arrangements for an official ride-along.

OHV Host Performance Standards

Productivity: Provide a minimum of 90 hours of service per year

Job Competence and Technical Skill: Meet Host qualification guidelines as outlined in the OHV Volunteer Host & Leadership Training Levels.

Dependability (need for supervision, attendance, and punctuality)

- Follows scheduling and check-in and checkout procedures.
- Conducts self in a safe manner.
- Follows emergency procedures.
- Completes safety section of OHV Volunteer Activity Sheet before each patrol day.
- Demonstrates a “safety-first” attitude and carries proper equipment.

Host Attitude: Deals with the public in a positive, effective and courteous manner. Follows Forest Service guidelines.

Overview of Emergency Procedures

Lost Person On the Trail

Record all information as soon as possible. Who-Where-When. Full ACCURATE description.

Call information into San Bernardino Dispatch

Do not attempt to conduct a search and rescue until authorized. SAR's can often become crime scenes; therefore the scene should be protected to preserve evidence.

San Bernardino Dispatch will contact the County Sheriff's Office.

The local Sheriff's department is the lead agency for all search and rescues on the Forest.

Lost Person At the Trailhead

Obtain all information as soon as possible.

Call in information by phone or radio to San Bernardino Dispatch.

Wait with reporting party (RP) at trailhead until Sheriff arrives.

Injured Person

Provide First Aid only if:

- You are trained.
- The victim gives you permission.
- You are comfortable treating injury.

Obtain information:

- a. Name
- b. Permanent address and phone number
- c. Age, male/female
- d. Extent of the injury
- e. Description of injury
- f. Name of witnesses
- g. Cause of injury
- h. Time and date

Send for help if necessary. You may be unable to make effective radio contact.

USE GOOD JUDGEMENT.

One Host remains with injured person, the other Host obtains help or may serve as a radio relay.

Do not send the public for help unless good judgment deems necessary.

Provide transportation to trailhead if requested by lead agency or if a life threatening situation. Must report beginning and ending mileage of the transport to Dispatch for safety and liability.

Call San Bernardino Dispatch Center for ambulance, if required.

Safety and Security

Volunteers may occasionally find themselves faced with antagonistic individuals or groups. Although such occurrences are rare, volunteers should be aware of methods to defuse the situation.

REGION 5 LAW ENFORCEMENT POLICY STATES:

When damage to resources and property cannot be prevented without risking personal injury to the employee or the public, the risk will not be taken. Volunteers will avoid all such confrontations. Instead a FOREST OFFICER should be summoned immediately to handle rowdiness or serious and flagrant violations.

In less formal language, this means: Call for help if you feel the situation could lead to damage to forest resources or facilities, injury to yourself or the public, or is dangerous in any other way.

Use common sense. Ask yourself:

WHAT WOULD A REASONABLE AND PRUDENT PERSON DO UNDER SIMILAR CIRCUMSTANCES?

If you perceive the situation is dangerous, do nothing to aggravate it. Remember, you have a high probability of losing a confrontation. In addition to the possible physical dangers, you risk “losing face.” This is bad enough on the personal level, but, as a volunteer representing the Forest Service, you cause the Forest Service to “lose face” also. The better approach is to avoid any conflict in the first place.

Injuries While Volunteering

According to the Forest Service, “Volunteers are covered under the Federal Employees Compensation Act (FECA) for all reasonable and necessary medical expenses. However, volunteers are not eligible for continuation of pay. They may be eligible for compensation of time lost as a volunteer.”

To put that information in plain English, here are a few of the basic points that all volunteers need to know about injuries sustained while volunteering for the Forest Service and the medical expense coverage for such injuries.

- You must have a signed volunteer agreement on file with the OHV Volunteer Program before doing work for the Forest Service (See last page of booklet).
- Complete a written report regarding the days activity and a CA-1 form found in the Volunteer Safety Manual.
- On-duty volunteers are considered the same as Federal Employees for the purposes of compensation for medical expenses due to work injuries sustained while volunteering.
- Volunteers are covered for all reasonable and necessary medical expenses, however, the SBNFA suggest that this coverage be viewed as an alternative to the primary medical insurance policy that volunteers maintain individually for themselves.
- Neither the Forest Service nor SBNFA have insurance or medical expense funds in place for injured volunteers. All funds used to cover medical expenses come out of the operating budget of the program and therefore decrease the amount of funds available for volunteer activities.
- Volunteers are not eligible for compensation for time or money lost due to inability to work at their regular employment, however they may be compensated for time lost as a volunteer, only. Therefore, if you normally contribute 8 hours per month, you could be entitled to compensation for these hours at \$10.00 hour. Again, these funds come out of the Forest Service program budget.

