

PARK RANGER MANUAL

**U.S. Army Corps of Engineers
Willamette Valley Project**



Recreation Section

Revised June 2015

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INTRODUCTION

The primary function of the US Army Corps of Engineers (Corps) recreation staff at Willamette Valley Project (WVP) is to provide safe and enjoyable day-use areas and campgrounds. The Park Ranger staff performs duties at all thirteen reservoirs within the WVP which includes 4 Corps-managed campgrounds and 14 Corps-managed day-use areas. Facilities throughout the WVP receive a total of 3.2 million visitors per year.

The primary goal of work for rangers' is to provide for the health and safety of the visitors and to protect the project's resources under Title 36 (the rules and regulations that govern the public use of water resources development projects administered by the Chief of Engineers). Secondary importance is routine project operations, management and maintenance of the full range of visitor services.

In order to ensure consistency and efficiency of operations, all employees must be familiar with basic management policies and operational procedures. This manual is designed to provide basic instruction in those policies and procedures and to serve as a reference throughout employment. While this manual is useful for all recreation staff, it's focus is to aid seasonal staff with problem solving while remaining consistent with approved policies throughout the large and diverse facilities of the WVP.

I. THE U.S. ARMY CORPS OF ENGINEERS MISSION AND HISTORY

The Corps of Engineers is part of the United States Army under the Department of Defense. Unlike most military agencies the Corps is responsible for both military and civil works functions. The military function is to supply engineering support to the Army while the civil function is to act as the nation's largest water resource management agency.

The Corps' civil works function developed through a myriad of factors, both practical and political:

- A. The U.S. Military Academy at West Point was a Corps operated engineering school from 1802 until 1866. As such it was the nation's first engineering college and provided the U.S. Army with the nation's only organized group of trained topographical and construction engineers.
- B. Prior to the Civil War, the government utilized the Corps' technical abilities in a series of surveying, mapping and construction assignments. These tasks included: construction of the Cumberland Road; snag clearing operations of the Ohio and Mississippi rivers; surveys for canals, roads and railroads; and a series of exploration and mapping expeditions on the frontier such as those of Fremont and Long.
- C. During the early 1850's, Corps personnel began hydrology studies and experiments that eventually produced a large body of theoretical and practical knowledge applicable to navigation and water control projects.
- D. The combination of engineering expertise and an established record of successful civil works projects, such as its work on the Ohio and Mississippi Rivers, induced Congress to give the Corps control of most federal river and harbor improvement projects after 1870.
- E. The Corps' successful track record resulted in the assignment of many Corps personnel to build the Panama Canal in 1904, which was at that time the largest single engineering project in the world.
- F. The 1927 floods of the Ohio and Mississippi Rivers prompted Congress to order the construction of a massive flood control levee system on the Mississippi and certain other rivers. In addition, the Flood Control Act of 1936 directed the Corps to construct dams designed to prevent downstream flooding. Thus, within a space of 10 years, both flood control and prevention had been added to the Corps' ongoing tasks of harbor and navigation improvement. In addition to the aforementioned duties the Roosevelt administration spurred construction of multipurpose dam projects (such as Bonneville) under the national Industrial Recovery Act and similar measures during the 1930s. The authority to construct multipurpose projects, the trend toward undertaking basin-wide development plans, and Congressional interest in an expanded federal role in water resource management combined to produce an extensive Corps construction program during the next three decades.

- G. The rapid increase in the number of Corps facilities between 1935 and 1970 coincided with a nation-wide boom in outdoor recreation activities. As approximately two thirds of the Corps' reservoirs are within 50 miles of major urban areas (Standard Metropolitan Statistical Areas), Corps facilities were heavily impacted by the growth in interest in recreation. Congress passed regulations* directing the Corps to provide recreation facilities under two essentially different programs. In some cases, as at Cottage Grove Lake, the Corps builds, maintains and operates a wide variety of recreational facilities. In others the Corps provides land and construction funds, but maintenance and operations are carried out by the lessee, such as the Lane County Parks Department, U.S. Forest Service or other public agencies (Baker Bay Park at Dorena is operated by Lane County Parks).

Thus, through a combination of circumstances the Corps progressed from a purely military role to the present dual function of military engineering and civil water resource management. Changes in American society during the later half of this century have greatly altered both public expectations and public uses of Corps solutions to flood control, navigation, energy production, and pollution. Now more than ever, the public expects the Corps to protect and provide for its enjoyment through recreation and natural resource management.

*Most important Congressional directives are:

- The Flood Control Act of 1944 authorized the Corps to provide recreation facilities at reservoirs as incidental project purposes and provided for lease arrangements with other agencies.
- The Flood Control Act of 1962 established recreation as a potential primary project purpose (i.e. recreation could be used to help justify dam construction).

II. PARK RANGER JOB DESCRIPTION

A. Supervisory Controls

The supervisor is often unavailable for immediate consultation and has delegated responsibility to the shift lead to accomplish certain work tasks. Each non-permanent Park Ranger will be provided with a mentor who will help guide day to day work functions and provide oversight of administrative functions. During the summer recreation season Interns and Seasonal Park Rangers generally work under a permanent park ranger, called a Shift Lead. The Shift Lead will assign the work and prescribe the methods and procedures to be followed. Following initial training, the Intern or Seasonal Ranger is expected to accomplish work on their own initiative exercising good judgment, tact and diplomacy. Completed work is reviewed in terms of quality, timeliness and compliance with the assigned task and regulations.

One of the main responsibilities of the Shift Lead is to organize patrol, vehicle and task schedules. See *Appendix A* for a more complete write-up of the Shift Lead responsibilities.

B. Major Duties

A main duty of Park Rangers includes acting as a Corps representative to the public; responsible for carrying out Corps objectives of public information and assistance by meeting and dealing with the public in a helpful, informed and professional manner while accomplishing the following typical duties:

- Provides information to the visiting public about available facilities, restrictions of use, hours of operation, etc., in a helpful and courteous manner. Park Rangers also:
 - Perform surveillance of recreation areas and project lands and in so doing is responsible for the safety of the visiting public and the protection of natural resources.
 - Report violations of law to the shift lead or law enforcement officers.
 - Enforces Title 36 CFR using tact and diplomacy at all times.
 - Checks recreation areas for existing or potential maintenance needs or hazardous conditions.
- Collects and evaluates statistical data. Compiles this data at the end of the season, draws conclusions and makes recommendations on the basis of the findings.
- Participates in quality assurance inspections of contractors by insuring cleanliness of facilities, ensuring all contractors are adhering to EM 385-1-1, reporting contractor incidents to the proper COR and clearly understanding all contracts in place which you may come in contact with.
- All Rangers will educate the public in a variety of techniques concerning water safety.

Occasionally, rangers may be asked to assist the Permanent Interpretive Ranger with instructing and educating the public through interpretive presentations and tours of dams, powerhouses, fish ways, and reservoirs to include historical background, geographical features, natural resource protection and basic operations. Assistants to the Interpreter are responsible for orderliness and safety of the group being led, in addition to answering questions in an informed and helpful manner.

- Performs other duties as assigned.

III. TRAINING

As a Ranger you will complete a variety of training which will include Annual Ranger Training, Pepper Spray Training, First Aid Training, Bloodborne Pathogen Training, etc. Shift Leads and other recreation staff will also provide additional training and orientation. Appendix B, Orientation Checklist for Intern/Seasonal Rangers is a list of training topics Interns and Seasonal Rangers are responsible for learning.

IV. RANGER EVALUATIONS

All Park Rangers are evaluated under the Total Army Personnel Evaluation System (TAPES) program. All evaluations are performed by the Park Manager. Performance evaluations consist of an initial counseling session, a mid-point evaluation and a final evaluation with annual ratings. Information on the TAPES system is available upon request. Additional information is available on the WVP Admin website or the My Biz Employee website (Exhibit 1, Reference Websites).

Intern and Seasonal Rangers will also be shadowed and performance reviewed by shift leads. See Appendix C for the *Intern and Seasonal Performance Review Conducted by Shift Leads*.

V. UNIFORMS

Each uniformed Park Ranger is provided an allowance for uniforms and safety boots. Park Rangers are required to wear the full and complete uniform properly and professionally. Safety boots must have a protective toe, black in color and polish-able. Coveralls, vests, gloves, and hard hats will be available when needed. The employee may wear a white T-shirt under the uniform shirt if desired. The Corps does not provide this optional T-shirt. The uniform should be worn completely and correctly, and it should not be worn with civilian clothing on or off duty (do not mix).

Park Rangers are required to wear the uniform for all public contact duties; however, the supervisor may give permission to wear civilian clothes for some special work assignments. The uniform may be worn to and from work, but should not be worn at non-Corps facilities, such as stopping for a long period of time at a grocery store or other businesses. It is permissible to stop for gas or minor grocery items. If a park ranger is planning on stopping for shopping or for other

activities they should bring a change of civilian clothes to work to use when off duty. Personnel should never wear their uniform into bars, taverns, nightclubs or liquor stores. The uniform may be worn during lunch breaks at restaurants that serve alcoholic beverages, but the employee should not have an alcoholic drink while in uniform. Discretion is critical while wearing this uniform, because the public is constantly observing the wearer and is forming impressions.

Uniforms will be worn in accordance with EP 1130-2-550. Uniforms should be worn with demeanor that promotes respect for the individual and the Corps. Supervisors are responsible for the general appearance of their uniformed personnel. Supervisors will insure that employees required to wear the uniform are properly attired in accordance with the following guidelines:

- A. When an employee is required to wear the uniform, the complete uniform will be worn. The uniform is not complete without all the prescribed articles for the type of uniform being worn. The duty jacket may be omitted during mild climatic conditions. Articles of clothing, patches or any other items not prescribed for uniform wear will not be worn with the uniform. Sunglasses should be removed when talking to the public.
- B. Rangers wear the “Class B” uniform: Straw Hat (optional), short sleeve shirt, duty trousers, black safety boots, uniform belt, name tag, jacket (the Gore-Tex shell is recommended), and vest or sweater as needed. Work jeans and ball cap may be worn when performing maintenance duties.
- C. Uniforms will be kept clean, wrinkle-free and neat. Ill-fitting, faded or shabby uniform items will not be worn. If T-shirts are worn under a work shirt, only white T-shirts are permissible. Shirrtails will be tucked in, and all shirt buttons except the collar button will be fastened on the summer uniform. Pockets will be buttoned and free of bulging objects. All leather will be polished. Pants and trousers will be pressed with sharp creases, and uniform shirts will have military creases.
- D. The name plate will be worn on all uniforms and should be visible at all times. It will be centered above the right breast pocket with the bottom of the name plate flush with the top of the pocket seam.

Uniforms will be purchased through VF Solutions with yearly stipend and/or personal funds. The website for VF Solutions is found in *Exhibit 1, Reference Websites*. Account passwords for ordering can be obtained from the Park Manager. The Corps uniform poster, found on the VF Solution website (*Exhibit 4*), can assist with choosing uniform pieces.

VI. APPEARANCE

The Corps’ public image is directly influenced by its employees’ appearance. Since Park Rangers are the only Corps employees the average visitor meets, the agency’s image rests with its uniformed employees.

Although a neat appearance cannot compensate for poor conduct or performance, it is an essential element in shaping the public's perception of our overall competence. A professional appearance is the first step in building a professional image.

Remember as a USACE employee in uniform you are representing the project and your actions or lack of actions will leave a lasting impression on the public. You should carry yourself at all times in a professional manner, it is not just whether you do what is right or wrong, it is the public's impression whether you are doing right or wrong. Your appearance, your vehicle, and the way you carry yourself are important reflections of your professionalism. Remember when dealing with the public in order to receive respect you must always give respect. When interacting with challenging public contacts always depend on your training to remain respectful and professional at all times.

VII. CONDUCT

The public tends to scrutinize and criticize the conduct of uniformed government employees more than that of any other group. Consequently, the Park Ranger is in the spotlight; he or she must avoid both acts of unprofessional conduct and the appearance of unprofessional conduct. Reasonable conduct is foremost the product of common sense, but there are several concepts one should keep in mind:

- A. First, all visitors must be treated fairly and, given similar circumstances, uniformly. Nothing erodes credibility as quickly as the perception of unreasonable and/or unequal treatment. Employees are expected to follow the same rules as the general public while both on and off duty.
- B. Second, the employee must be sufficiently organized and well informed as to present an appearance of competence. The appearance of incompetence is the second greatest threat to professional credibility. There is nothing wrong with admitting if you do not know an answer. Do not make up an answer. It is better to say "I don't know but I will find out and get back to you."
- C. Third, the acceptance of favors from project visitors, such as invitations to dinner, to water ski, or a date may create an appearance of favoritism or unequal treatment whether or not it actually exists. Keep your contacts professional.
- D. The Park Ranger is obliged to be friendly, polite and helpful at all times. All employees shall comply with Federal Employee Standards of Conduct.

VIII. WORK SCHEDULE

Park Rangers work alone or in pairs dependent on the assignment and work. The work schedule for Interns and Seasonal Rangers will be full-time (80 hours for a pay period) during summer semester. The schedule is expected to be a standard "5 and 2" (five 8-hours work days and 2

days off) or variance of 9s (5 work days in 1 week with a total of 44 hours worked and with the other work week being 4 work days with a total of 36 hours worked). Weekend work is a major requirement of all Park Rangers during the summer recreation season. Shifts will be the hours scheduled for work in addition to a half hour for a meal break.

Normally during the recreation season, the morning shift will start no earlier than 0700 and the evening shift will end at 2200, and at 2400 on Fridays, Saturdays and holidays. In rare instances, the last shift may be required to work later if a pattern of late night/early morning problems indicates the need. Last shift may be required to work later if there is an unresolved situation in the parks.

The nature of recreation management requires that Park Rangers may work their normal shifts on federal holidays. However, holiday work is compensated by double-time pay. Remember the need for seasonal help is during the summer, weekends and holidays because that is when the public is doing the most recreating at the lakes and parks. There is a very limited opportunity for leave during the summer recreation season.

Scheduled overtime work is assigned by the Park Manager. However, in emergencies where public health or safety is involved (i.e. sewage leaks, flagging traffic for an accident, fire suppression, etc.) the hazard must be eliminated or mitigated. Unscheduled overtime during emergencies will be approved after the occurrence.

Any deviation from the assigned work schedule (overtime, sick leave, shift changes, and leaves) must be approved in advance by the Park Manager. Do not wait until the last minute for approval. Only in cases of an emergency should it be approved by telephone or on the following work day. Exhibit 6 is the Request for Work Schedule form.

Exhibit 7 is the timekeeping sheet of overtime, comp time and holiday pay. Exhibit 8 is the time keeping sheet for leave.

IX. PERSONNEL POLICIES

Employees are responsible for completing and submitting on time their own bi-monthly timekeeping paperwork. All timekeeping paperwork is found on the WVP Admin website. Exhibit 5 is the timesheet form.

Intern and Seasonal Rangers work as General Schedule (GS) employees. Time and one-half is paid for authorized overtime. Sunday premium pay is time and one quarter. Work performed between 1800 and 0600 hours earns an extra 10% of the base salary. However, only one premium pay rate (the highest) may be paid at any one time.

Paychecks are issued every two weeks on every other Thursday. Pay checks are deposited by direct deposit to an individual's banking account. The first check will arrive about four weeks after the employee begins work and the last will be deposited as scheduled.

An employee with less than 36 months government service earns four hours annual leave per pay period, while working full-time. An employee with between three and fifteen years of service earns six hours annual leave per pay period. Sick leave is credited at the rate of four hours per pay period regardless of time in service when working full time, less when part-time.

Earned annual leave may be taken when an employee needs time off in addition to the regular days off. Annual leave must be approved and scheduled in advance. Due to limited staffing and demands of the recreation season, little or no annual leave will be authorized between Memorial Day and Labor Day. An employee must have earned leave in order to take it. Leave without pay is not granted except in emergency situations. Unused annual leave is paid to the employee upon termination of their appointment.

Sick leave may only be used if the employee is sick, when an employee is caring for a spouse or child or for medical and dental appointments. Sick leave is allotted for the appointment and travel to and from the appointment. Sick leave will be scheduled beforehand when used for appointments. In order to prevent sick leave abuse a doctor's excuse may be required. Unused sick leave will be carried over to the employee's next Corps appointment or be transferred to another federal agency.

If an employee is sick and cannot report for duty he or she must notify the Park Manager prior to the assigned starting time. This notification is to be given directly to the Park Manager-- not another employee. The requirement is to contact the Park Manager for approval; once approval is gained the employee should contact the Shift Lead as a professional courtesy. If the Park Manager is not available, notify the next higher level supervisor above the Park Manager. The Park Manager and Shift Lead will also be advised if one is going to arrive at work late. Unexcused absences will be charged as AWOL (Absent without Leave).

Whenever sick leave or annual leave is used, be sure to fill out a Request for Leave or Approved Absences, OPM-71 Form (Exhibit 8), and submit it to the Park Manager.

It is the employee's responsibility to monitor leave balances and confirm that they have appropriate leave prior to requesting leave.

X. SAFETY AND INJURIES

It is every employee's responsibility to utilize all available safety equipment and to do each job as safely as possible. Any safety hazards should be immediately reported to your supervisor or shift lead. If a doubt exists as to the safest work procedure, it is the employee's responsibility to stop work and seek instruction from his or her supervisor. If an employee is injured while performing assigned duties within their scope of work while on-duty, the government will provide medical, surgical, and hospital care. However, it is imperative that any injury, no matter how minor, be reported to the supervisor as soon as possible. The government will not pay for medical care if the injury is not reported within two working days and if you do not fill out the required forms.

On the job injuries should be handled as follows:

- **Minor injuries** (scrapes, sprains, minor cuts, poison oak, etc.):
 - Must be reported to a supervisor within 48 hours, or as soon as the problem becomes evident (i.e. poison oak that will require treatment, a minor cut that becomes infected, etc.).
 - If treatment is required, have the supervisor or the shift lead transport you to the doctor, you must have the appropriate paperwork, and discuss light duty with the doctor.

- **Serious injuries** (i.e. deep cuts, bee sting reactions, foreign material in eye, etc.):
 - If it is life threatening, call 911 immediately. Have a supervisor or shift lead (if immediately available) or another employee transport you to the nearest hospital.
 - Exhibit 9: directions to the Cottage Grove Hospital (1515 Village Drive, Cottage Grove)
 - Exhibit 10: directions to the River Bend Hospital in Springfield (vicinity gateway mall)
 - Exhibit 11: directions to Lebanon Community Hospital in Lebanon (closest to Green Peter and Foster Reservoirs)

Your supervisor or shift lead must discuss the feasibility of light duty with the doctor. If a supervisor is not with you, call him or her as soon as possible.

- Depending upon the circumstances and severity of the injury/accident, the following forms will need to be filled out. All forms can be found on the WVP Admin website under the 'Accident & Incident Reporting' tab (see Exhibit 12). Contact admin at LOP for further assistance.
 1. CA-16 "Authorization for Examination and/or Treatment": Supervisor completes and provides it to whoever received the medical treatment. (Include 2 copies of CA-1333.)