Appendix A: OHV Leadership Directory

SBNFA Executive Dir.	Sarah Miggins	909-382-2796	smiggins@fs.fed.us
SBNFA Dir. Of Field Prog.	Lacy Kelly	909-382-2776	lacykelly@fs.fed.us
OHV Vol. Coordinator	Dale Johnson	626-293-1699	dalepsi@earthlink.net
FS Liaison	Greg Hoffman	909-382-2811	ghoffman@fs.fed.us
Training	Tammy Bentley	951-734-2819	tammybentley@earthlink.net
Big Bear Coordinator	David Jones	714-504-1584	sliderdj@earthlink.net
B.B. Co-Coordinator	Jim Saviers	909-983-2116	kid.stuff@verizon.net
B.B. Co-Coordinator	Jim Greer	951-824-3055	jimgreer@linkline.com
B.B. Co-Coordinator	Tim Conrad	909-880-3922	outjeepin@earthlink.net
B.B. Co-Coordinator	Jim Hoeltgen	909-585-7502	jhoelt@charter.net
Cajon Coordinator	Steve Schumacher	714-739-1811	rangersteve63v@aol.com
Cajon Co-Coordinator	Kim Cannell	310-328-6374	kcannell@sbcglobal.net
Cajon Co-Coordinator	Matt Stegmaier	818-359-9261	reddog@linkline.com
Cajon Co-Coordinator	Michael Fellingner	310-518-7019	michael.fellinger@aes.com
North Shore Coordinator	Jeff Ridenour	760-242-0829	ohv58v@yahoo.com
North Shore Co-Coord.	Doug Guimond	562-691-3321	fishpoet@aol.com
North Shore Co-Coord.	Rex Oswald	909-744-7396	Rexohv@aol.com
Mill Creek Coordinator	Jim & Kerri Combs	909-845-7133	combs@wwdb.org
Mill Creek Co-Coordinator.	Norm & Stacey Harrold	909-272-8324	staceyh@earthlink.net
Mill Creek Co-Coordinator.	Larry Witteck	909-350-6458	lwitteck@californiasteel.com
San Jacinto Coordinator	Bogdan Maziarz	760-597-9491	bogdan.m.maziarz@skf.com
San Jacinto Co-Coord.	Mike Berry	951-354-6241	mklb@aol.com
4x4 Coordinator	Adelaide D'Ippolito	714-531-9455	noresa@earthlink.net
Asst. 4x4 Coordinator	Norm & Stacey Harrold	909-272-8324	staceyh@earthlink.net
M/C & ATV Coordinator	Robert Cheney	818-203-6585	bdboytyz@aol.com
Asst. M/C & ATV Coord.	Michael Fellingner	310-518-7019	michael.fellinger@aes.com
Events Coordinator	Stephanie Woodbury	310-722-1602	stephanie@powerqc.com
Email Communications	Pamela Cannell	310-328-6374	n6ypj@att.net
OHV Newsletter	Ron Sobchik	714-441-2166	ron.sobchik@ngc.com
Sound Monitoring Coord.	Tom Tammone	949-439-6566	ke6wva@aol.com
Sound Monitoring Co-Coord.	Allan Alvord	909-883-6747	allanalvord@aol.com
Uniforms	Tammie Conrad	909-880-3922	outjeepin@earthlink.net
OHV Hours and Database	Frank Hayes	909-866-2685	willys43@bigfoot.com
Radio Comm. Coord.	Bob Chamberlain	909-860-1658	rchamber@adelphia.net
Safety & Project Coordinator	Billy Sims	714-469-7734	BSims@sjm.com
SBNFA Website	www.sbnfa.org		

Appendix B: Important Forest and Emergency Numbers

Important Telephone Numbers

Emergencies.....	911
Sheriff's Station (Big Bear).....	(909) 866-0100
Sheriff's Station (Twin Peak).....	(909) 337-6131
Sheriff's Station (Running Springs).....	(909) 867-7046
Road Conditions (Big Bear).....	(909) 866-SNOW (7669)
Or.....	(909) 866-ROAD (7623)
Road Conditions (Arrowhead).....	(909) 337-SNOW (7669)
Road Conditions (Caltrans).....	(800) 427-7623

San Bernardino National Forest

Dispatch (Emergencies).....	(909) 383-5651
Dispatch	(909) 383-5652
Dispatch	(909) 383-5653
Dispatch	(909) 383-5654
Supervisor's Office.	(909) 382-2600
Fawnskin Ranger Station (Big Bear).....	(909) 382-2794
Idyllwild Ranger Station (San Jacinto).....	(909) 382-2921
Lytle Creek Ranger Station (Cajon).....	(909) 382-2850 or 2851
Mill Creek Ranger Station.....	(909) 382-2882 or 2883
Skyforest Ranger Station (Arrowhead).....	(909) 382-2782
Big Bear Discovery Center.....	(909) 382-2791 or 2792
Del Rosa Training Center.....	(909) 382-2953
North Shore Volunteer Center (Arrowhead).....	(909) 336-9517

Appendix C: Supplies for 4X4 OHV Host

Strongly Recommended

Full fuel tank and extra oil (in safe container)
Tool kit and spare parts
Waterproof matches
Flashlight and extra batteries
Ax or saw
Flares
First aid kit
Trash bags
CB or HAM radio
Brightly colored tarp or plastic sheet
Shovel
Fire extinguisher
Whistle
Flagging
Emergency forms, paper & pen
Signal mirror
Area maps
Compass
Water
Jack (hydraulic or Hi-Lift)
Jacket

Suggested

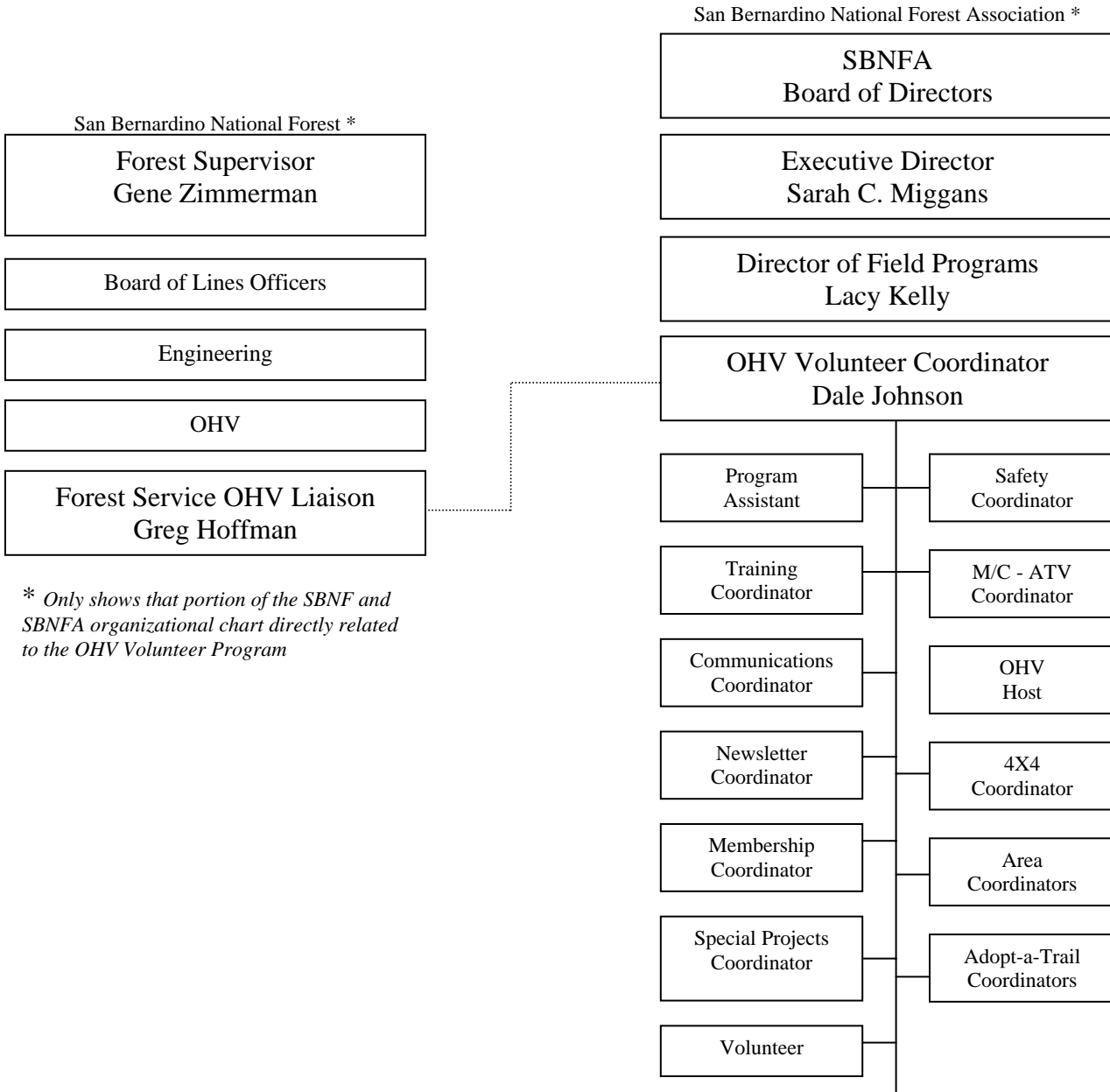
Space Blanket
Hat/Cap (wool)
Day Pack
Knife
Toilet paper
Emergency Shelter (tube tent)
Food Stuff
Sunglasses
Sun Screen
Lip Balm
Gloves
Windproof & Water proof layered clothing
Extra socks (wool)
Insect Repellent
Extra clothing, mittens, socks, boots, liners