2. CA-1 “Federal Employee’s Notice of Traumatic Injury and Claim for Continuation of Pay Compensation”: Employee and supervisor complete. Submit to Administrative Section at LOP. (CA-2 will be completed if an injury develops without a specific date of occurrence.)
3. Written statement from employee as to cause of accident.
4. Written statement from immediate supervisor or shift lead outlining the accident.
5. NPPFL 13 – Immediate Report of Accident. Supervisor must provide information to Administrative Section so reporting schedule can be met.
6. ENG 3394 – Mishap Report. Complete it the same or the next workday. Use the codebook. (LOP Safety will complete this, assist if necessary).
7. ENG 4337 – Offense/Incident Report (*Exhibit 13*). The employee will complete it the same or the next workday.
8. SF 91 – Operators Report of Motor Vehicle Accident. This form is to be completed when a government vehicle is involved in an accident and/or damaged. Complete at time/scene of accident. In case operator cannot complete, supervisor will complete. Also include SF 91A – Investigative Report.

NOTE: Additional information on completing these forms can be found on the WVP Admin website under the ‘Accident & Incident Reporting’ tab.

XI. FIRST AID

Park Rangers administer first-aid for minor injuries upon request from the public and other Agents of the Corps. Your uniform and position leads the public to expect competent assistance during an emergency. However, it is very important to avoid doing anything you are not trained or qualified for. Personnel who do not have First-Aid and/or CPR certification will receive training if it can be arranged. Refer to the WVP’s Occupational Health and Safety Compliance Program manual for information on the hazards of Bloodborne Pathogens.

Whenever any type of first-aid is administered, the recipient’s name, address, phone number and the type of treatment shall be recorded in the Ranger’s Activity Log (*Exhibit 14*). To limit liability, all persons receiving first-aid shall be advised to seek additional treatment from a doctor or hospital. For serious accidents and drownings refer to section *XIII. Emergency Procedures*.

First-aid kits are to be kept in all vehicles, campground entrance stations, dams, shops and offices; all personnel should be familiar with their location and contents. Refill supplies for the

kits are available in the restroom closet at the CTG Ranger Office. Maps to local hospitals (*Exhibits 9, 10 and 11*) will be kept in the vehicle binder in each vehicle.

If you receive a report and/or administer first aid for an animal bite, refer to section XXXVII. *Animal Control*.

XII. EMERGENCY PROCEDURES

A. In the event of an **accident, serious injury or **drowning**:**

1. Call 911. If a telephone or cell phone signal is not available, radio either the powerhouse operator at Lookout Point or the office at Cottage Grove and ask help to relay. You may also work assistance through another ranger.
2. In a serious accident, 911 will dispatch an ambulance. In non-life threatening situations make it clear that the victim pays for the ambulance, not the government. In life threatening situations, call 911 without delay; do not wait for authorization.
3. Render any life saving first-aid that may be necessary, to your capability and training. Do not attempt to extricate vehicle accident victims unless fire is an immediate concern. Also, your safety is a number one priority. Never put yourself or others in a position that will create more victims.
4. Contact the shift lead or Park Manager as soon as is reasonable.
5. Control traffic and/or crowds, if necessary, for safety.
6. Gather the information necessary for an Incident Report (*Exhibit 13*).
7. Do not talk to the media. Direct them to contact the Portland Public Affairs Office: **XXX-XXX-XXXX**

B. In the event of an on-the-job personal injury to a government employee or volunteer, no matter how minor, the Park Manager must be notified as soon as possible. For accidents that involve employees the procedure established in section XI. *Safety and Injuries* must be followed.

XIII. CCIR NOTIFICATION AND ENGLINK PROCESS

Any CCIR Notification will be coordinated with the Shift Lead.

A. Commanders Critical Incident Requirements (CCIR) notification process for rangers

A CCIR is required in the any of the following cases:

- **Injury: Accident, injury, serious illness** (i.e. loss of limb or eyesight, lost time, permanent disability, hospitalization, death of immediate family member, or public death at our controlled property/waterways) or **death** (accidental, homicide and suicide) of District employees, contractors or visitors. (includes work place injury)
- **Environmental:** Significant environmental event (i.e. reportable hazmat spill, oil release, endangered species takes and fish kills). – Contact Safety Office and/or FRN ES to determine if they are completing the CCIR and/or incident report.
- **Sensitive/Classified:** Loss of sensitive items or classified material, PII information or equipment.
- **Threat:** Suspected or confirmed criminal/threat activity or network attack directed against District projects, IT system or personnel (pepper spray incidents, other threats)
- **Media:** Media contact or coverage that could have significant positive or negative impacts on the Corps or our mission. (example: emergency response that may be reported by the media, etc.)
- **After hour VA response:** If a Park Ranger responds on scene after hours in response to a call from GAs, volunteers, law enforcement, etc.

Needed Information for the CCIR

- Who
- Where
- What
- When
- How
- Additional background information
- Immediate support requirements needed

If an incident is determined to meet the CCIR criteria, rangers will:

Immediately:

First, notify the **Park Manager**. The **Park Manager** will perform further notification or delegate it to you.

In the event you cannot reach the **Park Manager** or if it's been delegated to you:

1. Email the **OPM, Deputy OPM, Park Manger, Environemtnal and Safety Team Lead, Administative Officer** and copy your partner Shift Lead.
2. Immediately follow-up with a phone call to the **OPM**. If you do not reach him, call the **Deputy OPM**, then the **Park Manger** until you reach someone. Continue to check in with them until you receive a response from someone indicating they have received and confirmed they are forwarding the information.
3. Fax immediate notification (Incident Report, ENG 4337) (*Exhibit 13*) to LOP admin office to help them follow up on their end. Note if contact was made with the **OPM**, etc.

4. If in doubt that an incident warrants CCIR notification, forward as a CCIR. The **OPM** or the **Deputy OPM** can chose not to forward.

Injuries not requiring CCIR but should be immediately reported by close of business (COB): Email **Park Manager** of incident.

Includes: minor public injury, non-recreation related ambulance response (example: pre-existing heart condition), serious law enforcement incident (aggravated assaults, rapes, child abuse, kidnapping, etc).

See section *XV. Incident Reports* for further instructions.

Next business day:

- Follow up phone call with **Environmental Health and Safety Team Lead** to confirm he received what he needs in order to complete the PAN. **Environmental Health and Safety Team Lead** enters the information into ENLink.
- Continue to track down reports and data. Complete initial reports and check “initial” even if you do not have police reports and follow up as appropriate.
- WVP Safety will complete ENG 3394 and ENGLINK reports – rangers need to get in touch with **Environmental Health and Safety Team Lead** to make sure he has all the needed info or if he needs you to start a draft ENG 3394.
- Rangers initiate all other reports.
- In the event of shift change, reporting process must transfer to the next shift so the reporting process does not get put on hold.
- Use Electronic forms and email.

Within 3 day:

- Submit ENG 4337, including OPM signature, to District Office

Within 12 day:

- Submit ENG 3394, including OPM signature, to District Office

B. ENGLINK

Rangers are currently waiting for further instruction from **Enviornmental Health and Safety Team Lead**. This section will be updated pending future details.

XIV. INCIDENT REPORTS

Besides major incidents listed in section *XIV. CCIR Notification and ENLink Process*, Incident Reports are also required when any of the following occurs:

1. Property damage, vandalism, and theft over \$250.
2. For all written citations.
3. Significant public incidents, particularly those which could potentially result in a lawsuit, complaint or media coverage.
4. Personal injury involving medical treatment.
5. Injury involving death, medical evacuation, hospitalization.

6. All motor vehicle accidents on Corps property.

Situations or events occurring on Corps property which require a written record are reported on the Incident Report, ENG 4337 (*Exhibit 13*). Electronically fill out the form completely and be sure to cover who, what, how, why, where and when in the narrative.

Remember that with the exception of our own campground/resource management regulations, law enforcement is a function of the State Police and County Sheriff's Office. The reports of a theft, accident, assault, or other criminal violation must be passed on to a law enforcement officer. The Incident Report is necessary for our own records but is not a substitute for the applicable police or sheriff's report. It is the responsibility of the Corps employee to inform the public of their requirement to contact Law Enforcement agencies. It is the victim's responsibility to report incidents to Law Enforcement.

Form ENG 4337 is not required for minor incidents. Minor incidents are those where the damage, etc., is less than \$250 in value or those less significant public incidents. Minor incidents will be documented to the combined monthly incident report (CMOIR). The Shift Lead will be notified and given the details of minor incidents.

For minor public thefts (less than \$250), complete a *Property Crime Survey Sheet* (*Exhibit 15*). Also instruct them that the Corps' report is for our records only and they must contact local law enforcement to file an official police report.

For more information about stolen property refer to section *XXXV. Stolen Property*.

XV. PHYSICAL SECURITY INCIDENT RESPONSE

1. The purpose of this section is to clarify roles, responsibilities and response to security issues at the Willamette Valley Project (WVP). The Operations Manager (OM) is the primary point of contact for physical security issues at the WVP. Powerhouse Operators (PO) serve as a critical monitoring and reporting mechanism within the overall project physical security program. All project employees have a responsibility to be aware of their surroundings and take steps to protect themselves and project resources in a manner consistent with their training and authority. Under no circumstance will employees take an action that places them at risk.
2. In the event a PO receives an entry alarm or is otherwise notified of an issue on Corps' property, the operator will immediately contact local law enforcement and as soon as practical, the OM. In the event that law enforcement is not able or refuses to respond, the OM will coordinate with the Park Manager (PM) to determine the appropriate action. The OM and/or the PM will determine response requirements based on the significance of the asset at risk, the ability to assure employee safety, and the likelihood that response from staff will protect a critical asset or mission requirement. In the event the OM cannot be reached, the PM will be notified directly. If neither can be reached, a Permanent Park Ranger will be notified.

3. Only Permanent Park Rangers with knowledge and training in surveillance, personal protection, public contact skills and the Corps of Engineers Visitor Assistance program will respond. Responding individuals will monitor from a safe distance, collect information and work to facilitate local law enforcement response. Park Rangers will not respond after sunset unless local law enforcement is present.
4. Permanent Park Ranger Contact List:

Name	Work Cell	Personal #
Park Manager	XXX-XXX-XXXX	XXX-XXX-XXXX
Park Ranger	XXX-XXX-XXXX	XXX-XXX-XXXX
Park Ranger	XXX-XXX-XXXX	XXX-XXX-XXXX
Park Ranger	XXX-XXX-XXXX	XXX-XXX-XXXX

XVI. RESPONSE TO PUBLIC EXPOSURE

When someone reports something like; "someone is exposing themselves to the public as well as masturbation":

1. Use the *Suspicious Person/Vehicle Observation Sheet (Exhibit 30)* to gather additional information.
 - Find out if the subject is still in the park. If they are, reporting to the Shift Lead needs to take place in a timely manner.
 - Be sure to get the name and number of the reporting party.
2. Contact the Shift Lead and send the form to the Shift Lead.
3. The Shift lead will follow up with LCSO to determine if there was a response or action. In an event like this if we don't get a response and we see a trend, we will work through different routes for law enforcement assistance.
4. Encourage the reporting party to call Lane County Sheriff's Dept at XXX-XXX-XXXX or Linn County Sheriff's Dept at XXX-XXX-XXXX. People sometimes feel it is useless to call County SO because they may not respond. Remind them that by reporting something, County can at least track crime trends that they were not able to respond to due to lack of resources.
5. If CSO is not responding, contact the State Police Dispatch at XXX-XXX-XXXX (do **NOT** give this Dispatch number to the public).

XVII. AFTER-HOUR VISITOR ASSISTANCE RESPONSE

1. Park Gate Attendants and Volunteers (both of which are considered Agents of the Corps) are sometimes the primary point of contact for public emergencies within Corps recreation areas after scheduled Ranger duty hours. Agents of the Corps (AC) receiving a complaint are instructed to observe actions from a distance at their discretion and avoid contacting individuals if the situation places them at risk.
2. Emergencies are defined as incidents that if not attended to immediately would result in human injury, death or significant property damage. In emergency situations, the AC will encourage the reporting party to call 911 immediately. The AC will maintain their personal safety, and if possible, keep any surrounding public safe. If 911 is called, the AC will make verbal contact with a Permanent Ranger (PR) at home by phone. To determine the best PR to contact, use the list below:
 1. Night Shift Lead Park Ranger
 2. Park Manager
 3. Day Shift Lead Park Ranger
 4. Any other Permanent Ranger

The PR will maintain communication with the AC throughout the incident and leave a voicemail at the Ranger Office for the next Shift Lead. Rangers will only respond to the incident if Law Enforcement (LE) is requesting ranger presence AND LE is present.

3. If local law enforcement requests either a verbal authorization for action, guidance, or the presence of a “land owner representative” in designated recreation areas or on other parts of the project; the AC will call a Permanent Ranger at home to address the request. A PR will respond if requested by law enforcement only if law enforcement is present. To determine the best PR to contact, use the ranger contact list above in #2.
4. If the AC is in doubt about whether LE should be called, they will call a PR at home to explain the situation for appropriate follow-up. If the PR determines LE should be notified, the PR will place the call to LE. An example of this may be noise disturbances that have additional concerns and may also be a potential safety issue. For example, if a lot of people are coming and going. The AC must be able to describe to the ranger the potential safety concerns.
5. All incidents involving injury, death, property damage, theft, trespass and other suspicious activities will be reported to the Shift Lead Ranger to allow for documentation and enforcement response.
6. If a powerhouse operator contacts a ranger concerning a physical security concern (example: triggered facility alarm), Rangers are to follow XVI. Physical Security Incident Response.

XVIII. GENERAL COMMUNICATION:

- A. You will be issued a government radio and cell phone to be used for job related communications. Always have on your person a portable radio and cell phone; you should not be outside the vehicle without one.
- B. Know how to use both portable and vehicle radios, and especially how to contact the Shift Lead, other rangers, control rooms, gate attendants and contract law enforcement officers.
- C. Make sure you check with your Shift Lead at the beginning of your shift and allow time at the end of your shift to update your Shift Lead.
- D. Prior to departure from the office during your shift, record your location and return time on the white board by the Administrator's desk. Update the Shift Lead if:
 - the return time needs significant alteration.
 - when changing to a different reservoir for patrol.
 - on foot in a remote area.
 - contacting a vehicle or individual in a remote area.
 - when safety is a concern.
- E. Communicate with the Gate Attendants and Shift Lead frequently. Communication with contract law enforcement officers should be coordinated with the Shift Lead.
- F. Leave a summary note referencing your log for the next ranger shift, especially if you are dealing with campsites at night that the next morning shift may get complaints about. Always inform current Shift Lead as well.
- G. Report problems with radios, cell phones and vehicles to Shift Lead promptly.
- H. Phone messages on the Admin clerk's phone and the NRRS phone should be checked and answered immediately. Do not save messages on the phone. The person taking the message is responsible for follow-up with the caller.
- I. When the phone rings, anyone in the office should answer it professionally. In many cases it does not require a particular person to help the caller. If it does, take a message or transfer the caller to the specific person's office voice mail. Instruct the caller when that person returns to the office.

Example: 'Good morning, US Army Corps of Engineers, this is (your name). How may I assist you?'
- J. **Do not** give out employees' work cell or personal phone numbers. Transfer the caller to the person's office voice mail or take a message. After hanging up with the caller, you can call an employee's work cell and provide the ranger with a message. **NEVER** provide any personal information. **NEVER** provide details of work schedule unless you are sure you are speaking to another Corps employee.

- K. You are required to maintain an activity log for every shift (*Exhibit 14*). At the end of each shift post your log to the appropriate clip board in the main office area. Also, utilize campground logs during patrolling in the campgrounds; this is common means to transfer information between rangers, shifts and gate attendants to ensure situational awareness in campgrounds. Check-in with the gate attendants and read the booth log when entering a campground. Prior to leaving, check-out with the gate attendants and update the booth log. This update will keep the gate attendants and other rangers informed on what is ongoing in the campground. It is critical to share information.

XIX. PATROL COMMUNICATION

A. Throughout the Willamette Valley

1. It is required that when rangers begin their shift they report their location to the Shift Lead. If a ranger is working a shift alone, they are to report to the LOP Control Room and follow section *XXII. Communicating between Control Room Personnel and Park Rangers*. When any ranger leaves the office, they will sign out on the office white board, recording their destination and expected return time. If any of the information changes throughout the day, the employee will update with the Shift Lead.
2. If patrolling on foot in remote locations, during low visitation and/or any time safety is a concern, report into a control point. When responding to violations or other incidents, rangers will report their location, violation type and violator identification information (violator description, car tag or vessel numbers, etc.) to a control point. The control point will record this information and monitor/maintain communications with the ranger until the contact has been completed.
3. A control point can be a Shift Lead Ranger, another ranger, a control room, a gate attendant or volunteer (preferably in that order of availability.) If contacting a control room, use the chart below.

Field Location	Control Room	Radio Call #s	Phone #
LOP,DEX, FCR, HCR, CTG, DOR, FRN, BLR, COU	LOP	XXX	XXX-XXX-XXXX
FOS, GRP	FOS	XXX	XXX-XXX-XXXX
DET, BCL	DET	XXX	XXX-XXX-XXXX

When contacting a control room state your name, location, destinations of travel and expected clearance time. Once cleared, re-contact the control point stating official clearance.

4. When patrolling campgrounds, rangers are to check in and out with gate attendants during booth hours. Campground logs will be referenced and updated during every campground patrol, even when the campground booth is closed. All campground contacts will be entered on these campground booth logs to insure proper follow-up from other rangers and attendants.

5. Each ranger will maintain a daily written activity log of activities, contacts, maintenance problems and other information necessary to inform subsequent shifts. Issues concerning safety and security need to be communicated to the Shift Lead immediately. At the end of each shift, rangers shall post a copy of the log in a designated location and notify the Shift Lead of significant issues. Shift Leads will ensure that pertinent information be communicated to the next incoming Shift Lead.
6. Each ranger will have a current copy of radio call numbers and employee cell phone numbers with them at all times. The Office Clerk will at a minimum bi-annually (June and November) review and revise the list to keep numbers up-to-date. All employees will be familiar with radio call procedures, repeater sites and local State Police frequencies. Regular training shall be conducted to ensure that employees are familiar with programming or operational changes to the two-way radio system.

B. Green Peter/Foster Linn County Sheriff Dispatch Check-In Procedures

1. During any routine patrol of the Green Peter or Foster Projects, rangers will check-in and check-out with the Linn County Sheriff’s Office (LCSO) Dispatch Center. This procedure is in addition to checking in with the Foster Control Room. In addition, rangers may use this service as the third alternative when the situation warrants having a contact source for ranger safety, after using either the Foster Control Room or other ranger staff.
2. When patrolling within the GPR/FOS area, there will be two different radio stations to contact the LCSO Dispatch Center. From the city of Sweet Home up to the GPR Dam, the Cougar Rock Repeater will be used. From the Green Peter Dam heading upstream within the corridor, the Halls Ridge Repeater will be used. Listed below are the abbreviated radio channels as seen under Group 2 on the mobile radios. Handheld radios will not be used for this function due to weaker transmit strength.

Location	Radio Channel	LCSO Dispatch phone#
Sweet Home up to GPR Dam	XXXXXXXXXXXXXXXXXX	XXX-XXX-XXXX
GPR Dam upstream	XXXXXXXXXXXXXXXXXX or XXXXXXXXXXXXXXXXXX	XXX-XXX-XXXX

When contacting LCSO Dispatch follow these procedures:

- Step 1: As you enter the corridor, switch your mobile radio to (radio channel).
- Step 2: “Linn County Dispatch this is Army Corps Park Ranger XXX(Ranger Badge #)”. LCSO will then respond.
- Step 3: Explanation for the contact. “I’ll be patrolling the Quartzville Corridor and expect to clear the area by xxxx(time)”.
- Step 4: Switch the mobile radio back to the WVP RPTR within Group 2 and activate the scan function.