Suggested Winter Safety Items

Antifreeze in radiator
Windshield antifreeze solution
Winter grade lubricants
Tire chains
Working car jack
Check lug nut wrench
Check heater, wipers, and horn
Blanket

Appendix D: Organizational Structure

The OHV Volunteer Program is operated and managed by the San Bernardino National Forest Association (SBNFA) in partnership with the San Bernardino National Forest. Here is the basic picture of our staff and relationships.



** Only shows that portion of the SBNF and SBNFA organizational chart directly related to the OHV Volunteer Program*

Appendix E: Background Information on the Forest Service

The Forest Service: A Brief History

When the first settlers arrived on American soil, forests covered nearly all the land from the eastern seaboard to the Great Plains. The forests seemed endless, and the needs for a new nation were great. Trees were cut to build homes, stores, ships, and countless other purposes. Because farmland was essential for existence, forests were burned to make room for crops.

Although a law was passed in 1807 to protect timber stands, it was virtually ignored. In 1891, Congress gave the President the power to establish forest reserves from the public domain, to protect the remaining timber, and to ensure a regular flow of water in the streams. The forest reserves were under the administration of the Department of the Interior. However, there was no provision for the management of these reserves.

In 1905, the management of the reserves required the creation of a new agency and was transferred to the Department of Agriculture under the concept that trees were a crop. The new agency was called the Forest Service, and Gifford Pinchot was named its Chief. The resources of the United States that are managed by the Forest Service go to supply people around the world with vital basic materials. Water from forests irrigates millions of agricultural acres and is used for domestic and industrial purposes in hundreds of cities throughout the US. Timber from the forests is harvested for products sold worldwide. National Forests and Grasslands provide habitat for thousands of species of wildlife. The forests are a source of forage for cattle and sheep. The forests are also an important part of the peace of mind of the American people either by the simple fact of knowing the land is there or by the use of millions of acres for recreational activities such as scenic drives, wilderness travel, picnicking, camping, hiking, skiing, swimming, boating and a place for solitude and reflection. National Forests are truly America's cornucopia.

Today the National Forest System includes 156 National Forests, 19 National Grasslands, and 18 Land Utilization Projects that are managed by the Forest Service. The Forests included cover 199 million acres of land that includes more than 34 million acres of wilderness areas and are located in 44 states, Puerto Rico and the Virgin Islands. The natural resources included in these forests represent a large part of the sum of the great treasure of the United States not only in an economic sense but also as biological storehouses and a source of spiritual and personal peace for millions of American people.

The Forest Service is divided into regions. San Bernardino National Forest is in the Pacific Southwest Region (Region 5), which is, in essence, California. The Regional Office is located in San Francisco and is headed by the Regional Forester. Each Forest has a Forest Supervisor who is responsible for the management and administration of all forest activities. Each forest is made up of Ranger Districts headed by the District Rangers.

In 1893, President Benjamin Harrison set aside 737,280 acres of what is now known as the San Bernardino National Forest in response to local farmers and residents who wanted to stop the depredations of sheep and ravages of forest fires which were destroying the mountain watershed. The first ranger, Glen Shepard, was appointed in 1905 with a salary of \$50 a month and had to provide his own horse, hay, and camping gear.

With the passage of the Wilderness Act in 1964, three wild areas were set aside in the San Bernardino Forest: the San Geronimo, San Jacinto, and Cucamonga. Congress designated the Santa Rosa and Sheep Mountain wilderness areas that the San Bernardino shares with the Angeles National Forest.

Today, the San Bernardino Forest is unequally quartered by Interstates 10 and 15. Many other roads crisscross the forest. Twenty-four communities live within the forest.

Important Dates In The Forest Service

1891 - Creative Act - Authorized the President to establish Forest Reserves from forest rangelands in the public domain.

1897 - Organic Act - Established National Forests to “Improve and protect the forest, secure favorable conditions of water flows, and to furnish a continuous supply of timber for use and necessities of citizens of the United States.”

1905 - Transfer Act - Transferred Forest Reserves from the Department of Interior to the Department of Agriculture and created the Forest Service to administer them.

1905 - The first ranger on the San Bernardino National Forest was paid \$50.00 a month and had to pay all his expenses and maintenance including his horse.

1911 - Weeks Law - Authorized cooperative efforts with states to provide forest fire protection and return of 25% of National Forest receipts to counties where forests are located to fund schools and roads.

1933 - Civilian Conservation Corps - Between 1933 and 1942, two million men planted 3 billion trees, fought forest fires, and built trails, campgrounds, and other recreational facilities.

1945 - Smokey Bear - Introduced as the symbol of fire prevention.

1960 - Multiple Use Sustainable Yield Act - Authorized the Forest Service to develop renewable surface resources of the National Forests for multiple use and sustained yield of outdoor recreation, watershed, range, timber, and wildlife.

1964 - Wilderness Act - Established a National Wilderness Preservation System.

1968 - Wild And Scenic Rivers Act - Preserved free flowing rivers that possess outstandingly remarkable wild, scenic or recreational values.

1969 - National Environmental Policy Act - Requires all federal agencies to present alternative management measures and likely environmental impacts of proposed actions for formal public review and comment in the environmental impact statements or assessments.

The Organizational Structure of the Forest Service:

The United States Government

Department of Agriculture

Secretary of Agriculture

Forest Service

Chief of the Forest Service

National Forest System

Washington Office

Director of the National Forest

Regional Office

Pacific Southwest Region (5)

Regional Forester

San Bernardino National Forest

Forest Supervisor

Ranger District

District Ranger

District Management

District Ranger: The *District Ranger* is a Line Officer and responsible for the overall operation of the district. Supervises department operation through department officers. Sets district priorities and direction. Reports to the Forest Supervisor.

Administrative Management: The *Administrative Officer* is a Staff Officer and oversees the "Nervous System" of the district. They are responsible for accounts, personnel and procurement/supplies.

Fire Management: The *Division Chief* is a Staff Officer and is responsible for all fire operations on the district including staffing, facilities, and wildfires & controlled burns on the district.

Resource Management: The *Resource Officer* is a Staff Officer who oversees all resource related activities on the district including timber, watershed, mineral rights, wildlife, and archeological sites.