- Step 5: Once cleared and back in Sweet Home, re-contact the dispatch center stating official clearance. Remember to use the same repeater as Step 1.

XX. TELEPHONE AND COMPUTER USE

- A. Phone calls of a personal nature are permissible within the limits set by common sense. Personal phone calls must be kept brief, since we have only 3 phone lines to the Cottage Grove Office. Long distance personal calls must be made collect or billed to another number. Even if using a personal cell phone, calls should be kept brief while on-duty.
- B. Your supervisor or shift lead will explain the use of the Avaya Telephone System and provide a list of phone numbers for the Project (*Exhibit 2, 3 and 3a*).
- C. As a Corps employee, you will be responsible for creating and protection several passwords for a variety of computer program access. See *Appendix D* for a sheet to aid you in the process. If you write down passwords, properly safeguard them and **NEVER** share passwords with anyone.
- D. Internet access is available at the Cottage Grove Office. Although park rangers are encouraged to utilize the Internet for work-related research, this access should not be abused. Discretion should be utilized when surfing the web; do not spend government time utilizing the Internet for private reasons.
- E. Private e-mail accounts (such as Hotmail, AOL, Yahoo, etc.) should not be accessed from a government computer. Non-work related streaming video or audio is not permitted on a government computer.
- F. For more information concerning regulations of use of government computers, please refer to the U-PASS website at <https://u-pass.usace.army.mil/>. Once logged in, click on the *Acceptable Use Policy* link on the bottom of the page.

XXI. RADIO OPERATION AND PROCEDURES

The use of proper radio procedures is necessary to eliminate confusion and misunderstanding, to ensure that both Corps and FCC radio use guidelines are followed, and to provide for the most efficient use of the radio system.

The Willamette Valley Project radio system is part of the Portland District radio net. Although the portable (hand held) units are designed only for local use, the mobile (vehicle) and base radios are capable of communicating with almost all other similar units in the District.

A. General Radio use guidelines are as follows:

1. The radio is to be used for official business only.
2. Calls are to be kept short; if a long conversation is necessary, use the telephone if possible. Be concise and precise on the radio. It is a good idea think of what you are going to say prior to transmitting.
3. Use plain English during the conversation; avoid using slang, local jargon, or the 10-code, and don't swear. The key to success is slow and clear communications.

B. Radio Etiquette

Proper Communication includes:

1. Being polite
2. Being clear – no pauses, stuttering
3. Review what you're going to say
4. Be concise in your message
5. Use proper radio procedures
6. Using the radios when appropriate vs. using a cell phone or landline
7. Use a spelling alphabet if needed (*Appendix E*)
8. Spell out numbers if needed (example: when clarifying “fourteen” use “one, four”)

What **NOT** to do:

1. Use foul language
2. Use slang
3. Use indecent language
4. Convert the radio to a phone for personal use
5. Use radio equipment improperly
6. Use the radio as a form to discuss disagreements
7. Cut people off. This causes communication to be missed
8. Use appreciative type words like “please” or “thank you”

C. Basic Radio Channels and their Function

1. **WVP 1**
5 mile radius. Good for using when 2 or 3 rangers are working CTG Lake on a busy weekend. Staff within the 5 mile radius can still hear the WVP Repeater, which is good if for example a different coworker is calling the CTG rangers from DOR or FRN. But, the CTG rangers cannot communicate with those outside the 5 mile radius at DOR or FRN unless they are on the repeater as well.
2. **WVP 2**
5 mile radius. Good for having lots of people in one area using the radio. You can NOT hear any repeater messages on this channel.
3. **WVP RPTR**
Good for almost the entire valley.
4. **DET RPTR**
Only used to call the DET Powerhouse.
5. For more channels, refer to *Appendix F*.

D. Lifeline Function

- Boosts the 5 watt handheld radio to a 110 watt radio using your vehicle radio equipment.
- On the ranger fleet, only the 2500 Truck has this function.
 1. Turn the vehicle radio to WVP RPTR
 2. Turn the handheld radio on the lifeline channel
 3. Transmit just as if one would be using the RPTR

For a complete list of radio channels available on hand held and radio vehicles, refer to the Radio Programming spreadsheets (*Appendix F*).

E. Procedure for Use of Portable Radio:

- Determine if radio communication is necessary.
- Prepare your thoughts, how you're going to phrase what needs to be said in the most direct and short manner that conveys a clear message.
- Review the call sheets to identify the right call numbers.
- Turn Volume Knob (top button on left of face) on and adjust volume.
- Check to see if Frequency Knob is set in the WVPRPT position for Corps operations.

1. The proper procedure for making a call is to state the call sign of the party you are calling and then identify yourself. If you are transmitting on the repeater, state that at the end of your transmission. If you are transmitting via another radio channel then you would state that channel name at the end of the call. End each transmission with "over."

"XXXX this is YYYY, on the repeater, over."

This may be repeated twice more if no contact is made. Someone else may also answer.

2. The responding person will respond with their location:

"This is XXXX at Lakeside, over."

3. Communicate your message.

"Lakeside gate is closed for the night. Over."

4. The person being called can begin response communication only after they hear the "Over".

"Copy. I'm at Shortridge closing up. Over."

Every line starting with Step 4 will start with "Copy." Doing this will notify the person you are communicating with that you received their message.

5. Once communication is complete, sign off using "Clear".

"Copy. YYYY Clear."

Clear lets the other person know that the conversation is over.

6. The second person needs to also sign off using "Clear".

"XXXX Clear."

Clear lets everyone with radios know that the radio channel is now open for other traffic.

C. Storage of Portable Radios:

- Remove radio battery from charger; make sure if you are day or night shift you are getting the charged battery from the right charging rack- night is the top rack and day is the bottom rack.
- When storing your issued portable radio, secure it in the brown safe at the end of your shift. Put the battery back on the wall charger.

XXII. COMMUNICATING BETWEEN CONTROL ROOM PERSONNEL AND PARK RANGERS

1. Park Rangers occasionally operate alone and in remote areas. Consequently they need a reliable communication center for normal operations and emergencies. The LOP, DET and FOS Control Rooms will serve as this communication center and monitor calls as designated in the table below.

Field Location	Control Room	Radio Call #	Phone #	Cell Phone #
LOP,DEX, FCR, HCR, CTG, DOR, FRN, BLR, COU	LOP	XXX	XXX-XXX-XXXX	XXX-XXX-XXXX
FOS, GRP	FOS	XXX	XXX-XXX-XXXX	XXX-XXX-XXXX
DET, BCL	DET	XXX	XXX-XXX-XXXX	XXX-XXX-XXXX

If you contact a control room for just normal shift check-in, please refrain from contacting them 10 minutes before or after the top of the hour. If you are calling concerning your safety or an emergency, call the operator at any time.

2. The Control Room will act as a contact point for Park Rangers:

- (1) Saturdays, Sundays, Holidays.

The morning Ranger Shift Lead will contact the LOP Control Room between 0700-0730. The evening Ranger Shift Lead will contact the Control Room between 1800-1830 and again at the end of their shift as communicated with the Operator.

- (2) when Rangers are the only one on duty in the area.
- (3) when Rangers are patrolling after 18:00 in the evening.
- (4) anytime Rangers feel the activity or situation warrants this protection.

The Ranger requesting the monitoring service will initiate the contact with the Control Room.

3. The monitoring service will function as follows:

NORMAL OPERATION - SHIFT MONITORING

The Ranger will contact LOP, FOS or DET Control Room, by phone, and will provide:

- a) Name and Radio Call #
- b) Area of Activity
- c) Time Ranger will call back (clearance time)

The Operator will log this information and expect a call back at the designated call back time. If the Ranger does not make contact by the indicated clearance time, the Operator will follow the contact list below until verbal contact is made:

1. Ranger work cell
2. Ranger radio call #
3. Ranger personal cell
4. Park Manager
5. Deputy Operations Project Manager
6. Operations Project Manager
7. Local Law Enforcement

SPECIAL INCIDENT/PUBLIC CONTACT MONITORING

The Ranger will contact LOP, FOS or DET Control Room, request special incident monitoring and give the Operator:

- a) Name and Radio Call #
- b) Area of Activity
- c) Time Ranger will call back (clearance time)

The Operator will log this information and expect a call back before clearance time to terminate the service. If the Ranger does not make contact by the indicated clearance time, the Operator will follow the contact list below until verbal contact is made:

1. Ranger radio call #
2. Ranger work cell
3. Ranger personal cell
4. Local Law Enforcement*

*If local law enforcement is contacted, the following list must be followed until contact is made with an individual on the list below:

1. Other ranger on duty
2. Park Manager
3. Deputy Operations Project Manager
4. Operations Project Manager

It is extremely important the Park Rangers immediately answer all radio and phone calls during ‘Special Incident/Public Contact Monitoring’ event to ensure Law Enforcement is not wrongfully notified.

SPECIAL GEOGRPAHIC AREA

This is defined as an area that has unreliable radio and cell phone communication. (example: the Quartzville Corridor along GRP)

The Ranger will contact LOP, FOS or DET Control Room, by phone, and will provide:

- a) Name, Call # and the name of the on-duty Shift Lead Ranger
- b) Area of Activity
- c) Time Ranger will call back (clearance time)

The Operator will log this information and expect a call back before clearance time to terminate the service. If the Ranger does not make contact by the indicated clearance time, the Operator will follow the contact list contact below until verbal contact is made:

1. Ranger radio call #
 2. Ranger work cell
 3. Shift Lead Ranger radio call #
 4. Shift Lead Ranger work cell
 5. Park Manager
 6. Deputy Operations Project Manager
 7. Operations Project Manager
 8. Local Law Enforcement
4. When Rangers contact the Control Room using the radio, phone numbers will not be transmitted over radio frequencies. However, follow-up communication may need to be conducted over the phone. This makes it important for Control Rooms to maintain current phone lists and call numbers. When up-dates are made to these lists, Rangers will provide the Control Rooms new editions. Rangers will also provide the Control Rooms with current schedules.
 5. This service will not work without full follow-up and cooperation. Operators will make every effort to assist Rangers. Rangers must make follow-up contact by clearance time and answer all radio and phone calls to ensure safe communication. If Rangers are still engaged in an incident at the clearance time, they can extend the clearance time and continue with these stated procedures.
 6. Supervisory Contact List

Title	Name	Work Phone	Work Cell	Personal Cell	Home Phone
Park Manager		XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX
Deputy Operations Project Manager		XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX
Operations Project Manager		XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX

Title	Name	Work Phone	Work Cell	Personal Cell	Home Phone
Shift Lead Ranger		XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX
Shift Lead Ranger		XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX
Shift Lead Ranger		XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX

7. For maps of each of the Reservoirs and the Day-Use areas, refer to *Appendix G*.

XXIII. PERMANENT RANGERS' LEDS ACCESS – For Permanent Rangers Only

Under a Department of State Police Law Enforcement Data System User Agreement with USACE, Corps Park Rangers have user access to the information contained in the Oregon Criminal Offender Information System and the Federal Criminal Offender Information System (Federal Information) in a the manner and to the extent authorized by OAR 257-010-0025, OAR 257, Division 015, as provided in the Law Enforcement Data System Operation Manual.

A. Requests for information from LEDS may only be made for the following information:

- Vehicle Registration
- Vessel Registration
- Drivers License Information
- Wants/Warrants
- Stolen Vehicles
- Missing Persons

B. The following guidelines are provided for the use of LEDS:

- a) This system is for the exclusive use by Portland District Natural Resource Management Personnel who possess valid citation authority and only for official use as part of their job duties in public safety and the enforcement of Title 36, Chapter III, Code of Federal Regulations. No other Corps of Engineers employees are permitted to use the LEDS.
- b) Under no circumstances shall the information obtained through the LEDS be given to any individual (other than state or federal law enforcement officers) outside the U.S. Army Corps of Engineers, or for any purpose outside the ranger's scope of duty as defined by their position descriptions and EP 1130-2-550, Chapter's 6 and 7. Improper use of any LEDS information may result in disciplinary action and/or an individual's loss of access to LEDS.

- c) Park Rangers are required to adhere to CENWP-OP, Memorandum, Subject: Portland District Standard Operating Procedures for use of Oregon State Law Enforcement Data System (LEDS), 26 April 2012.

C. How to Request LEDS Information:

- 1. Contact OSP dispatch in Salem by telephone (**XXX-XXX-XXXX**). Dispatch will read off requested information very quickly. Be ready to write information down.
- 2. Make sure to specifically ask for the information you want. You may need to request specifically wants/warrants and/or other safety issues that you need to be aware of during contact with an individual.
- 3. Request needed information using the following format:
OSP Dispatch, this is Corps of Engineer Park Ranger # (your corresponding call sign listed below in D), ORI # AC0E000, requesting.....

D. Park Ranger LEDS Call Signs*

- E. **PARK RANGER XXXX**
- F. **PARK RANGER XXXX**
- G. **PARK RANGER XXXX**
- H. **PARK RANGER XXXX**
- I. **PARK RANGER XXXX**
- J. **PARK RANGER XXXX**
- K. **PARK RANGER XXXX**

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XXIV. VEHICLES AND EQUIPMENT

A valid state driver's license allows employees to operate government-owned cars and trucks of one-ton rating or less. New employees must watch the "Defensive Driving" training online before operating a government vehicle. Employees must have completed an orientation check ride by the Park Manager or a Permanent Park Ranger prior to operating a vehicle alone.

Safety is the most important consideration when operating a government vehicle. It is the vehicle operator's responsibility to report all vehicle maintenance and safety problems to your Shift Lead. When unattended, the vehicle should be locked and placed in gear or in "park" with the emergency brake fully set. In operation the seatbelts are always worn and the headlights used at all times. The driver is responsible for obeying all state and local motor vehicle laws. Ask your Shift Lead about local hazards.

Shift Leads will draft a daily schedule to include vehicle assignments. There may be certain duties and times when staff will share a vehicle.

Vehicles used for patrol should have the following:

- Have a working two-way radio.
- Are clearly marked on the door panels with the Corps logo (and the Park Ranger logo when available).
- Are white in color.

In addition, you must always take your government issued cell phone.

Vehicles should be refueled whenever the gauge shows one-half tank or less. A permanent ranger will provide new employee training demonstrating fueling procedures. When refueling the vehicle the ID number is the gas card number. The odometer is the current vehicle mileage. A receipt for gas will not be collected. See *Appendix H* for proper use of vehicle GSA cards. Remember to check oil, coolant and windshield washer reservoir levels each time a vehicle is refueled. Keep your vehicle clean and neat and wash the outside windows whenever you fuel up. Also clean the inside windows when conducting monthly vehicle inspections and whenever needed.

Know where the keys and credit cards are kept for all of the vehicles. Be sure to return the keys when not using the vehicle at the end of your shift. Do not take vehicle keys home with you or you will be returning to work on your own time to return them.

All service, parts or repairs must be pre-approved by the WVP Fleet Manager. If you believe a vehicle needs servicing or experience any problems, contact the CTG Fleet Manager or Shift Lead. All receipts (except gas fueling receipts) will be submitted to the CTG Fleet Manager. These receipts include, but are not limited to, oil changes, body repair, car washes, purchase of fluids or parts, etc.

After daily use, return all tools to the proper storage place in the vehicle or in the shop. All trash and personal gear will also be removed from the vehicle. Return keys to their proper locked storage as well.

Each month, the vehicles are inspected for equipment, operation and safety. The inspection also includes cleaning the interior of the vehicles. Inspections are additional duties assigned by the CTG Fleet Manager. Exterior washing of vehicles are done at car washes that accept the GSA fleet card. Exterior washes will be assigned by the CTG Fleet Manager or Shift Lead. Because the preferred car wash is located in Springfield, car washes will be performed when time allows for one to visit the wash station when it is on route of a scheduled patrol. See Appendix H for details of performing monthly vehicle inspection and car washes.

The recreation maintenance work leader must check you out on other equipment before being allowed to operate tractors, vehicles towing trailers, trucks over one-ton rating, self-propelled mowers, chain saws and other motorized equipment.

XXV. TRANSPORTATION OF PUBLIC PERSONS (Vehicles and Vessels)

Corps of Engineers employees may be approached by visitors with requests for transportation assistance for reasons that may include vehicle problems or emergencies. Non-government individuals are not permitted in Corps of Engineers' vehicles. This policy provides guidelines on how employees can assist the visitors with transportation assistance requests.

1. Injured visitors on land will not be transported to medical facilities. Employees will call 911 for an ambulance.
2. Injured visitors on the water may be transported to the closest boat ramp where they will be met by ambulance personnel. Individuals with suspected spine injury will not be transported. Employees will attempt to sling and stabilize victim in the water, attempting to keep head above water and wait for ambulance personnel. Employees will contact 911 to dispatch an ambulance to a desired location.
3. Visitors who are in need of transport on the water will only be transported if wearing a properly fitted P.F.D.
4. Employees may use their Corps issued cell phone to assist visitors who have locked their keys in their vehicle or are having other vehicle or vessel problems.
5. Local law enforcement will be notified for assistance with intoxicated, disturbed or disoriented visitors who are not injured.

XXVI. TOWING VESSELS

Operator skill, vessel capability, government liability for damages, plus other ongoing responsibilities are reason enough not to habitually tow disabled vessels. However, the Corps personnel should not leave anyone stranded on a lake. Corps employees assisting the public with disabled vessels will follow the below procedure:

1. Call Sheriff Dispatch to check if the Marine Patrol is available and to check if they have received prior notifications of the emergency.
2. If law enforcement is not available to respond, Rangers will take vessel to the nearest boat launch. Towing long distances is to be avoided.
3. All occupants of towed vessel will wear PFD's for the duration of the tow. All passengers will be seated in the proper area and vessels will be properly loaded.
4. The tow rope will be secured to the eye bolt of the towed vessel and should be attached by the boat owner. Corps personnel will verify that the tow attachment set-up is proper and safe prior to towing.
5. The boat operator's name, phone number and address will be recorded on the boat and ranger activity logs.

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XXVII. RECREATION AREA SAFETY & SURVEILLANCE PROGRAM (RASSP)

A. Regulation Enforcement

When the Corps of Engineers establishes a recreation area on fee-owned land the United States acquires proprietary jurisdiction, but there is no cessation of jurisdiction by the State with respect to law enforcement. The State's criminal (felony and misdemeanor) statutes remain applicable and its enforcement responsibilities continue.

Congress has given most Permanent Corps Rangers limited law enforcement authority under Title 36 Code of Federal Regulations. These can be found in the Corps' green "Rules and Regulations" pamphlet.

These regulations are based upon the Corps' proprietary jurisdiction and cover only minor misdemeanors. The authority to enforce these regulations does not include the authority to make arrests, to enforce state or federal statutes or to carry or use any type of defensive or offensive equipment with the exception of pepper spray.

You will be given the opportunity to attend pepper spray training. You have the option to carry issued spray or to sign a waiver stating your choice not to carry pepper spray.

Intern and Seasonal Park Rangers (who do not have citation authority) and Permanent Park Rangers patrol recreation areas and access points to insure compliance with rules and regulations. To do this correctly rangers must be familiar with Title 36 C.F.R. All verbal warnings, written visitor contact forms, written warnings and citations written by rangers must be based on Title 36 C.F.R. regulations.

All park rangers must complete the "Safe Self" training CD, prior to patrolling parks.

Be consistent in enforcing the rules and regulations- one team one voice.