Recreation Management: The *Recreation Officer* is a Staff Officer and is responsible for all recreation activities of the district including campgrounds, shooting areas, dispersed recreation, and wilderness areas.

Engineering/Recreation: The *OHV Highway Vehicle Program* falls under the management of the Forest's combined Engineering/Recreation department and works closely with all of the above management departments.

Appendix F: A Glossary of Common Forest Service Terms

180 – CA Highway Patrol Form 180, a legal form for impounding a vehicle. Impounding a vehicle may be referred to as “doing a 180”

AO - Administrative Officer: Supervisor in charge of business management.

Arch. Site: An archeological site containing evidence of cultural resources.

Bench Marks: A round brass plate permanently affixed to a rock or cement foundation indicating elevation.

B.A. - Biological Analysis: An official document surveying threatened, endangered, and sensitive species of plant and animals.

BLM - Bureau of Land Management: A Federal Land Management Agency under the Department of the Interior.

BOLO – “Be On the Look Out...”: A radio communication alerting all units to be on the look out for certain individuals and/or vehicles. These persons may be missing, suicidal, lost, dangerous, fleeing a crime, mentally unstable, etc.

Call Sign: A specific designator used to identify an individual or unit while using the radio.

Campground: An area improved to provide sites for adequate camping including group and family campsites, water and restrooms.

Campsite: A backcountry camping location usually cleared of brush and without any other improvement.

CDF - California Department of Forestry: The State Office of Forestry that often assists in fire fighting efforts.

CFR - Code of Federal Regulations: Authority under which Forest Officers and Law Enforcement Officers discharge their duties.

Clear Text: Terminology used in radio communication in place of numeric codes.

Concessionaire: An individual or group that holds a permit to operate a government facility on National Forest Land.

Developed Recreation: Facilities provided for recreational activities such as campgrounds, interpretive trails, picnic area, and amphitheaters.

DO - District Office: Office headquarters of each Ringer District.

Dispersed Camping: Camping outside of established campgrounds.

District Ranger: The line officer in charge of the district.

District Management Team: The District Ranger and Staff Officers of the District who meet to discuss district programming and direction.

EA - Environmental Assessment: An analysis document that examines a specific area of land. Public provides input as well as the agency. This document is written when impacts do not significantly effect the human environment or biological setting i.e. tree planting, trail construction and land exchanges.

EIS - Environmental Impact Statement: An analysis document written about a specific site when there is significant impact occurring or proposed to occur.

Experimental Forest: An independent unit used in scientific study and manipulation usually located within or near a National Forest.

FSM - Forest Service Manual: A numerically organized set of manuals of Forest Service policy.

FSH - Forest Service Handbook: A numerically organized set of manuals of Forest Service practices.

Fire, Fire Shop: The management group with responsibility of fire suppression.

Fire Cache: A Forest Service warehouse that supplies fire fighting and base camp supplies.

Forest Protection Officer (FPO) (Level II): A Forest employee trained in writing citations and enforcing minor violations.

Fuels: Anything that will burn, i.e. trees, chaparral, grass, brush, buildings.

Green Rig: A Forest Service vehicle.

Green Sticker: A registration sticker supplied by the State of California for registration of off-highway vehicles.

Impact: Any significant effect on the land.

Incident: Any occurrence on the Forest worthy of being documented.

In-service: Radio terminology used to advise the dispatcher you are on duty.

Interpretive Services: The shop that educates the visitor on forest opportunities.

Land and Resource Management Plan (LRMP): The Forest management plans that is written in 10-15 year intervals to provide a “blueprint” for the management of all aspects of the forest.

LEO – Law Enforcement Officer (Level IV): A Forest Service employee responsible for enforcing Federal, State and Local law on the forest; a federal peace officer.

Line Officer: Forest Service employee who has the authority to make decisions for the agency, i.e. District Rangers, Forest Supervisors, Regional Foresters and the Chief of the Forest Service.

McLeod: A tool designed for fire suppression and used for trail work. This tool is a flat metal plate attached to a wooden handle with a thick rake on one side and a sharp flat edge on the other.

Minerals: Deposits of natural ores on the land. Managed by the “Minerals Shop”.