Please remember to emphasize courtesy in all public contacts. Park users should always be given the benefit of the doubt when initially dealing with problems, with the emphasis placed on explaining the rule in question and in gaining compliance. All conversations should occur in a normal speaking voice, and all problems should be approached cheerfully and courteously. The other park users will get a negative impression if they see Rangers who appear rude or discourteous, as those onlookers are unlikely to be aware of whatever incident or provocation caused your loss of temper.

If a visitor says that he/she has been allowed an exception to some rule, give that person the benefit of the doubt for the time being, while you verify it with the shift lead or gate attendant involved.

Be fair and consistent in enforcing all rules and regulations. The objective of our regulations is TO GAIN COMPLIANCE at the lowest level of enforcement. To achieve this, our enforcement technique is done in escalating stages:

1. Visitors are informed of the rules and regulations posted throughout campgrounds and day use areas and on the bulletin boards. Campers in the campgrounds are provided newsletters with rules and regulations.
2. Give verbal notification to a visitor of a violation of the rules. When asked to comply, most visitors cooperate. Whether they cooperate or not, log compliance seeking actions (example: verbal warning, written warning, citation) in the campground and activity logs so other are informed resulting in the correct level of future enforcement for additional infractions. It may be appropriate at this time to request the names of violators. For the safety of our rangers, only permanent rangers are permitted to request ID.

If in the campground, verify you are talking to the registered occupant on the NRRS Campers Report, or get the name of the individual you are contacting.

3. Issue a visitor contact form (*Exhibit 16*), Boat Launch Fee Courtesy Notice (*Exhibit 29*) or written warnings (*Exhibit 17*) when appropriate. This may include instances when no one is present to talk with (example: illegally parked car, unattended campfire in an occupied site). **Only Citation Authority Rangers are permitted to issue written warnings.**

For more about Boat Launch Fee Courtesy Notices, see section *XXXII. B. Boat Launch Fees*.

4. Issue a citation and/or perform an eviction. **Only Permanent Rangers are permitted perform the options in this step.** (See section *XXVII. B. Citations*.) The Permanent Park Ranger or Park Manager has citation authority to write a Corps citation which requires a fine and/or federal court appearance. When evicting, instruct the party that they are “evicted” with a suspense time for departure. (See section *XXVII. C. Eviction*.)

Call the Shift Lead or Permanent Park Ranger for advice or intervention for persistent problems. The initial enforcement of regulations is a primary responsibility of the Intern and Seasonal and Park Rangers on duty. For contacts made by Interns and Seasonal that cannot be resolved, the Permanent Park Ranger will become involved.

At any time when the situation warrants additional assistance due to absolute non-compliance, violation of other laws (i.e. state, county, etc.) and/or threat to visitor and ranger safety, contact the Shift Lead. This may require direct notification of law enforcement. In an emergency, call 911.

Always be willing to explain the regulations but DO NOT ARGUE or debate; state the facts and leave it at that. Do not get into a loop of repeating the policy. Never respond to insults ("Is this how you get your thrills?"); comments (Don't you ever party and have fun?); or threats ("Remember, I'll see you out of uniform someday"). Keep calm and maintain your professionalism.

When approaching a minor violator for the first time you should give the visitor the benefit of the doubt; assume that he/she is unaware of the regulations. Greet the individual, identify yourself and the reason you stopped: ("Good afternoon, I'm Park Ranger John Smith; I stopped because I noticed your dog is not leashed.") Explain the regulation and its purpose and request that the situation be corrected: ("Our regulations require that all dogs be leashed for the protection of our visitors.") or ("Our regulations prohibit parking on the grass because of the damage vehicles do to the lawn and trees. Would you move your car, please?"). Should the person attempt to argue ("My dog wouldn't hurt a mouse", or "Don't you know that my taxes pay your salary?"), politely state the facts and try to gain compliance at the lowest level possible.

Usually a verbal or written warning will correct a violation. Intern and Seasonal Park Rangers are able to issue a visitor contact form if a verbal warning does not suffice. Be sure that each box is filled in with the correct information. Include the time of day the warning was issued, our office phone number and the date. A record of the written warnings is maintained on the REC SharePoint. This is important since the Permanent Park Ranger can write the visitor a citation if he/she has received a written warning or repeated verbal warnings and continues to violate the same regulation.

Remember that Interns and Seasonal Rangers do not have citation authority and you are not a law enforcement officer. You are to advise the park visitor of the regulations but you cannot take action to correct an infraction of the law with force. You should summon a Permanent Ranger for violations of Title 36 and the local authorities (State Police or Sheriff's deputies) for all other offenses. Notify the Shift Lead any time it is necessary to call the local authorities.

If you know enough about a situation to know you are not qualified to handle it, **do not** attempt to enter the site. (example: A gate attendant reports to you that site 56 is partying, and they've had several complaints.) (example: Site 32 refuses to pay their fee and have blasted past the booth and they are still in the campground.) Call a Permanent Ranger for these types of situations. As you become more familiar with your job and the park regulations you will be able to handle more complex issues. Intern and Seasonal Park Rangers are not permitted to evict visitors or campers from the parks. This should be left up to the Permanent Rangers; they have citation authority, training and experience. An Intern or Seasonal Ranger can only evict if a Permanent Ranger has given verbal authorization to evict **and** Law Enforcement is present with the Intern or Seasonal Park Ranger throughout the eviction process. Evictions and breaking up parties can get ugly fast. **Do not put yourself in a situation that could cause you physical harm.**

B. Citations

i. Issuing the Citation

1. Complete the citation (United States District Court Violation Notice DD FORM 1805). See *Exhibit 18* for an example.

Special Notes:

- **Offense Description:** Enter everything listed in the CFR as a description
 - **Defendant Information:** If the citation is left on an unattended vehicle or vessel, contact OSP LEDS (see section *XXIII. Permanent Rangers' LEDS Access*) or a contract law enforcement officer for the information.
 - **Court Date:** Eugene District Court is “date certain” every other month. Schedule at least 6 weeks out to allow for processing time at Central Violation Bureau (CVB).
 - **Defendant Signature:** Signing does not admit guilt – it acknowledges that the defendant has received the citation. If the defendant refuses to sign, is not available, or you feel asking them to sign could potentially escalate the situation or put you in danger, indicate that on the copy of the citation that you submit to the CVB.
2. Defendant Gets:
 1. Envelope copy to submit to CVB. The current address is
Central Violation Bureau
P.O. Box 71363
Philadelphia, PA 19176-1363
 2. Yellow copy to keep for their records.
 3. “Your Options” sheet. (see *Exhibit 19*)
 4. EP 1165-2-316 USACE Rules and Regulations green brochure with office address and phone number written on back.
 3. Delivery Methods:
 - In person at the scene.
 - Certified mail. Be sure that admin knows that you need the signed receipt for your records in case you need proof the defendant got the citation.
 - Delivery with agency assist from law enforcement.
 - Have law enforcement deliver it for you.
 - Deliver in person if no personal threat or danger. Can request they meet you at the office or a park.

ii. After You Have Issued the Violation Notice

1. Within 24 hours, complete the *Statement of Probably Cause* on the back of the white and pink copy.

Example:

I state that on April 26, 2012 while exercising my duties as a law enforcement officer in the Western District of Oregon

At approximately 14:35 on April 26, 2012, Park Rangers Bob Barker and Jane Doe observed four open cans of Budweiser Beer in Mr. John D Smith's possession at Shortridge Park at Cottage Grove Lake.

Previously the same day, at approximately 12:15 Park Ranger Barker issued a verbal warning to a group of day-users that include Mr. Smith concerning their possession and consumption of alcohol at Shortridge Park. This recreation area is designated by the Commander as an area that prohibits the possession and/or consumption of alcoholic beverages. The group poured out one can of alcohol and stated they had no more in their possession.

- Check the appropriate *The foregoing statement is based upon*: box(es)
 - Sign and date the *Executed on*: line
2. Within 3 days, complete an Offense/Incident Report, ENG FORM 4337 (*Exhibit 13*) and prepare citation to submit to CVB. One incident report can be used for multiple citations issued for the same or similar event (ex: multiple parking citations at Lakeside on same weekend; be sure to list all violation notices and names on the report).
- What to give CVB:**
- White copy of DD Form 1805 with front and back completed
 - Mail to:
 - CVB
 - PO Box 78059
 - San Antonio, TX 78278-5049
- What to keep:**
- A copy of the front and back of the white copy
 - The pink copy
 - Pictures
 - Copy of the incident report
- What else to submit and where:**
- Submit the incident report and copy of front and back of citation and relevant pictures through normal channels (see section XV. *Incident Reports*)
 - Submit a complete copy of the packet including any additional information that should be considered when bargaining to the CVB Coordinator
3. If you issue a citation or are part of the investigation, keep the court date open on your calendar. If a conflict arises, notify the CVB Coordinator to make arrangements to reschedule.
4. The CVB Coordinator will compile and coordinate all cases and bargaining with the U.S. Attorney's office and coordinate with the citing ranger if they are requested to be at the court house on the day of court.

C. Evictions – Performed by Permanent Rangers ONLY

1. Persons that are disorderly or intoxicated, violate federal, state or local laws, are obscene or disturb others, receive repeated warnings for a violation, or present a health/safety hazard to themselves and/or others should not be allowed to remain on Corps property.
2. All evictions from Corps property will be performed by a Permanent Ranger (PR) with citation authority. Student employees, temporary rangers, maintenance employees, gate attendants and volunteers are not permitted to perform evictions. If a PR is not on duty or immediately available, employees will contact the Park Manager or contact a PR at home to determine the appropriate course of action.
3. Determining the enforcement level necessary to gain compliance remains the discretion of the PR on duty as it pertains to the eviction of an entire group or an individual. Multiple complaints about disturbance(s) from a site or group may result in an eviction without previous warnings. An entire site or group may be evicted if it is determined Minors are in possession of alcohol.
4. Every attempt should be made to discourage intoxicated individuals from operating a vehicle or vessel. Suspected incidents of operation while under the influence should be referred to local law enforcement immediately.
5. Park rangers should not request the individual to leave for a period longer than what is required to abate the immediate threat to safety, the disruptive behavior or other violations of 36 CFR 327.12c.

Individuals evicted from a day use area, may return as early as the following day.

Individuals evicted from a campground, will not be permitted to return to Corps lands for the remainder of the reservation. If campers are paying day-by-day and are believed to be staying up to 14 days, the eviction can be issued up to the 14-day limit.

When individuals are evicted from a Corps area, the eviction is for all Corps managed areas.

6. The PR may choose to issue a written citation in conjunction with an eviction. If a PR's opinion of the offense warrants a ban of an individual for an extended period beyond what is stipulated in #5 directly above, the following procedure must be completed:
 - The PR will issue the defender a written citation for a mandatory court appearance. The PR will evict the individual(s) in accordance with #5 directly above.
 - The citation issuing PR will promptly notify the Park Manager of a recommendation for an extended period of eviction.

- If the Park Manager recommends an extended eviction period, they will work in conjunction with Office of Counsel, the District Natural Resource Management section and the U.S. Attorney's office.
7. Once an individual or group has been evicted, the PR will monitor progress from a distance or remain near the area to respond quickly if a problem is reported while those evicted depart Corps property. At the discretion of the PR, local law enforcement will be contacted to assist with evictions. The PR will request assistance from law enforcement and pursue criminal trespass charges if necessary for groups refusing to comply.
 8. Camping fee refunds will not be given for any portion of the stay when an eviction takes place. If the customer is persistent about the refund, provide them a Refund Request Form (*Exhibit 20*) for later review.
 9. The PR will complete and submit ENG FORM 4377 within 24-hours of an eviction.

D. Patrol Procedures, Techniques and Steps

- Each shift will divide its time so as to patrol campgrounds, parks and surrounding areas. The Shift Lead will assign patrol priorities.
- Make a point of chatting with campers when the opportunity arises. Ask campers if the campground was quiet or how things were the night before. Campers are a good source of information; besides, it is the only way they'll ever get to know you for the warm, wonderful human being you are. Foot patrol is the best method of gathering information from campers. Foot patrol is the preferred method in campgrounds because you are more accessible to visitors, and you do not have to concentrate on driving so you can give visitors and site issues your full attention. Only in specific circumstances should patrol by vehicle be performed in lieu of foot patrol.
- Vary the times and directions of your patrols; don't fall into a clockwork pattern. Occasionally double back into an area you have just driven or walked through.
- While patrolling, look for Title 36 violations and safety hazards (problems with docks or ramp, broken glass, broken picnic tables, missing signs, etc.). Make immediate corrections for safety hazards and log and report accordingly. Make regular checks of the restrooms on every patrol; watch for the need for restroom cleaning and resupplying. Watch for thefts, vandalism and potential hazards. Make sure all lights and fixtures are working. Make note of discrepancies and provide information to the Shift Lead.
- Before contacting a rowdy campsite or a group of individuals, contact a Permanent Ranger and advise them of the situation. The Permanent Ranger will decide the most prudent method to proceed. Intern and Seasonal Ranger's are not asked to put themselves in harm's way and will not often contact a rowdy groups by themselves. However the general strategies for dealing with rowdy group is to ask to talk to one

individual (if in a campground, preferably the registered occupant of the site); do not try to deal with the rowdy group as a unit. If the problem is relatively serious and the situation permits, talk to the individual in private; this tactic is designed to avoid an argument with the group, while separating the individual from those who would support him or her. Try to make the individual feel responsible for the group's actions and encourage a willingness to control the group's activities. If necessary, in a campground point out that the registered occupant is ultimately responsible for violations and in a day-use area and campground, an entire group can be evicted if even part of the group fails to comply. If the situation warrants, return to the site and state to the group what the problem is and what must be done to correct it; then say good-bye and leave; don't get embroiled in an argument.

E. Patrol Logs

Communication between employees is the single most important factor in running a smooth, consistent operation. Each ranger will keep an individual patrol activity log (*Exhibit 14*); be sure to identify the time, location, campsite, vehicles, individuals, presence of alcohol, violations and any additional who, what, where, when and how.

Everyone in the campground (Park Rangers, Gate Attendants) will document contacts and problems/incidents in the Campground Patrol Log. Be sure to record the time, violation or incident, site number, registered occupant and the vehicles/party involved. This is critical to pass along to the other shifts. The documentation of contacts and/or violations is important so that further appropriately escalation actions can be taken if necessary. Changes in procedures, instructions from the Permanent Ranger, problems requiring a written narrative, suggestions and comments should be recorded in the logs. Remember to date and initial anything you place in the patrol log. Keep entries professional, concise and factual (i.e. no commentary). These may be used in future incident reports or court.

XXVIII. CAMPGROUND OPERATIONS & POLICY - FOR ALL CORPS CAMPGROUNDS

Introduction

Campground patrol duties comprise the majority of the Park Ranger's workload. Successful performance requires a full understanding of both the policies under which the campground is administered and the procedures by which it is carried out. This section is designed to explain and outline the basic policies and procedures used in operating the campground.

A. Clarifications for Some Regulations

This section is intended to clarify some of the many regulations for the campgrounds.

- **Visitors** are not permitted into the campground between 10:00 pm and 6:00 am (quiet hours).
- Oregon State Law requires children under 16 must have a **bicycle helmet** on at all times, at all locations. Safety helmets are also required for skateboards, scooters, skates and rollerblades. If a child does not have a helmet, they must walk their apparatus back to the campsite. Positive reinforcement in the form of stickers and safety tattoos should be given to children with helmets. All bicycles (adult and child) must be equipped with a headlight and tail reflector to be ridden at night.
- All rules, laws and regulations must not only be followed by the public, but must also be followed by all park rangers, volunteers, agents of the Corps, gate attendants and contractors.
- Children (under 18) may not be left unattended in the campground.
- The registered camper is responsible for activities at his/her site.
- Dog runs are not permitted for safety reasons. Dogs must be on a leash that does not extend beyond 6 feet at all times.
- Picnic tables must stay in designated sites. Campers are not permitted to move tables.
- All campers have a right to use the shoreline. Campers will be courteous when going around other campsites to access the shoreline.
- All campers are permitted to access and use the shoreline throughout the campground. Campers should be respectful of adjacent campsites and use established paths. Equipment must be adjacent to shoreline and removed overnight and when not in use.
- Removing items from the dumpsters is prohibited at all Corps facilities. Climbing in or on dumpsters is also prohibited. The removal of items from the recycling receptacles in the campgrounds is prohibited.

B. Campsite Registration

- The registered occupant must be 18 years old or older.
- For walk-ins only:
 - Only one site will be sold to one person, who will solely be registered to that site. A camper may not buy additional sites for others who will arrive later.
 - It is acceptable and not considered "reserving" for 2 or more adults in one vehicle to purchase separate campsites, so long as:
 1. Each purchaser only buys one site, and that site is registered in his or her name
 - AND
 2. Each campsites is occupied that night
- Each registering camper should be given a copy of the campground newsletter and asked to please read the campground rules on the back.
- Some federal passes and military qualifications permit discounts for camping. See section XXXIII. Passes for information on fee discounts.

C. Refunds

If a camper requests a refund, inform them that for most circumstances refunds are not given. Refunds are never given for bad weather. Additional vehicle fees are never refunded.

Regardless of the reasons, no refund will be given at the time of the request. All refunds must be requested using a Refund Request Form (Exhibit 20) and processed by the Campground Manager. The camper will be contacted by NRRS within 2 to 4 weeks in regard to the request for refund. Again, completing the form is a request, not a guarantee for refund.

If campers have additional concerns, instruct them to contact the Shift Lead or Park Manager.

D. 14-Day Limit

Camping by an individual or group is limited to 14 days out of any 30-consecutive day period at a Project (in this definition, a 'Project' is a single reservoir) (using this definition, Pine Meadows and Primitive are considered a Project).

Example: If a camper stays at Cottage Grove Reservoir for 14 days he/she can then stay at Schwarz for up to 14 days. But then cannot move back to CTG for another 2 days.

Site changes within the same campground are not considered a change of Project. Also, a camper cannot switch registered occupants and use the same equipment. Gate Attendants keep a "thirty-day save list" to keep track of this.

i. Camper Length of Stay Extensions – Permanent Rangers ONLY

1. Campers who wish to stay longer than the 14-day limit may be granted permission under certain circumstances. Extensions can be made so that a total length of stay does not exceed 28 days under the following circumstances:
 - Medical problems, which may be complicated by travel (may stay on the same site).
 - Mechanical problems which cannot be immediately corrected and create a safety hazard when traveling for the registered campers (may stay on the same site).
 - For other reasons besides the two listed above AND the campers have not received warning of regulation violations AND if campground occupancy is expected to be less than 50%, THEN the camper may camp 15-28 days BUT must move to another campsite in the campground. Preferably a site which is not on the shoreline.
2. Extensions will not be granted during holiday time periods or if the camping party or visitors have violated any regulation or have received a substantiated complaint.
3. If at any time during a camping restriction, the campsite occupants violate a regulation, a permanent ranger can evict campers in compliance with section XXVII. C. Evictions. If a site is evicted, no refund will be issued.
4. Campers granted length of stay extensions are only permitted to stay in sites that have not been reserved.
5. Extensions will be approved by a Permanent Ranger. Extensions will only be granted in a maximum of 7-day increments.

If an extension is granted, the Gate Attendant will do the following:

1. Issue a new permit and collect appropriate fees.
2. Inform relief or other shift attendant of status.
3. Indicate length of approval on the comment section of customer record and on the campground patrol log.

If extension is denied, the Permanent Ranger will record reason for denial on the campground patrol log.

E. Campsite People Capacity

Campsites were designed with family units in mind. Large groups consisting of individuals from multiple families or extended families will be encouraged to purchase additional sites. The limit of people per individual site is a maximum of 8 people (or more people if all are immediate family members; example – 2 guardians with 9 children). Normally this is a secondary rule of enforcement which means that you will not be making primary contacts performing headcounts in campsites. But, if there are

other violations such as noise violations and there is an excess of people, the capacity issue can then be addressed. (FYI: This capacity policy is online and stated in the call center with NRRS.)

F. Check-out Time

Check-out time is 2 pm every day. A later check-out time must be approved by the Gate Attendants. A late check-out is consider 4 pm.

G. Quiet Hours

Quiet Hours are from 10pm – 6am in all campgrounds.

Generators

After 10pm, no generators are allowed to be running. If you come across a site running a generator, politely request the generator be turned off. Visitors will have many reasons for possibly running their generator past 10pm; use your best judgment for deciding on your next action of continuing with the request to shut off the generator or allowing it to run a little longer.

Recently, a new request to run generators past 10pm is being driven by individuals who need to use a CPAP (Continuous Positive Airway Pressure) device. This device is necessary to keep an individual's airway open due to certain medical conditions. If the visitor informs any staff of this condition prior to quiet hours, every attempt will be made to inform the visitor of the quiet hours and that alternatives must be found. Denying the visitor who runs a generator during quiet hours the opportunity to register for camping or staying in the campground is acceptable. There are alternatives to running a generator to power a CPAP device which you can discuss with the visitor. Those options include:

1. Identifying campgrounds or areas where there are electrical hookups.
2. Discussing alternative power options which include battery packs or power inverter. These packs and inverters can be purchased locally (Walmart, Bimart, etc) and they can be charged during the day and then run quietly at night without the use of the generator.
3. Visitors are never permitted to plug any device, including CPAP devices into facilities electrical outlets (such as at the restrooms). Extension cords are a safety hazard for all users of the campground.

Music

Music must be turned off after 10pm. This includes groups playing musical instruments late at night. Park Rangers still hold discretion whether to allow a camper to play music if they deem it non-disruptive based on site conditions.

H. Dog Pens

Some campers will set up cages or pens with various types of fencing within their campsite in order to restrain their pets. Fences that demonstrate the capacity to restrain animals is permitted as long as the fenced in area is no larger than 6 feet in diameter. The 6 foot measurement is in accordance to *CFR 327.11(a)*. Fencing in an entire campsite or an area larger than 6 feet in diameter is not permitted.

XXIX. PINE MEADOWS, PRIMITIVE, SCHWARZ CAMPGROUNDS

A. Supplemental Camping Regulations (Pine Meadows, Primitive and Schwarz Campgrounds)

The following regulations and restrictions are enforceable under CFR, Chapter III, Title 36, Section 327.12 Restrictions. These rules are posted throughout each campground and printed on the campground newsletter (*Exhibit 23: Pine Meadows and Primitive*) (*Exhibit 25: Schwarz*) which is given to each registered camper with their receipt.

- **Main camping unit** is defined as motor home, travel trailer or pick-up camper with a permanent sleeping structure.
- Any **tent**, whether someone choose to sleep in it or not, is considered a tent. This would include children play tents and ‘storage’ tents. Mesh see-through canopies are not considered tents. Tents attached to vehicles are considered non-permanent and are counted as one tent. Multi-chamber tents are counted as one tent.
- Only one main camping unit is allowed per individual site. An individual site may have a maximum of one main camping unit and two tents OR zero main camping units and a maximum of three tents.
- At Schwarz, some campsites are designated at Double Sites. These sites allow everything that an individual campsite allows, but double. That means that double sites are twice the number of vehicles, camping units and people.

B. Reservations - NRRS Policies (with Reserve America)

You should know the basics of the NRRS (National Recreation Reservation Service). Problems you cannot solve consistent with the written NRRS guidelines will be referred to the Shift Lead immediately, as they are most familiar with the system and policies. Only Permanent Park Rangers can approval the alteration of the computer’s operating parameters (i.e. prices, etc.).

If the computer goes down, Gate Attendants can continue to assign sites using the written Camper Log; they can collect the money later when the problem is fixed. The Shift Lead will be notified if this occurs.

The gate attendants at Pine Meadows and Schwarz are hired and authorized to collect fees and do remittances. While the Rangers must be able to inform the public on reservation and payment policies, ***under no circumstance*** will Rangers collect fees or make reservations.

All sites not reserved through NRRS are sold on a first-come, first-serve basis as walk-ins.

- **Reservations**

Reserve America is the contractor that administers the National Recreation Reservation Service contract. Again, Reserve America is the contractor; NRRS is the name of the

combined Army Corps, U.S. Forest Service and other land agencies program. Reserve America is under contract with the US Army Corps of Engineers and other agencies to provide reservation services. All sites at Pine Meadows, Primitive, and Schwarz campgrounds are reservable. If a site is not reserved 48 hours prior, then the site is available as a walk-in at the booth.

We do not take reservations at the campground booth. People wishing to make reservations must do so by contacting the NRRS at 1-877-444-6777 or on the Internet at www.recreation.gov. *Exhibit 21* is a copy of a brochure visitors can be given with reservation information.

Reservations must be made at least 2 days in advance. For example, someone wishing to reserve for Friday must make reservations by Wednesday. Reservations can be made up to 6 months in advance of customer arrival for individual and double sites, and 12 months in advance for group sites.

- **Cancellation Policy**

Cancellation to a reservation made prior to customer arrival at the campground, must be made by contacting Reserve America.

If a customer cancels a reservation more than 2 days prior to arrival, they are refunded their camping costs minus a \$10.00 service fee.

If a customer cancels a reservation 1 day before their arrival date or on the arrival date it is considered a late cancellation and a \$10.00 service fee plus the first night recreation fee will be charged.

Page 2 of *Exhibit 22* has a helpful chart with cancellation details.

- **No Show Policy**

Sites will be held for the customer from check-in time on the scheduled day of arrival until 2 p.m. the following day. If the customer does not arrive or does not cancel their reservation they will be considered a no show and charged the following:

- \$20.00 service fee
- first night recreation fee

Any fees remaining will be refunded to the customer.

No shows can only be authorized by the Shift Lead.

- **Reservation Changes Policy**

All changes to reservations need to go directly through NRRS. Instruct campers to call 1-877-444-6777 or use www.recreation.com.

C. Unoccupied Campsites

A sold site must be occupied with overnight campers. If a sold site is not occupied when the night shift leaves, that fact should be noted in the campground log for the morning shift. If

the site is still not occupied in the morning, it may be sold after 2 pm as a no show. Permanent Rangers must approve the resale of a no show. Purchasing sites for the purpose of saving them will be firmly discouraged. Please notify a Permanent Ranger in these instances. Using a site for only parking vehicles with no overnight campers is not permitted.

If a site was paid for, the campers left possession on the site, but then fails to occupy the site with people overnight, refer to section XXXIV. Impoundment of Property.

- i. Forfeiture of Campsites – **must be authorized by a Permanent Ranger**
 1. Rented campsites that have no equipment and have not been occupied for 24-hours will be re-rented to another party. Previously paid user fees are forfeited.
 2. Rented campsites that contain easily transported equipment and have not been occupied for 24-hours will be re-rented to another party after the camping equipment has been impounded by rangers. Prior to impoundment, rangers will attempt to contact the site renter by phone. If no contact can be made, impoundment of property will be conducted in accordance with section XXXIV. Impoundment of Property. Previously paid user fees are forfeited.
 3. Rented campsites that contain vehicles or trailers AND have not been occupied for 24-hours OR are in violation of checkout time will be resolved as follows:
 1. Attempt to contact owner to resolve.
 2. A citation may be issued when the owner returns.
 3. If the owner cannot be contacted or fails to resolve this violation, rangers will impound property in accordance with section XXXIV. Impoundment of Property. Previously paid user fees are forfeited.
 4. Sites will be rented to the first person who pays for the site. If an individual places camping equipment or vehicle(s) on an unoccupied site without paying, the equipment will be impounded in accordance with section XXXIV. Impoundment of Property at the time the site is registered to another party or after 24-hours. Property owners are responsible for paying user fees.
 5. If an individual paid for and occupied a site the previous day and their camping equipment is still on the site at check-out time, but they have not renewed, it will be assumed they plan to renew that day and the site will not be rented to another party unless the camper checks out. In the event of failure to pay the fee, the camper may be cited and or evicted. If the camper does not return to pay within 24-hours, equipment may be impounded in accordance with section XXXIV. Impoundment of Property. Property owners are responsible for paying user fees.

6. Campers that do not renew by check-out time and check-out of the campground more than two hours past check-out time the same day, may be charged the camping fee.
7. If
 - an unoccupied site is re-rented, **AND**
 - the original camper of the unoccupied site paid for multiple days, **AND**
 - a different site is available, the displaced camper may camp in a new different site and have their fees for future nights applied to the new site.

A Permanent Ranger will need to coordinate the adjustment on their registration at the booth NRRS system. If no other site is available, a refund will not be given. Admin Hold Sites will not be released to accommodate this individual.

8. Campsites reserved through the NRRS must be occupied by 1400 hours the day after the reservation was due in. At that time, the reservation becomes a 'no-show' and the site is available for re-registration. If the reservation holder notifies the Project that they will be checking in after 14:00, the site will be held for a time agreed upon with the Agent of the Corps and the reservation holder.
9. Once a reservation has checked in or a walk-in has registered, the site must be occupied with humans each over-night. If the site is not occupied, it may be re-rented in accordance to the steps listed in this section. A refund will not be given.
10. All property impoundments and forfeiture of campsites will be coordinated with a Permanent Ranger.

D. Site Transfers

Campers may make only one site transfer (includes either physically moving or changing the name of the registered occupant) per visit. They must choose a site that is not reserved during their stay.

Campers may change main vehicle once during their visit. Additional vehicle permits assigned to that site and that have not expired can be re-issued for the new site. The gate attendants will issue new permits at the same time the old permits are turned in. Additional vehicle passes are not transferable.

Campers sometimes abuse the Site Transfer policy. If you suspect that this is the case, call a Permanent Ranger because they are the most familiar with the policies.

E. Vehicles

Motor vehicles in the campground must be licensed, street legal, have a headlight and operated by a licensed driver. If it is not licensable by the DMV then it is not allowed to be driven in the campground. This includes mini-bikes, motor scooters and ATVs both gas and electric. Motorized scooters must have lights and license plates (legal registration) and be used for entering and exiting the campground (no off road riding).

All motorized vehicles registered at the DMV, including motorcycles, must have a vehicle pass (main or additional) and be parked on designated parking pads. Parking in unregistered sites is not permitted.

Vehicles may only be used to enter and exit in the parks as directed. “Cruising” is not permitted.

Main Vehicle Pass:

One vehicle is included with the price of the campsite. If a main camping unit is something other than a tent (for example a motor home) that unit is the main vehicle. Only one main camping unit is permitted per site. Main vehicles are issued a white main vehicle tag. The main vehicle tag is valid for the length of the camping reservation. A camper can switch their main vehicle designation once during their reservation.

Towed Vehicles

When two vehicles enter the campground under the power of one engine, in a legal tow, they will be treated as one vehicle. One of the vehicles must be a main camping unit.

Towed vehicles (a car towed by a motor home, for example) will not be charged as an extra vehicle, so long as the tow is street legal (a rigid hitch with lights and turn signals); tow chains are not acceptable. In order to not be charged as an extra vehicle, the legal tow must occur at the time of check-in (see Additional Vehicle Pass below). Both vehicles will be issued a white vehicle tag.

The towed vehicle may be unhooked from the RV and used to exit and re-enter the park. The white main vehicle pass must always be properly displayed.

Additional Vehicle Pass:

An additional vehicle is defined as any vehicle that is **not** the main camping unit (i.e. motor home, trailer, pickup camper, vehicle with tent), or is **not** towed by the main camping unit.

Example: If a motor home is towing a car, it must be legally towed at time of check-in. Then both the motor home and car will be issued white tags. If the car is not legally being towed at time of check-in, the motor home gets a white tag and the vehicle must pay for the green extra vehicle tag.

The additional vehicle tag is \$6 per day. ‘Day’ is defined as from time of purchase thru 2p.m. the following day. Gate Attendants will issue a green tag and it must be displayed on the camper’s vehicle. The date of expiration, the license number of the vehicle, and

the site number will be marked on the face of the green tag and posted in the lower left windshield (driver side).

There is a limit of a total of 4 vehicles per single campsite (8 vehicles per double site). However, all vehicle wheels must be on the parking pad or marked parking space. If they can not fit on the parking pad they must be parked in the additional parking spaces. Parking in unregistered sites is not permitted.

Additional vehicle tags are only sold to those associated with registered campers. Several day-use facilities are provided at each reservoir, so it is reasonable to refuse entry to day users (swimmers, picnickers, etc.) at the campground because we have paying campers at the campground. The only exception is if Schwarz Campground is less than 50% full, an additional vehicle tag can be purchased for fishing below Dorena Dam. This is only done at Schwarz for fishing below the dam. Parking is permitted only at the gravel overflow parking spaces by the east dumpsters.

Additional Vehicle Passes are not transferable.

Short-Term Vehicle Pass:

Sightseers ("I've never been here before; may we drive through and look at the campground?") should be permitted in for free, but given a reasonable time limit; 15 minutes should be adequate. A guest pass will be issued for this purpose. This free 15-minute guest pass must be visible on the dashboard of the vehicle.

Very short-term visitors ("I just need to drop off my elderly mother's heart pills.") will test your patience and stretch your sense of humor. Any reason that involves health, safety or serious inconvenience should be given the benefit of the doubt, but put a time limit on it; 15 minutes or less should suffice. Issue a free guest pass and instruct the driver that it must be visible on the dashboard of the vehicle.

All other excuses should be politely refused; they may pay the visitor vehicle fee or park outside the campground and walk in.

Vehicle Pass Changes

The license plate number on a vehicle pass may be changed one time (main vehicle, white tag only). This allows you to accommodate campers who pay for their sites using one vehicle and return later the same day with a different camping vehicle. This **does not** apply to additional vehicles passes (green tags). All vehicles in the campground are to have either a white main vehicle pass or a green additional vehicle pass. A pass from a vehicle in the campground may not be used by another vehicle to enter the campground.

Parking

All motorized vehicles registered at the DMV, including motorcycles, must be parked on designated parking pads. If they can not fit on the parking pad they must be parked in the additional parking spaces. Parking in unregistered sites is not permitted. Parking on the grass is permitted at Schwarz Campground only in sites #23, #24 and all Group sites.

Boat and utility trailers are not counted as vehicles; for parking purposes they may be driven onto the grass. However, a camping trailer is considered a camping unit and must be parked with all tires on the parking pad.

Bicycles and tricycles may be ridden on the grass.

Each campsite has the following set number of allowable vehicles:

Type of Site	# of Main Registered Vehicles (free)	# of Additional Vehicles Permitted (\$6/day)	Total # of Vehicles Permitted Per Site
Individual Site	1	3	4
Double Site	2	6	8
Group Site	25 (including up to 15 RVs)	0*	25 (including up to 15 camping units)

* extra vehicle permits are not permitted for Group Sites

F. Dump Station

Dump stations can be found at Schwarz and Pine Meadows. Use of the dump stations by registered campers is free. Campers from Primitive may use the dump station at Pine Meadows free of charge. Use of the dump stations by units not camping in Schwarz, Pine Meadows or Primitive will cost \$5.00 per vehicle. Use of the dump station is permitted regardless of how full the campground is at the time.

G. Showers

Use of the shower facilities by people not camping in Schwarz or Pine Meadows will cost \$5.00 per vehicle, not per person. This fee applies to campers from Primitive.

H. Use of Electric Outlets in Restrooms

Eclectic outlets are for personal hygiene use (example: blow dryers, razors, etc.). Devices including, but not limited to, toys, generators and CPAPs (Continuous Positive Airway Pressure) are not permitted in Corps outlets. Extension cords are prohibited at facility electric outlets as they are a safety tripping hazard for all users of the campground. Cell phones and other devices should never be left unattended.

I. Coordination with Gate Attendants

Park Rangers must make every effort to spend some time (short focused time) on each patrol talking to the Campground Gate Attendants, since the Gate Attendants will be far better informed as to the campground problems and potential needs for Corps management actions. Visits should be of a short duration (fifteen minutes) unless specific problems or needs arise. Shared communication is critical. Park Rangers should check in and out with Gate Attendants, read and update the booth patrol log and share information with Gate Attendants.

Occasionally Park Rangers may need to assist Gate Attendants with the bypass gate or assist with booth operations when a significant amount of campers are checking-in at the same time (i.e. Friday nights or holiday nights). The gate attendants are responsible for maintaining a log of vehicles license plates of every vehicle that enters the campground.

While you are expected to interact and exchange information with the gate attendants and assist them occasionally, do not remain at the booth longer than necessary and keep contacts brief and professional. Do not accept food or other gratuities from gate attendants. All offers of meals, gratuities, etc., should be politely declined. The booth is a highly visible area and it does not look good to visitors if rangers are spending long periods of time “visiting” with gate attendants.

J. Firewood

Campers may gather downed, dead and loose wood for campfires in the immediate area of the camping site. Campers may not cut branches from live trees. Adjacent landowners sell firewood throughout the summer; feel free to share that info with campers without endorsing a specific vendor. Local stores may also sell wood. Wood sellers may not enter the park to sell or deliver wood. Allowing them to deliver would be supporting a commercial activity. Inform anyone trying to do that, that it is not permitted. Private wood sellers may pull their vehicle to the side of the county road for sale transactions at their own risk and liability. If they become argumentative, write down their license plate number and give it to the Shift Lead.

XXX. IVAN OAKES CAMPGROUND

A. Supplemental Camping Regulations (Ivan Oakes Campground)

The following regulations and restrictions are enforceable under CFR, Chapter III, Title 36, Section 327.12 Restrictions. These rules are posted at the campground and printed on the campground newsletter (*Exhibit 27*) which is given to each registered camper.

- **Main camping unit** is defined as motor home, travel trailer or pick-up camper with a permanent sleeping structure.
- Any **tent**, whether someone choose to sleep in it or not, is considered a tent. This would include children play tents and ‘storage’ tents. Mesh see-through canopies are not considered tents. Tents attached to vehicles are considered non-permanent and are counted as one tent. Multi-chamber tents are counted as one tent.
- Only one main camping unit is allowed per individual site. An individual site may have a maximum of one main camping unit and one tent OR zero main camping units and a maximum of two tents.
- Tents must remain on the impact site.

B. Reservations

There are no reservable campsites at this campground. All sites are first-come, first-serve.

Campers are required to pay and register at the honor vault within 15 minutes of arrival. Payment for additional days is required by 2:00 p.m. daily.

Payment is made using the self-pay station located at the campground bulletin board. **Under no circumstance will Rangers or the Gate Attendant collect fees directly from visitors.** Rangers and the Gate Attendant are to assist visitors with payment instructions, but should never physically handle fees.

C. Unoccupied Campsites

A sold site must be occupied overnight campers. Purchasing sites for the purpose of saving them will be firmly discouraged. Please notify a Permanent Ranger in these instances. Using a site for only parking vehicles with no overnight campers is not permitted.

If a site was paid for, the campers left possession on the site, but then fails to occupy the site with people overnight, refer to the section *XXXIV. Impoundment of Property*.

- ii. Forfeiture of Campsites – **must be authorized by a Permanent Ranger**
 1. Rented campsites that have no equipment and have not been occupied for 24-hours will be re-rented to another party. Previously paid user fees are forfeited.