NEPA – National Environmental Policy Act: A federal act that directs all environmental conduct through a systematic evaluation of the social, economic and environmental aspects of proposed actions on a specific piece of land.

OHV Area – Off Highway Vehicle Area: An area where that is legally designated for the operation of off highway vehicles.

Out-of-Service: Radio terminology used to advise the dispatcher that you are not in working status.

Permittee: A person or group that holds a Special Use Permit from the Forest Service.

Picnic Area: An area specifically developed for day use and picnicking.

POV: Privately owned vehicle.

Prescribed burn: Preplanned fire for the purpose of fuels management, habitat improvement and range forest improvements.

Pulaski: A tool developed for fire suppression and used for trail work. This tool has an axe’s sharp edge on one side and a grubbing tool on the other.

RO – Regional Office: The office that houses administrative and technical support for the Regional Forester. The RO for the Pacific Southwest Region (Region 5) is located in San Francisco, CA.

Range: (1) A place where livestock graze; and (2) a term used to describe land survey locations (e.g. topographical maps)

Ranger: Officially this is the District Ranger. To the public, this is anyone in a Forest Service Uniform.

Recreation: The shop that manages recreational opportunities.

Repeater: A radio transmitter designed to receive and boost signal strength of any radio transmission on Forest Service frequencies.

RP – Reporting Party: The person(s) who made the initial report of an incident.

Resources: Attributes found in or on the land. Also the shop that manages these attributes.

SO – Supervisor’s Office: The office that provides administrative and technical support for the Forest Supervisor and the various ranger districts.

Also: **Sheriff’s Office**

Section: A term used in surveying. A section is typically a 1-mile by 1-mile square of about 640 acres.

Sensitive Species: All species identified on State or Federal records for monitoring.

Shop: A functional unit that manages a particular specialty.

Six-pack: A pickup truck with four doors and two bench seats (crew cab) capable of carrying six people.

Staff: Department leaders who support the Line Officers.

Stock: Equestrian, horse, mule, burro, llama, etc.

Switchback: Tight turn in a trail traversing up a hillside.

Tone: An audio signal sent by radio to activate a repeater.

Township: North/South location of areas on a topographical map

Transect: A continuous baseline used for biological, vegetative and soil surveys.

UTL – Unable to Locate: Clear Text radio language indicating that a unit has not been able to find a reported incident.

Watershed: A delineated geographic area where water/rainfall collects into a common watercourse.

Wilderness: A section of land set aside by Congress as land to be preserved in its natural state, open to lawful hunting and fishing, devoid of roads, artificial structures or other works of man

WO - Washington Office: The main office that houses administrative support for the Chief of the Forest Service.

Appendix G: Orientation Review

1. What is an OHV volunteer?
2. Why do we need OHV volunteers?
3. OHV volunteers are expected to volunteer:
 - a. once a year
 - b. never
 - c. once a month
 - d. only on weekends
4. The OHV volunteer is a representative of:
 - a. OHV clubs across America
 - b. U.S. Forest Service
 - c. Forestry Service
 - d. BLM
5. The highest priority in this program is:
 - a. the safety of the volunteer
 - b. the safety of the forest
 - c. the safety of the vehicle
 - d. none of the above
6. The OHV volunteer will communicate with dispatch
 - a. when going in to service
 - b. on the radio
 - c. by telephone
 - d. all the above
7. The OHV volunteer serves in the forest as a:
 - a. law enforcement officer
 - b. host
 - c. spy
 - d. tourist attraction
8. The OHV volunteer always travels in:
 - a. the mountains
 - b. in the desert
 - c. pairs
 - d. with a guest
9. You must be an OHV volunteer to go:
 - a. on trail rides
 - b. work on projects
 - c. on patrol
 - d. to BBQ's
10. An OHV volunteer volunteers because:
 - a. they love the forest
 - b. they share common interest with fellow OHV'ers
 - c. they can make a difference
 - d. all the above

Appendix H: OHV Volunteer Training/Advancement Checklist*

NAME: _____

1) Training to Complete While a Host Candidate (Always patrols with a Patrol Leader)

Type of Training	Date Completed	Instructor/Coordinator Initials
√ Orientation/Host Training (4 hours)		
√ 2 orientation “ride-alongs” at 2 different OHV outposts.	1) 2)	
√ Vehicle certification in one or more of the following:		
--CA4WDC 4x4 Safety Education Program		
--MSF Dirt Bike School		
--ASI ATV Ridercourse		
√ 50 hours of training and field work.		