2. Rented campsites that contain easily transported equipment and have not been occupied for 24-hours will be re-rented to another party after the camping equipment has been impounded by rangers. Prior to impoundment, rangers will attempt to contact the site renter by phone. If no contact can be made, impoundment of property will be conducted in accordance with section XXXIV. Impoundment of Property. Previously paid user fees are forfeited.
3. Rented campsites that contain vehicles or trailers AND have not been occupied for 24-hours OR are in violation of checkout time will be resolved as follows:
 1. Attempt to contact owner to resolve.
 2. A citation may be issued when the owner returns.
 3. If the owner cannot be contacted or fails to resolve this violation, rangers will impound property in accordance with section XXXIV. Impoundment of Property.
 Previously paid user fees are forfeited.
4. Sites will be rented to the first person who pays for the site. If an individual places camping equipment or vehicle(s) on an unoccupied site without paying, the equipment will be impounded in accordance with section XXXIV. Impoundment of Property at the time the site is registered to another party or after 24-hours. Property owners are responsible for paying user fees.
5. If an individual paid for and occupied a site the previous day and their camping equipment is still on the site at check-out time, but they have not renewed, it will be assumed they plan to renew that day and the site will not be rented to another party unless the camper checks out. In the event of failure to pay the fee, the camper may be cited and or evicted. If the camper does not return to pay within 24-hours, equipment may be impounded in accordance with section XXXIV. Impoundment of Property. Property owners are responsible for paying user fees.
6. Campers that do not renew by check-out time and check-out of the campground more than two hours past check-out time the same day, may be charged the camping fee.
7. If
 - an unoccupied site is re-rented, **AND**
 - the original camper of the unoccupied site paid for multiple days, **AND**
 - a different site is available, the displaced camper may camp in a new different site and have their fees for future nights applied to the new site.

If no other site is available, a refund will not be given.

8. Once a walk-in has registered, the site must be occupied with a human each over-night. If the site is not occupied, it may be re-rented in accordance to the steps listed in this section. A refund will not be given.
9. All property impoundments and forfeiture of campsites will be coordinated with a Permanent Ranger.

D. Vehicles

Motor vehicles in the campground must be licensed, street legal, have a headlight and operated by a licensed driver. If it is not licensable by the DMV then it is not allowed to be driven in the campground. This includes mini-bikes, motor scooters and ATVs both gas and electric. Motorized scooters must have lights and a license plate (legal registration) and be used for entering and exiting the campground (no off road riding).

All motorized vehicles registered at the DMV, including motorcycles, must have a vehicle pass (envelope tear-off strip) and be parked on designated parking pads. Parking in unregistered sites is not permitted.

Boat and utility trailers are not counted as vehicles. However, they must fit on the parking pad or in the additional vehicle parking lot.

Vehicles may only be used to enter and exit in the parks as directed. "Cruising" is not permitted.

Bicycles and tricycles are only permitted on roadways within the campground. Children under 16 must have a bicycle helmet on at all times. Bicycles are also permitted on the North Shore Trail (also known as the Eugene-to-Pacific Crest Trail) that passes thru the campground. Refer to *Section XXVIII. A* for more details.

Main Vehicle Pass:

One vehicle is included with the price of the campsite. If a main camping unit is something other than a tent (for example a motor home) that unit is the main vehicle. The payment envelope's tear-off must be properly displayed on the vehicle or on the campsite post.

Towed Vehicles

When two vehicles enter the campground under the power of one engine, in a legal tow, they will be treated as one vehicle. One of the vehicles must be a main camping unit.

Towed vehicles (a car towed by a motor home, for example) will not be charged as an extra vehicle, so long as the tow is street legal (a rigid hitch with lights and turn signals); tow chains are not acceptable. In order to not be charged as an extra vehicle, the legal tow must occur at the time of check-in (see *Additional Vehicle Pass* below).

The payment envelope's tear-off tag must be properly displayed on the vehicle or on the campsite post. The second vehicle must display a second payment envelope's tear-off tag. This second envelope can be deposited in the payment canister with a note stating it was part of a legal tow. (Because of the easy confusion with this rare circumstance, be sure to just chat about payment with campers and provide them a blank tag so that every patrol personnel do not disturb the campers about the same issue.)

Additional Vehicle Pass:

An additional vehicle is defined as any vehicle that is **not** the main camping unit (i.e. motor home, trailer, pickup camper, and car with tent), or is **not** towed by the main camping unit.

Example: If a motor home is towing a car, it must be legally towed at time of check-in. Then both the motor home and car will be issued envelope tear-off tags. If the car is not legally being towed at time of check-in, the motor home uses the payment envelope's tear-off tag with camping fees. The second vehicle uses the payment envelope's tear-off tag with the extra vehicle fee.

The additional vehicle is \$6 per day. 'Day' is defined as from time of purchase thru 2pm the following day. Payment will be placed in an envelope and the payment envelope's tear-off must be properly displayed on the vehicle.

There is a limit of a total of 2 vehicles per single campsite, provide that all tires are on the campground parking pad. There is no extra vehicle parking in the campground. Note the boat trailer parking by the lake CXT is for vehicles with a boat trailer. Main vehicles with boat trailers are free. Extra vehicles with boat trailers pay the additional vehicle \$6 fee per day. Any additional vehicles can park outside the campground along North Shore Drive at their own risk and walk into the campground. Parking in unregistered sites is not permitted.

Short-Term Vehicle Use:

Sightseers ("I've never been here before; may we drive through and look at the campground?") and those only dropping off equipment should be permitted in for free, but given a reasonable time limit; 15 minutes should be adequate.

E. Day-Use:

There is no day-use permitted at Ivan Oakes. The use of Ivan Oakes Campground for picnicking, swimming and other day use activities is prohibited. Day-use can be found at Signal Point Boat Ramp and Meridian Park.

F. Coordination with Gate Attendants

Park Rangers must make every effort to communicate with the on-duty Campground Gate Attendant, since the Gate Attendants will be far better informed as to the campground problems and potential needs for Corps management actions. Visits should be of a short duration unless specific problems or needs arise. Shared communication is critical. Park

Rangers should check in and out with Gate Attendants and share information with Gate Attendants.

While you are expected to interact and exchange information with the gate attendants and assist them occasionally, do not remain at the host site longer than necessary and keep contacts brief and professional. Do not accept food or other gratuities from gate attendants. All offers of meals, gratuities, etc., should be politely declined.

G. Firewood

Campers may gather downed, dead and loose wood for campfires in the immediate area of the camping site. Campers may not cut branches from live trees. Campers may not cut on down wood outside their immediate camping site area. Adjacent landowners sell firewood throughout the summer; feel free to share that info with campers without endorsing a specific vendor. Local stores may also sell wood in Lowell. Wood sellers may not enter the park to deliver wood. Allowing them to sell or deliver would be supporting a commercial activity. Inform anyone trying to do that, that it is not permitted. If they become argumentative, write down their license plate number and give it to a Shift Lead.

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XXXI. SUPPLEMENTAL FOR DISPERSED CAMPING AT GREEN PETER/QUARTZVILLE CORRIDOR

1. Beginning May 1, 2014, camping is only permitted at Linn County campgrounds or in allowable areas upstream of road mile post 17.2.
2. The disposal of waste, including human and animal, on project lands or into project waters is prohibited. Day users are required to use designated restroom facilities, self-provided portable toilet, or as a last resort bury human fecal waste and pack-out toilet paper.
3. Campfires are not permitted on Corps managed land; with the exception of below the high water mark on the south side of GRP Lake (boat-in areas) outside of fire season.
4. In accordance with *CFR Chapter III, Title 36, Section 327.14 (b) Public property*, cutting or gathering of trees or parts of trees and/or the removal of wood from project lands is prohibited.

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XXXII. DAY USE AREAS

A. Nightly Closures

All day-use areas throughout the WVP do not permit use after dusk. However, those actively fishing are the only users permitted in the parks after dark.

Cottage Grove Reservoir:

The Cottage Grove Reservoir day-use areas will be locked nightly at dusk. This involves assuring all vehicles have left the park, locking the flush restrooms and the park gates. All CXT's are left unlocked 24-hours a day. The boat ramp areas at Lakeside and Wilson Creek are open 24 hours for launching vessels only.

Make contact with people to inform them you are closing gates. Day-use parks are closed at dusk. Those fishing after gate closure may park legally outside the park gates and walk back in to fish. Camping is never permitted in day-use areas.

B. Boat Launch Fees

Boat launch fees are for users that use the boat ramp to launch a vessel. This fee also applies to those vessels that were launched with no trailer but were launched at the ramp. If those launching trailer-less vessels (example: kayaks) wish to not pay the fee, they must launch their vessel along shoreline that is not the immediate boat launch ramp.

Paying the boat ramp fee does not guarantee parking.

- Vehicles with boat trailers that used the fee launch site, but park on the country road for example, must still pay the boat launch fee. Envelope tags/passes must be properly displayed.
- Someone who launched a vessel from the ramp and has a non-trailer length vehicle, must pay the boat launch fee and is prohibited from parking in the trailer parking area.

Boat launch fees are charged at Lakeside and Wilson Creek boat ramps; \$3 per vessel per day from Memorial Day weekend through Labor Day weekend. ('Day' is defined as from midnight to midnight the next day.) Envelopes and payment vault are located next to the boat ramps. Rangers are to check the envelope box daily to make sure envelopes are available. Fee canisters are pulled weekly by the day rangers (normal policy is to have two rangers to pull a canister for safety reasons).

Corps camping fees include the fee to launch vessels. If a vehicle has a valid (check the displayed date) campground tag (white, green or fee envelope tear-off) displayed, a \$3 permit is not required.

Discounts may apply to daily boat ramp fees; refer to XXXIII. Passes.

Annual Corps boat launch passes are for sale at Pine Meadows Campground. These are \$30 and are valid for one year from the purchase date. Passes may be purchased for \$15 if

purchaser has a valid America the Beautiful Age or Access Pass (with ID). The Annual Corps Boat Launch Pass must be correctly displayed in the vehicles in order to be valid.

All vehicles must properly display permits.

Other agencies' boat launch passes (State Parks, County Parks, etc.) do not apply to Corps launch facilities.

Under no circumstance will Rangers collect fees directly from visitors. Rangers are to assist visitors with payment instructions, but should never physically handle fees.

If visitors fail to pay/properly display their pass, rangers may issue a Boat Launch Fee Courtesy Notice (*Exhibit 29*).

C. Illegal Parking

A vehicle creating a safety hazard, impeding traffic or emergency access or parked in a "tow away" zone may be removed by a bonded towing service that agrees to remove the vehicle at the owner's expense. The tow is performed by the tow truck operator under Oregon Law (ORS 98-810-98.812). Authorization must first be obtained from the Permanent Ranger (PR) on duty. Towing is to be used as a last resort.

If a tow is required that cannot be conducted at the owner's expense, approval from the Park Manger and a Purchasing Request is required.

For vehicles not parked in accordance with posted restrictions the procedure should include the following:

1. Issuance of a written warning or citation.
2. Contact a bonded towing service.
3. Completion of an Impounded Property Report (*Exhibit 31*) while tow service is onsite.
4. Completion of an Offense/Incident Report, ENG FORM 4337 (*Exhibit 13*).

See section *XXXIV. Impoundment of Property* for more information.

Outside Parks and Campground on County Roads

If a visitor asks about parking out on the county road, you may inform them that parking out there is at their own discretion/risk and county laws apply to how they park (i.e. vehicle tires should not be over the white line causing safety issues).

Boat Trailer Parking

Any camp trailer, utility trailer, motor home or other vehicle that exceeds the length of a regular vehicle parking spot may park in the boat trailer parking. Parking in trailer parking is free. (The boat launch fee is for launching a vessel, NOT parking. See section *XXXII. B. Boat Launch Fees* for information about vessel launch fees.)

Paying the boat ramp fee does not guarantee parking.

- Vehicles with boat trailers that used the fee launch site, but park on the country road for example, must still pay the boat launch fee. Parking passes must be properly displayed.
- Someone who launched a vessel from the ramp and has a non-trailer length vehicle, must pay the boat launch fee and is prohibited from parking in the trailer parking area.

Wilson Creek

Vehicles are allowed to park in undesignated areas along the roadway so as the vehicles have entered the park and are oriented towards the exit of the park. Vehicles must be parked parallel to the roadway. All tires may be on the grass, but the vehicle must be reasonably close to the road. Vehicles are not permitted to impede traffic, create hazards or cause natural resource damage.

Lakeside

Lakeside has a history of overcrowding and parking traffic congestion. Vehicles shall park in designated spaces only. Sometimes, smaller vehicles or motorcycles are able to park in the smaller designated spaces at the edge of a parking lot. A Park Ranger may determine that a vehicle is not legally parked if the vehicle is causing a safety issue or natural resource damage.

Vehicles are not permitted to park along the roadway in Lakeside. This includes along the cable barricade in the park and along the entrance road into Lakeside Park (the entire length between London Road and the park).

Weyerhaeuser Road is leased to the timber company. Two gates on the west side of the reservoir will be locked every week Friday night through Sunday night. However, there are stretches of road that are not gated. Vehicles that park on Weyerhaeuser Rd. are not the Corps' responsibility as this is a private road managed by Weyerhaeuser. Rangers do not enforce parking violation on this road. But, rangers can inform visitors verbally that it is a private road subject to other local laws.

Shortridge

'No Parking' signs along Cottage Grove Reservoir Road outside the park prohibit parking. Like outside Pine Meadows, law enforcement enforces restrictions on this county right-of-way. But, rangers can inform visitors verbally that it is a private road subject to other local laws.

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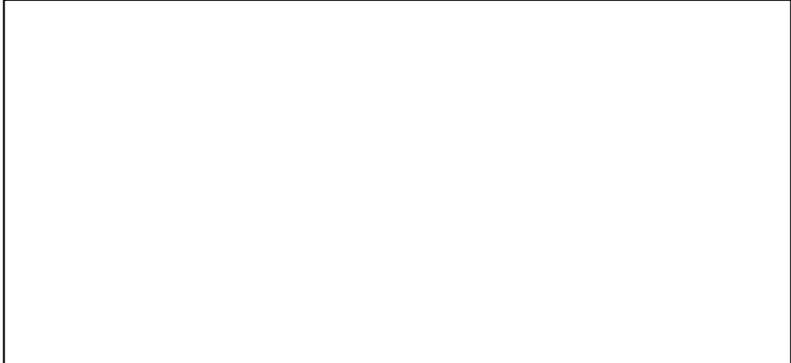
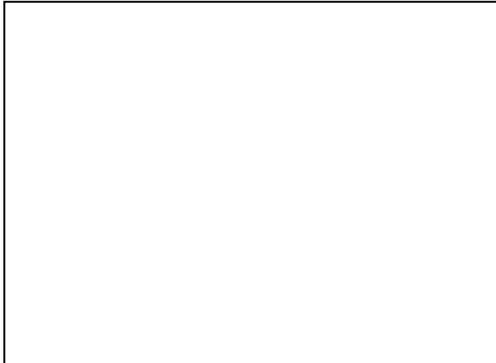
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6/8/15

Beautiful Age Pass (also known as the Golden Age Passport)

This pass enables U.S. Citizens 62-years or older and persons accompanying them in a single, private vehicle to camp at all federal fee campgrounds for half the regular price. The card holder must be present at time of registration and be on the site nightly to receive the discount. The card holder must be able to present the pass and photo ID to receive the discount.



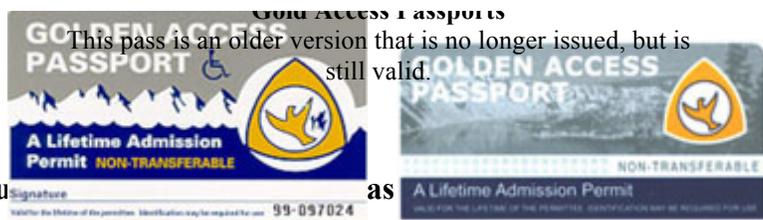
While the Corps accepts these passes, we do not issue them. The nearest place to acquire the pass is the US Forest Service office in Cottage Grove. The card is \$10.00 and good for life but the applicant must appear in person and be able to present proof of age, such as a driver's license.

Day-Use Specific:

This pass provides the cardholder half-off entrance fees for most federal agencies. The WVP does not have entrance fees. However, we do have boat launch fees. This pass provides the cardholder with half price boat launch fees (at Lakeside and Wilson Creek). The pass allows the half price discount for purchasing a Corps \$30 annual boat launch pass.

Campground Specific:

The card holder must be camping at the site every night there is a discount. Additional vehicles must have a card holder to receive the half-price discount. The Golden Age or America the Beautiful Age Passes apply to individual and double campsite fees. Users of Group sites are entitled to the discount only if all camping units have the individual Golden Age or America the Beautiful Age Passes.



6/8/15

Persons who are blind or permanently disabled and persons accompanying private vehicle to camp at all federal fee campgrounds for half the regular price. The card holder must be present to receive the discount. The card holder must be able to present the pass and photo ID to receive the discount. If the cardholder is underage, a photo ID is not necessary.

The pass will be available "to persons who have been medically determined to be blind or permanently disabled for purposes of receiving benefits under federal law." This pass will be issued to anyone who is obviously disabled (paraplegic, blind, etc.) or anyone who can show documentation that he or she is receiving Federal disability benefits of any type (Social Security, Workmen's Compensation, etc.) for a permanent disability.



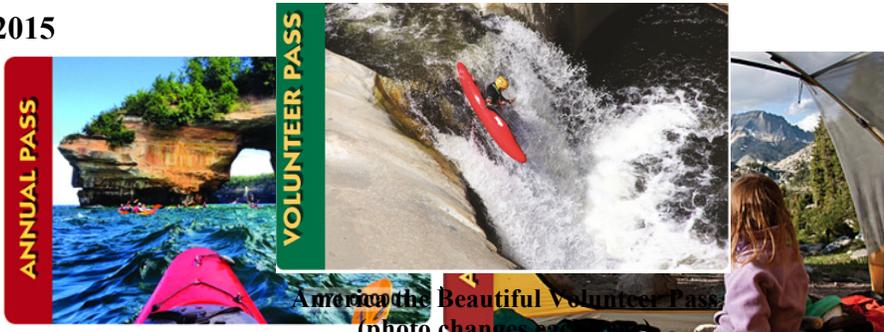
While the Corps accepts these passes, we do not issue them. The nearest place to acquire the pass is the US Forest Service office in Cottage Grove. The card is free and good for life.

Day-Use Specific:

This pass provides the cardholder half-off entrance fees for most federal agencies. The WVP does not have entrance fees. However, we do have boat launch fees. This pass provides the cardholder with half price boat launch fees (at Lakeside and Wilson Creek). The pass allows the half price discount for purchasing a Corps \$30 annual boat launch pass.

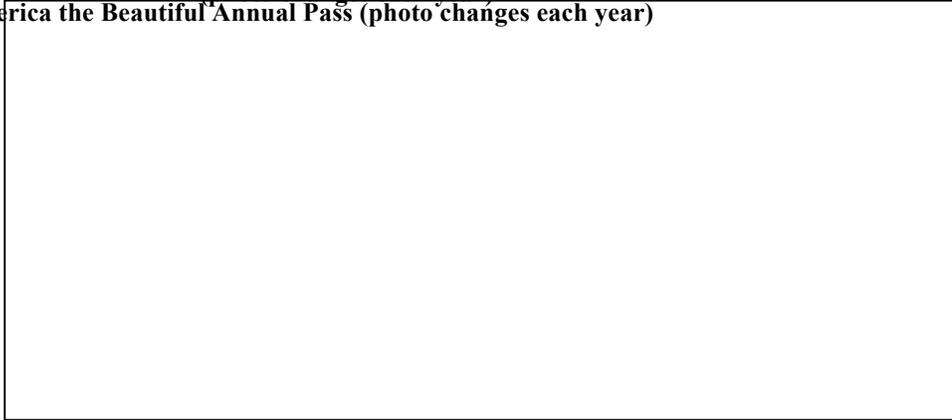
Campground Specific:

The card holder must be camping at the site every night there is a discount. Additional vehicles must have a card holder to receive the half-price discount. The Golden Access or America the Beautiful Access Passes apply to individual and double campsite fees. Users of Group sites are entitled to the discount only if all camping units have the individual Golden Access or America the Beautiful Access Passes. **NOTE: If you read the fine print on the back of the America the Beautiful Access Card, it reads that a discount on camping does not apply. This is incorrect; camping is half-price for those with cards.**



enables the pass holder and entrance. The card holder may

America the Beautiful Annual Pass (photo changes each year)



The WVP does not have entrance fees. Because of this, this pass has no relevance for the WVP. The Corps does not issue this pass. The nearest place to acquire the pass is the US Forest Service office in Cottage Grove. The pass is \$80.00 and good for one year from purchase.

D. America the Beautiful Volunteer Pass

Visitors may present the America the Beautiful Volunteer Pass. This pass provides the same benefits as the America the Beautiful Annual Pass.



The WVP does not have entrance fees. Because of this, this pass has no relevance for the WVP. The Corps does not issue this pass. Passes are given to volunteers with 250 service hours with federal agencies that participate in the Interagency Pass Program (the Corps does not provide these passes to volunteers).



E. **America the**

Visitors may present the America the Beautiful Military Pass. This pass provides the same benefits as the America the Beautiful Pass.



This pass's discounts are different for the Corps than for other federal agencies. **This pass allows FREE Corps boat ramp use. But it has no effect on camping fees.** The Corps does not issue this pass. Passes must be obtained at a Federal creation site (no Corps sites) by showing a Common Access Card or Military ID. See [Section F](#) below for more details about military discounts.

- F. Currently the DOD has a program that awards discounts to service members that have deployed and served in contingency areas. Currently those include Afghanistan and Iraq. These areas of contingencies are subject to changes. For further information contact a Permanent Ranger.
- G. State and County discount passes are not accepted at Corps sites.
- H. Some access areas at Fern Ridge are managed by ODFW and require an ODFW parking permit. See [Appendix J](#) for details concerning this permit.

XXXIV. IMPOUNDMENT OF PROPERTY

A. Improperly Parked Vehicles

A vehicle creating a safety hazard, impeding traffic or emergency access or parked in a “tow away” zone may be removed by a bonded towing service that agrees to remove the vehicle at the owner's expense. The tow is performed by the tow truck operator under Oregon Law (ORS 98-810-98.812). Authorization must first be obtained from the Permanent Ranger (PR) on duty. Towing is to be used as a last resort.

If a tow is required that cannot be conducted at the owner’s expense, approval from the Park Manger and a Purchasing Request is required.

For vehicles not parked in accordance with posted restrictions the procedure should include the following:

1. Issuance of a written warning or citation.
2. Contact a bonded towing service.
3. Completion of an Impounded Property Report (*Exhibit 31*) while tow service is onsite.
4. Completion of an Offense/Incident Report, ENG FORM 4337 (*Exhibit 13*).

B. Abandoned Vehicles

After 24-hours the vehicle registration will be run for ownership using LEDS (see section *XXIII. Permanent Rangers’ LED Access*). If reported stolen, law enforcement will handle the disposition. If not stolen, an attempt will be made to contact owner to remove the vehicle. At most, after 48-hours the vehicle may be impounded in accordance with procedure in section *A. Improperly Parked Vehicles* listed above.

If the abandoned vehicle is occupying a non-registered campsite, the vehicle may be towed prior to 24-hours.

C. Abandoned Vessels (in the water or on trailers)

A PR will run the vessel registration and trailer tag to determine ownership. If stolen, the ranger may assist the Sheriff’s Office (SO) by towing the vessel to the nearest boat ramp where the SO will handle the disposition. If not stolen, an attempt will be made to contact the owner to remove the vessel. If not removed after 24-hours, the PR will:

1. Issue of a written warning or citation.
2. Contact a bonded towing service.
3. Completion of an Impounded Property Report (*Exhibit 31*) while tow service is onsite.
4. Completion of an Offense/Incident Report, ENG FORM 4337 (*Exhibit 13*).

D. Boat Trailers

In accordance with section *A. Improperly Parked Vehicles* listed above.

E. Camper Trailers

An attempt will be made to contact the owner to make arrangements to have the trailer removed. In the event of failed attempt, the trailer may be towed by a towing service that agrees to remove the vehicle at the owner's expense.

After 48-hours the trailer may be impounded in accordance with procedure in section A. Improperly Parked Vehicles listed above. If abandoned trailer is occupying a non-registered campsite, the trailer may be towed prior to 24-hours.

F. Camping Equipment

May be impounded after 24-hours of abandonment **or** at the time the site is rented to another party. Two rangers or a ranger and an Agent of the Corps must be present while impounding equipment and completing an Impounded Property Report (Exhibit 31). Perishable items should be disposed of at time of impoundment. The Ranger will transport, tag and secure item(s) at the Cottage Grove Ranger Office. Once a site is cleared of equipment, the campsite can be occupied by the new site renters. For procedure of forfeiture of campsites at Pine Meadows, Primitive and Schwarz refer to section XXIX. C Unoccupied Campsites. For procedure of forfeiture of campsites at Ivan Oakes refer to section XXX. C Unoccupied Campsites.

G. Other Items

May be impounded after 24-hours of abandonment or at any time after a posted closure hour in day-use parks. Procedure will be in accordance with section F. Camping Equipment listed above.

H. Property Return

If the owner can be determined, contact by telephone or official letter to request the recovery of the personal property.

Personal identification or other means of determining ownership will be required to claim impounded property. The claimant will acknowledge receipt of his or her property by signing the Impounded Property Report (Exhibit 31).

If owners request items to be returned by mail, property will only be mailed C.O.D. If returning by C.O.D. a signature on the Impounded Property Report will be replaced with mailing information notes.

Disposition of unclaimed property shall be in accordance with 36 CFR 327.15 and section XXXVI. Lost and Found Procedures.

A copy of the Impounded Property Report will be retained for one (1) year from the date of impoundment or claim.

I. Towing Company Contacts (Updated: April 26, 2012)

Field Location		
LOP, DEX, FCR, HCR, CTG, DOR, FRN, BLR, COU	Froggy's Towing 541-747-1335 Eugene, OR	T&M Towing 541-225-5673 Eugene, OR
FOS, GRP	Llyod R Rice Towing 541-367-3727 Sweet Home, OR	Discount Towing & Recovery 541-205-0081 Sweet Home, OR
DET, BCL	B.C. Towing Inc. 1-877-209-2741 Salem, OR	M&M Auto Wrecking and Towing 503-982-2751 Woodburn, OR

XXXV. STOLEN PROPERTY

This section addresses the procedures for reporting stolen property (public or government).

1. Inform the victim to contact the Sheriff's department in the county where the item was stolen.
2. Collect information from the victim and complete a Property Crime Survey Sheet (*Exhibit 15*). Fully describe the item(s) stolen and approximate value. Advise the victim that this report does not replace an official police report and is for COE use only. Victims will need to contact local law enforcement themselves to file an official police report.
3. If the stolen property is valued under \$250, forward the Property Crime Survey Sheet to the Park Ranger that completes the monthly Minor Offense/Incident Report (CEMOIR). Complete this action within 24 hours.

If the stolen property exceeds \$250, complete an Offense/Incident Report (*Exhibit 13*) and forward through the appropriate channels. Attach the Property Crime Survey Sheet to the Offense/Incident Report hardcopy and file at the Cottage Grove Ranger Office. Complete these actions within 24 hours.

4. Stolen items that are recovered such as vehicles and vessels should not be disturbed (protect the crime scene). Wait for the arrival of local law enforcement. Rangers observing persons in possession of stolen property should not approach them, call for law enforcement assistance and keep the subject(s) under observation from a safe distance until law enforcement arrives. Record all observations while maintaining your safety.

XXXVI. LOST AND FOUND PROCEDURES

This section addresses personal property of any kind abandoned, stored or left unattended upon project lands or water. Handling of these items will be in accordance with *36 CFR 327.15* and *327.16*.

Valuable articles should be locked in the office safe. The admin clerk will record all lost and found items on the Lost and Found Log in the office. The admin clerk will coordinate all the lost and found articles and information, and should be consulted whenever inquiries are made about achieved reports.

Under no circumstance should lost and found property be retained by an employee, Agent of the Corps or a contracted worker, which is both an ethic and regulation violation. The perception from the public should be at all times that there is no monetary or material gain by those associated with the Corps.

Found items and Lost and Found Reports must be turned into the Cottage Grove Office at the end of each shift. Under Federal Law finders are not keepers.

A. Storage Location

The Cottage Grove Ranger Office will serve as the central receiving office for all lost or found items. Found items with reports and reports of lost items will be submitted to the CTG office clerk. Valuable items will be locked in a safe. (If items are in safe, notify the office clerk.) All things related to lost and found from campground booths will be forwarded to the Cottage Grove Ranger Office.

B. Item Identification

A copy of the Lost and Found Report will be attached to found property items.

C. Reports

A Lost and Found Report (*Exhibit 32*) will be completed by the Ranger receiving lost or found items. Report forms will be stored in chronological sequence at the CTG Office Assistant Desk. If the item's owner is known, every attempt will be made to contact the individual prior to the disposal of the found item.

D. Disposition of Claimed Items

When property is picked up by the owner at the Ranger Office the appropriate release portion of the Lost and Found Report form must be signed.

If the owner request items be returned by mail, property will only be mailed C.O.D. If returned by C.O.D. a signature of the person claiming the item is not needed.

E. Unclaimed Items

Unclaimed items will be in accordance with *36 CFR 327.15* and *327.16*. Perishable items will be disposed of without delay. When diligent efforts to determine the owner are unsuccessful, the property may be disposed of after 120-days after the date of notice. Item

of menial value (example: one shoe) may be disposed of in the trash. All other items will be donated to Goodwill. A receipt from Goodwill will be kept on file with Lost and Found Reports. Items found by federal employees, Agents of the Corps and contractor workers are considered public property and will not be return to the finder.

F. Disposition of Report Files

Reports for claimed and unclaimed items and Goodwill receipts will be destroyed after one year.

XXXVII. ANIMAL CONTROL

1. Rangers should never attempt to approach or capture domestic or wild animals. Always keep yourself and visitors at a safe distance, especially if the animal is aggressive.

2. **Stray domestic animals** on the project will be handled in the following manner:

1. Try to contact the animal's owner to resolve the situation. The owner is required to comply with *CFR, Chapter III, Title 36, Section 327.11 Control of Animals*. Animals must be penned, caged or on a leash under six feet in length. Enclosure must not exceed 6 feet in diameter. Failure to comply will result in the animal being evicted from Corps land. Any aggressive domestic animals, whether legally restrained or not, will also be evicted. Depending on the situation, issuing a warning or citation to the animal's owner may be appropriate.

2. If the owner is not located AND

- the animal is not aggressive or injured, the Ranger will record the description in their patrol log. When in the recreation area, rangers will monitor the situation.*

If the owner is not located AND

- the animal is aggressive, keep yourself and visitors at a safe distance. Contact the local county animal control to coordinate the removal of the animal. While waiting for Animal Control to respond, remain in the area to monitor the animal.

*Because Lane County Animal Regulation Authority does not respond to non-aggressive stray animals, visitors who wish to transport stray animals to authorities may do so at their own risk.

Lane County Animal Regulation Authority
3970 W. 1st Ave
Eugene, OR
541-682-3645

Linn County Animal Regulation Authority
541-967-3925

3. **Injured domestic animals** on the project will be handled in the following manner:
 1. Keep yourself and visitors at a safe distance.
 2. Contact the local county animal control to coordinate the removal of the animal. While waiting for Animal Control to respond, remain in the area to monitor the animal.
4. **Injured wild animals** on the project will be handled in the following manner:
 1. Keep yourself and visitors at a safe distance.
 2. Contact Oregon Department of Fish and Wildlife (ODFW).
5. If responding to an **aggressive domestic or wild animal** situation during Animal Control's or ODFW's non-operating hours AND there is a real and imminent danger to human safety, contact local law enforcement.

XXXVIII. ALCOHOL

A. Underage Alcohol Violations – Project-wide

1. If a Contract Law Enforcement Officer is working, request their assistance in issuing citations to minors and contributors. Minors in possession will need to dispose of alcohol and will be evicted consistent with section *XXVII. C. Evictions*. For minors in possession under the age of 18, the ranger will attempt to contact a parent or guardian and notify them of the incident.
2. If a contract officer is not available, seek compliance with disposing of all alcoholic beverages on site. If everyone on site is a minor, request the group to dump out the alcohol. If minors are present but an adult over the age of 21 claims ownership, request identification of the responsible individual and notify law enforcement. Any situation that poses an immediate risk to public safety should be immediately reported to local law enforcement. Other circumstances may warrant an eviction, dealt with on a case by case basis.
3. Encourage parents to come to the park to pick up their child. A Park Ranger may notify the individual's high school the next business day (may impact eligibility for extracurriculars).
4. If possession and/or consumption of alcohol are occurring on Corps property which is under an alcohol restriction, refer to *B. Enforcement of Alcohol Restrictions in Areas Determined by the District Commander* listed immediately below.

B. Enforcement of Alcohol Restrictions in Areas Determined by the District Commander

1. Designated areas that prohibit alcohol:
 - All USACE property at Cottage Grove Lake
 - All USACE property at Dorena Lake
 - Property includes leased areas at the above mentioned projects
2. Any procession of alcohol witnessed by rangers must be addressed. Rangers are to exercise professional judgment while using the minimum level of enforcement necessary to achieve compliance. Progressive enforcement will be consistent with Visitor Assistance Program policy and includes verbal warning, written warning or citation. Eviction, consistent with project and district policy memorandums, is also an option to gain compliance. Rangers responding to reports of alcohol will make every reasonable effort to observe possession and/or consumption. Enforcement action should be based on observance of alcohol and/or reasonable assumption based on behavior that alcohol is a contributing factor.
3. Possessing, consuming and/or storing alcohol in coolers, vehicles, vessels, RVs, trailers, tents, etc. is not permitted on USACE property. Depositing containers containing alcoholic liquid in trash/recycling receptacles on USACE property is not permitted.
4. Visitors in possession of alcohol, must either pour it out or remove it from USACE property. If the violator(s) choose the removal option within a day-use area, the individual(s) that remove the alcohol are not permitted to return to USACE property with or without alcohol for the remainder of the day. If the violator(s) choose the removal option within a campground, the individual(s) that remove the alcohol are not permitted to return to USACE property with or without alcohol for the remainder of the camping reservation.
5. Standard operating procedure for contacts where alcohol use is suspected is to inquire as to the possession of alcohol and to inform individual that possession is prohibited. Rangers are not authorized to search coolers, trailers, tents, etc; however, Rangers may request, on sites where possession has been observed, that visitors show the contents of coolers or other containers.
6. Rangers will monitor visitors who were contacted for alcohol possession from a distance to ensure it was poured out or removed and to inform local law enforcement if necessary.

7. Every attempt should be made to discourage intoxicated individuals from operating a vehicle or vessel. Suspected incidents of operation while under the influence should be referred to local law enforcement immediately.
8. If an eviction is determined the appropriate action, all evictions from project lands will be performed by Permanent Rangers only. Evictions will be conducted as per section XXVII. C. Evictions.

Change for 2015: If campers are evicted, the evicting Ranger can choose to give the option for compliance to leave by a certain time, then the campers can then apply for a refund for future reservation nights.

9. If those contacted for alcohol possession are underage users, rangers are to follow procedures set by A. Underage Alcohol Violations listed above.
10. Rangers will record the following alcohol related information on their patrol logs:
 - Date
 - Time
 - Location (include site # if in a campground)
 - Reason for contact (Primary or Secondary)
 - Activity observed and reason for contact
 - Actions taken by the ranger (verbal warning, written warning, citation, eviction)
 - How much alcohol was poured out and/or removed

These records will be reviewed by supervisors regularly and approaches will be refined as needed.

Rangers will also record alcohol related contacts on an Alcohol Reporting Log (Exhibit 33).

11. The citation issuing ranger will work with the Corps' representative to the District Attorney's Office to ensure that all citations related to this regulation are processed and resolved in an appropriate manner.
12. If campers create a noise disturbance in the campground at night, rangers the next morning may evict the campsite if it suspected alcohol is/was involved.

XXXIX. VESSELS OPERATING A STEREO AT A HIGH NOISE VOLUME

1. Vessels (or any sound producing equipment) on Corps water or land that are operating a stereo system at noise volumes that can be heard at several locations are in violation of *36 CFR 327.12(d)*.
36 CFR 327.12(d)

The operation or use of any sound producing or motorized equipment, including but not limited to generators, vessels or vehicles, in such a manner as to unreasonably annoy or endanger persons at any time or exceed state or local laws governing noise levels from motorized equipment is prohibited.

2. If the noise is at a level to unreasonably annoy, cause commotion and/or endanger persons at any time, Corps Park Rangers have the authority to issue warnings, citations or conduct evictions. When executing any of these actions, Park Rangers are to document the violation with as many measurable descriptions as possible, including the distance and location at which the sound could be heard.

XL. EXTRICATION OF MINERALS (Panning)

1. Mining operations, including panning, on Corps property is prohibited, except when in accordance with written permission of the District Commander.

36 CFR 327.14(a)

Destruction, injury, defacement, removal or any alteration of public property include, but not limited to, developed facilities, natural formations, **mineral deposits**, historical and archeological features, paleontological resources, boundary monuments or markers and vegetative growth, is prohibited except when in accordance with written permission of the District Commander.

2. Currently, an exception to this regulation is at Green Peter Reservoir from Rocky Top Bridge, upstream to the Corps property boundary. At this location, panning is permitted in the waterway. No permit is required. Other forms of mining, including dredging, are not permitted.

While gold panning is permitted in this area of exception, the destruction, injury, defacement and removal of all other public property (example: archeological features) is still prohibited.

XLI. METAL DETECTING

Metal detecting is permitted:

- in disturbed areas only (example: day use area, lakebeds)
- on the surface only, no digging
- collection of personal items less than \$25 (no cultural resources, no historical resources, no natural items)

XLII. ARCHEOLOGICAL RESOURCES VIOLATION

1. If a violation is noticed while in the act of being carried out, observe as much as possible from a good vantage point without being detected.