2) Additional Training/Qualifications to Become an OHV Host (Patrols with Other Hosts):

Type of Training	Date Completed	Instructor/Coordinator Initials
√ Rules & Regulations		
√ Scenario		
√ 100 hours total training & field work.		

3) Additional Training/Qualifications to be Completed to Become a Patrol Leader:

Type of Training	Date Completed	Instructor/Coordinator Initials
√ Basic Map & Compass		
√ Critical Forest Protection “CFP”		
√ 1. Recommended by:		
√ 2. Recommended by:		

4) Additional Requirement/Qualifications to be a Team Leader:

Completion Date	Instructor/Coordinator Initials
√ Recommended by: 1) _____ 2) _____	
√ Certified to Instruct:	
-- ATV Ridercourse	
--Dirt Bike School	
--4 x4 Operation and Safety	
√ Served as Orient./Host Course Instructor	
√ Served as an Area Coordinator	

5) Other Elective Training:

Name of Training	Completion Date	Instructor/Coordinator Initials

**Any of these requirements can be waived by recommendation of OHV volunteers and final approval of the OHV Coordinator, or direct appointment by the OHV Coordinator.*

Appendix I: Uniform Order Form



Name: _____
Phone: _____
Date: _____

OHV Host Uniform Order Form

Name Badge: _____ **\$6.00**
Name as it should appear on badge.

Basic Uniform

Polo Shirt Short Sleeve (100% cotton)
__ 2XL __ XL __ L __ M..... **\$25.00**
__4XL__3XL **\$30.00**

Polo Shirt Long Sleeve (100% cotton)
__ 2XL __ XL __ L __ M..... **\$25.00**
__4XL__3XL..... **\$30.00**

Jersey - Long Sleeve Motorcycle/ATV (100% cotton)
__ 2XL __ XL __ L __ M..... **\$25.00**
__4XL__3XL..... **\$30.00**

Project Shirt (gray T-shirt) all sizes..... **\$12.00**

Baseball Cap **\$15.00**

Method of payment:

Make checks payables to **SBNFA**

Return form c/o:

Tammie Conrad

OHV Volunteer Uniform Coordinator

Phone: 909-880-3922

Email: outjeepin@earthlink.net

Appendix J: Volunteer Agreement Form Host Agreement

The SBNFA/Forest Service will provide:

- Host Training.
- Supervision and monitoring of Host duties.
- Tools and materials necessary for any assigned projects when available.
- Written recognition of volunteer service.

The Forest Service will also:

- Consider sponsored participants as federal employees for the purpose of tort claims and compensation for work injuries to the extent not covered by the sponsor, or the participant's personal insurance.

The Off Highway Vehicle Host will:

- Comply with all State and Federal regulations.
- Provide a minimum of 90 hours of volunteer service per year.
- Provide a vehicle capable of providing Host service. All vehicle operating expenses, equipment replacement, liability and damage will be the responsibility of the Host.

The Off Highway Vehicle Host will demonstrate:

- Knowledge of all applicable USFS travel regulations relating to area where Host service is provided.
- Understanding of USFS organization and mission, including the role of the volunteer.
- Understanding of basic person-to-person communication and how to handle difficult situations.
- Knowledge of backcountry ethics, rules of the trail, and safe use of off highway vehicles.

Host further agrees to:

- Act in a safe and responsible manner at all times.
- Present a courteous, positive, and helpful attitude to National Forest visitors.
- Properly display all USFS identification while providing Host service.
- Remove and secure all USFS identification when not providing Host service.
- No drinking of alcoholic beverages, no illegal drugs, rowdiness, profanity, firearms, or inappropriate behavior while providing Host services.
- Obey all applicable USFS travel regulation, local and state laws while providing Host services.

Either party can cancel this agreement for any reason.

Host Candidate (give this copy to the Instructor/Coordinator)

OHV Host: _____
Signature Required

Date: _____

OHV Host: _____
Please print your name.

Date: _____