- Take as many notes and photographs of the activity as possible. How many people are there? Record who is doing what and description(s) of suspect(s).
 - Maintain a log of photographs – time, distance, direction, etc.
 - What kind of transportation has suspect used? Automobile, boat, etc. Record license number and description of transportation.
 - What kind of equipment is being used to dig? Screens, shovels, picks, mechanized equipment (i.e., bulldozer, backhoe), etc.
2. Assess situation
 - Does observed have help or backup? Is suspect armed and/or have a dog?
 - Contact a law enforcement officer.
 3. Approach suspect (law enforcement presence may be need)
 - When encountering suspect, watch the individual carefully. Do they hide or stash equipment and/or artifacts?
 - Request name and identification.
 - Ask suspect non-leading questions: How long have you been here? Are there others with you? Did you see the signs? Whose land do you think you are on? Do you have your own artifact collection? Do you sell them? How long have you collected? How did you find out about the site?
 - Question suspect about suspicious equipment in plain view.
 - Request suspect to turn over all artifacts since they are Government property and should not be removed from the scene.
 - If applicable, cite suspect for theft and or destruction of Government Property (*36 CFR 327.14(a)*). ARPA charges can be brought at a later date.
 4. Protect Crime Scene
 - Be careful not to step within the area or disturb in any way. Preserve evidence left behind by suspect. Do not handle the evidence.
 - Take extensive photographs and comprehensive notes on the site.
 - Notes taken in Ranger Patrol Logs can be used as evidence in court.
 5. Process Crime Scene
 - Contact the Park Manager as soon as possible. With assistance from the Park Manager the following will take place:
 - Law enforcement officer/criminal investigator will collect and process the evidence.
 - Call a Corps archeologist immediately to perform a professional damage assessment. The archeologist will call the Security Officer. If incident occurs during off-hours. Call the Security Officer who has call forwarding to their private residence who will then call a staff archeologist.
 6. Prompt reporting in these cases is extremely crucial.

XLIII. FISHING AND HUNTING

For current fishing and hunting regulations at any of the Project areas, reference current Oregon Sport Fishing Regulations, Oregon Game Hunting Regulations or the Oregon Bird Hunting Regulations. The Oregon Fish and Wildlife Commission (ODFW) supply these reference guides. Hunting maps for Willamette Valley Project are posted on the Project public website.

Although hunting is permitted on Corps land, it is not to be conducted on or within established recreation areas. This means one cannot fire from, into or through a designated recreation area. For instance hunting for ducks in the bone yard is permitted, but someone shooting at ducks from Lakeside Park is not. Hunting in areas below the draw down is permitted.

Reference the Corps Hunting maps for other prohibited locations (example: near dams).

Note: Corps of Engineers employees may inform the public of these fishing and hunting regulations, but complaints and enforcement problems must be referred to the Oregon State Police. The Corps of Engineers cannot enforce these regulations. Because of the complexity of these State rules, it is also strongly recommended to refer those with questions to ODFW resources so as to not provide inaccurate information.

XLIV. COMPLAINTS

Occasionally a member of the public will ask the procedure for complaining about some aspect of the Corps' operation of the Project. If the complaint is made verbally, write down the pertinent details and pass the message along to the Shift Lead or Park Manager. An individual can also file a written complaint that can be given to a ranger, gate attendant or mailed to the office. Do not hesitate to give out our mailing address:

Park Manager
U.S. Army Corps of Engineers
Cottage Grove Lake
75819 Shortridge Hill Road
Cottage Grove, OR 97424

Phone #: 541-942-5631 x:13

If that is not sufficient to satisfy the complainant, suggest mailing the complaint to:

Project Manager or Deputy Project Manager
U.S. Army Corps of Engineers
Willamette Valley Project Office
Eugene Federal Building
211 E 7th Street, Suite 480
Eugene, OR 97401

Phone #: 541-684-4300

It is recommended to have blank complaint forms in your gear while on patrol. Forms can also be obtained from the campground booths.

XLV. RECYCLING PICKING

Members of the public can pick through small garbage cans in the day-use area for recyclables; as long as they are not making it unsafe for themselves or the public, making/leaving a mess, and there are no complaints from the public. Individuals may not pick through garbage cans inside the restrooms.

No one is permitted to climb into or pick through the large dumpsters. This includes dumpsters at campgrounds, in the bone yards, or anywhere else on Corps property. No one is permitted to enter the campground to pick through garbage; the campground is only for paying campers and visitors. No one is permitted to remove recycling from the recycling containers in the campground except designated volunteers.

XLVI. MAINTENANCE CHECKS AND CLEANING DUTIES

A. Routine Duties (often conducted when patrolling)

- All employees should be alert to maintenance problems. Safety hazards should be dealt with immediately. Do not leave dangerous situations unattended. Work to mitigate the hazard. The use of caution tape, other markers or barriers are recommended. These markings will alert users to avoid the danger as well as aid maintenance as to the location for repair. Items that require immediate attention should be reported to the Shift Lead as soon as possible; lesser problems will be reported to the Shift Lead at the end of the shift.
- **Emergency Purchases During Non-Business Hours** – Coordinated through Permanent Rangers ONLY

Facilities in recreation areas can experience maintenance problems that need immediate attention during non-business hours and high public visitation. Problems may include, but are not limited to; sewage and plumbing back-ups, the need for emergency toilets etc.

If a maintenance problem needs immediate resolution to ensure public safety, the reporting party is to contact the Shift Lead. If the situation warrants attention prior to regular business hours of operations, the Shift Lead will:

1. Contact a Rec Maintenance employee. (If they are already aware of the problem, proceed to step 2.)
2. Call the designated LOP Supply Contact using their personal contact number. The LOP Supply Contact will make arrangements with the service supplier.

(SUPERVISORY SUPPLY TECH) cell: XXX-XXX-XXXX

home: XXX-XXX-XXXX

(SUPERVISORY BUDGET ANALYST) XXX-XXX-XXXX

(ADMINISTRATIVE OFFICER) cell: XXX-XXX-XXXX

Provide the LOP Supply Contact your contact information for any needed follow-up arrangements.

3. Leave the Park Manager a voice message containing all details of this incident.
- **Bulletin Boards:** In general, we do not allow people to post items on Corps bulletin boards without our permission. However, if the posting warns people about a safety issue (such as the river below a boat ramp being totally blocked), please leave the posting up. When in doubt about whether a posting should be kept up, you may contact the

Permanent Interpretive Ranger or the Shift Lead immediately and ask what to do, or take a photo and e-mail it to the Permanent Interpretive Ranger for later action. If a sign is put up by another agency (such as ODFW, ODF, LCSO), the Permanent Interpretive Ranger will follow up with them and provide official approval for the posting.

- Check restrooms frequently while on patrol. Although a janitorial contractor performs park cleaning, we need to address any obvious health and sanitation issues that occur between cleanings. Clean restrooms are a priority.
 - Restroom Cleaning Procedures (emergency clean-ups)
 1. Always notify a Shift Lead prior to performing cleaning services.
 2. Use proper PPE.
 3. Use diluted bleach to kill germs.
 - Clean up any obvious litter/garbage problems throughout the project.
 - Patrol vehicles are to be kept neat and clean at all times. This is not your personal vehicle and it reflects a professional image of the Corps and you, both positive and negative. All extra supplies will be removed from vehicles and properly stored after each use.
 - Monthly vehicle inspections will also be performed. The CTG Fleet Manager will assign inspections. Each patrol vehicle has a specific inspection form. Refer to Exhibit 34 for an example.
- B. Intern and Seasonal Park Rangers will always have some limited maintenance duties and the quantity is dependent on staffing levels. These will be assigned by the Shift Lead or the Park Manager.
- C. Tools and equipment from the DOR shop should be checked out from the permanent maintenance person or labor leader on weekdays. On weekends, only use tools from DOR shop during an emergency. Contact the Shift Lead if you believe it is necessary. Equipment must be replaced immediately after use. Clean all tools and equipment before storing.
- D. In order to maintain a clean, safe, professional work environment, everyone is responsible for maintaining the CTG Ranger Office, shop and vehicle. Refer to Appendix K for a list of Housekeeping Rules.

XLVII. INTERPRETIVE DUTIES

Most of the duties listed below are performed by the Permanent Interpretive Ranger. Other rangers may occasionally assist with these duties.

- A. The interpretive duties shall include:
- a. Presenting campfire programs at Pine Meadows Campground on Saturday evenings.

- b. Presenting children's programs at Pine Meadows and or Schwarz Saturday afternoons.
- c. Guiding dam tours on Saturday and/or Sunday afternoons.
- d. Writing the weekly campground newsletters.
- e. Updating the bulletin boards weekly to reflect programs.
- f. Maintaining statistics on program attendance.

In addition, the interpreter will be encouraged to develop special programs, tours, walks and/or displays that fit their interest and available time.

B. Interpretive program guidelines:

Programs must be accurate; the information presented must be provable or capable of documentation.

The programs must be in some way pertinent to the Corps mission or a closely related topic. Relevant topics include, but are not limited to:

- 1) Water safety.
- 2) Water resource management, particularly at the local and Pacific Northwest levels.
- 3) The history and development of water projects in the Willamette and Columbia River basins.
- 4) Natural history subjects which pertain at least in part to the Pacific Northwest.
- 5) The history of natural resource use and development in the U.S.
- 6) Local fish and wildlife.

The programs should be developed around Tilden's principles of interpretation.

C. Campfire programs:

Should be advertised by the Interpreter and/or Park Rangers walking through Pine Meadows and personally inviting each campsite to attend. (This walk through is also a good time to remind people of fire restrictions, etc.) This should be coordinated through the shift lead.

The host interpreter should introduce him or herself and give a brief introduction to the program.

The program may be preceded by a sing-along or other group "warm-up" activity, if the interpreters feel comfortable leading such activities.

D. Dam Tours

1. Tours will be on a first-come, first-serve sign up basis. A sign-up sheet may be posted at the Pine Meadows or Schwarz Entrance Booths. Each tour should be cut off at between 15 to 20 people, to keep the tour on a small, manageable, and personal basis. Additional applicants should be asked to sign up for the next available tour if they are local (repeat) users. Non-locals who may not have another opportunity for a tour should be worked into the tour if at all possible. (Second tours may be added if time permits.)
2. Dam tours should include a brief history of the dam, a description of the drawdown/refill schedule, reasons for current water resource management policies and mention of the fish-stocking situation. Dam and flow statistics should be minimized in favor of interpreting their effects downstream.

E. Children's Programs

Children's programs are, by their nature, largely oriented toward entertainment. Play-type recreational activities are perfectly acceptable for some programs, but a majority of the programs should include some environmental and / or water resource management education.

F. Guidelines for newsletters

1. Issues can either be written weekly, covering the period Thursday through the following Wednesday, or monthly, so long as the information provided remains accurate.
2. Prepared copies will be given to the admin clerk for copying and posting on the SharePoint and in the Master Binder.

G. Article guidelines

1. All articles must be accurate and have a reliable source that can be cited.
2. Articles must be grammatically correct.
3. Articles must be in good taste and not reflect unfavorably upon the Corps.
4. Subjects should be related to the Pacific Northwest.
5. Poems, quotes, etc. must be copied with the exact wording, punctuation, spelling and capitalization. (Poetry does not always follow proper English). Be sure to give credit to the author.

6. We cannot advertise local events but we can inform the public of upcoming events.
 7. Each issue will advertise the dam tours and explain the sign-up procedure.
- H. The Interpretive Ranger and Park Manager have editorial rights and should approve each time changes are made.

XLVIII. OTHER DUTIES

In addition to their routine duties, Intern and Seasonal Park Rangers will perform duties involving special projects or special assignments (example: tracking logs).

Special assignments are duties given in addition to or in lieu of regular duties. Such work will usually be assigned on the basis of the individual's skills and interests while attempting to share the workload equally.

Special projects may be assigned by supervisors or Permanent Rangers or undertaken voluntarily out of interest or a desire to broaden one's experiences and skills. Special projects are encouraged but, to avoid confusion, they should be coordinated by the Shift Lead.

XLIX. EXHIBITS

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**Exhibit 1
(1 of 2)**

REFERENCE WEBSITES:

	U.S. Army Corps of Engineers	www.usace.army.mil/
	Corps Lakes Gateway	http://corpslakes.usace.army.mil/visitors/
	U.S. Army Corps of Engineers Portland District	www.nwp.usace.army.mil
	River and reservoir levels	www.nwp.usace.army.mil/pa/river.asp
	USACE National Water Safety Program	watersafety.usace.army.mil/
	National Recreation Reservation Service	www.recreation.gov
	U.S. Coast Guard	www.uscgboating.org/
	Oregon State Marine Board	www.boat Oregon.com
	Willamette National Forest	www.fs.fed.us/r6/willamette/
	Bureau of Land Management	www.blm.gov/or/districts/eugene/index.php
	Oregon State Parks	www.oregon.gov/OPRD/PARKS/
	Lane County Parks	www.co.lane.or.us/Parks/Lane
	Linn County Parks	www.co.linn.or.us/parks/parks.htm
	Oregon Invasive Species Council	http://www.oregon.gov/OISC/about_us.shtml



Oregon Dept. of Fish and Wildlife www.dfw.state.or.us/



WVP Admin Website <http://nwp-ap-opv1/wvp/admin/adminhome.htm>



My Biz Employee <http://cpol.army.mil/>



VF Imagewear, Inc. VF Solutions (uniform)
https://uniforms.vfimagewear.com/vfweb/uniforms/coms/index_lma.htm



Willamette Valley SharePoint
<https://team.usace.army.mil/sites/NWP/OD/V/default.aspx>



WVP Recreation SharePoint
<https://team.usace.army.mil/sites/NWP/OD/V/rec/default.aspx>



US Army Corps of Engineers Portland District Training Website
<https://w3.nwp.usace.army.mil/training/>

Exhibit 2

Helpful Phone Numbers	
U.S. Army Corps of Engineers	
Park Ranger Office (Cottage Grove)	541-942-5631
Environmental Stewardship Office (Fern Ridge)	541-688-8147
Lookout Point Main Office	541-937-2131
Lookout Point Control Room (not to be given to the public)	XXX-XXX-XXXX
Foster Dam Control Room (not to be given to the public)	XXX-XXX-XXXX
U.S. Forest Service	
Cottage Grove Ranger District (Office in Cottage Grove)	541-767-5000
Dorena Genetic Resource Center (next to Schwarz)	541-767-5700
Middle Fork Ranger District	541-782-2283
McKenzie River Ranger District	541-822-3381
Sweet Home Ranger District	541-367-5168
Detroit Ranger District	503-854-3366
State Parks	
Oregon State Parks (Lowell)	541-937-1173
Oregon State Parks (Salem)	503-986-0791
Detroit Lake State Park	541-878-3406
County Parks	
Lane County Parks	541-682-2000
Linn County Parks	541-967-3917
Baker Bay Park Concessions	541-942-7669
Richardson Park	541-935-2005
Other Agencies	
Bureau of Land Management (BLM)	541-683-6600

Exhibit 3

Warning: This document REMOVED DUE TO PPI *more frequently than the Ranger Manual version.*
INSERT YOUR PROJECT'S PHONE LIST

--

Exhibit 3a

Project Phone List

A crisper version can be found on the Admin Site: (website)

Click on 'WVP-Phone, REMOVED DUE TO PPI, (in row of white boxes above all the drop-down
INSERT YOUR PROJECT'S PHONE LIST



Exhibit 4**Uniform Class BCD – Required Items****Class B Duty Uniform – Daily Wear**

- Campaign Hat (straw or felt w/hat band)
- Hat Castle Emblem
- Long Sleeve, Duty – tucked*
- Short Sleeve, Duty – tucked*
- Trouser, Cool/Warm Weather with belt
- Badge & Nameplate
- Shoe/Boot/Pump, Polished Plain Toe
- Socks & Hosiery

*Necktie required if worn with duty jacket

Class B Duty Uniform – Formal Wear (for public presentations, interpretive programs, media)

- Campaign Hat (straw or felt w/hat band)
- Hat Castle Emblem
- Long Sleeve, Duty – tucked, necktie required
- Short Sleeve, Duty – tucked*
- Trouser, Cool/Warm Weather with belt
- Badge & Nameplate
- Shoe/Boot/Pump, Polished Plain Toe
- Socks & Hosiery

*Necktie required if worn with duty jacket

Class B Duty Uniform – Ceremonies & Court

- Campaign Hat (straw or felt w/hat band)
- Hat Castle Emblem
- Duty Jacket
- Long Sleeve, Duty – tucked*
- Short Sleeve, Duty – tucked*
- Trouser, Cool/Warm Weather with belt
- Badge & Nameplate
- Shoe/Boot/Pump, Polished Plain Toe
- Socks & Hosiery

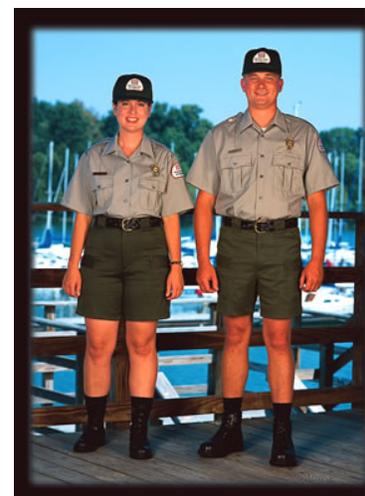
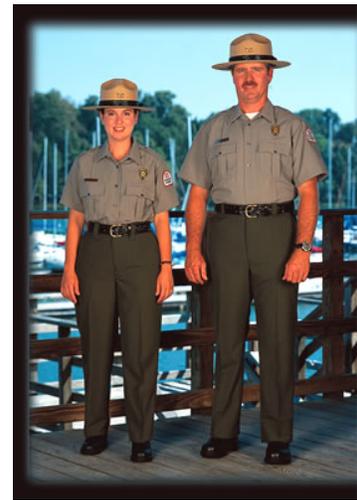
*Necktie required

Class C Work Uniform

- Long/Short Sleeve, Duty – tucked*
- Trouser, Washable/Work Jeans with belt
- Badge & Nameplate
- Shoe/Boot, Polished Plain Toe
- Socks

Class D Special Use Uniform (for boat, beach, bike patrols)

- Campaign Hat (straw w/hat band) beach patrol & interpretive only
- Ball Cap (boat patrol only)
- Bike helmet for bike patrol
- Hat Castle Emblem
- Short Sleeve, Duty – tucked
- Shorts - boat, beach, bike patrols & same for interpretive programs
- Badge & Nameplate
- Shoes Polished Plain Toe
- Socks





**US Army Corps
of Engineers** ®
Portland District

Request for Work Schedule

6/8/15

MEMORANDUM FOR _____

SUBJECT: REQUEST FOR WORK SCHEDULE

Exhibit 6

[itm](#)
ile'.

1. I request to establish one of the following schedules, beginning pay period: _____

- Regular Work Schedule
- Flexible Work Schedule
- Compressed Work Schedule
 - 5/4-9hr Tour of Duty
 - 4-10hr Tour of Duty

2. My proposed schedule is:

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Arrival Time							
Lunch Time Out							
Lunch Time In							
Departure Time							
Hours Worked							

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Arrival Time							
Lunch Time Out							
Lunch Time In							
Departure Time							
Hours Worked							

3. I have read and understand the provisions of CENWP Regulation 690 1 16, Alternative Work Schedules, 1 May 1996 found here: <https://w3.nwp.usace.army.mil/im/r/pubs/NWP/NWPR/690-1-16.pdf>

SIGNATURE OF EMPLOYEE

- APPROVED
- APPROVED WITH ATTACHED MODIFICATION
- DISAPPROVED WITH THIS ATTACHED JUSTIFICATION

SIGNATURE OF SUPERVISOR

U.S. Army Corps of Engineers
REQUEST, AUTHORIZATION, AND REPORT OF OVERTIME/COMPENSATORY TIME/HOLIDAY
 For use of this form, see ER 37-1-30; the proponent agency is CEFC-ZP.

6/8/15

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Section 5542 of Title 5 and Section 3013 of Title 10, the United States Code, authorize collection of this information. The primary use of this information is by management and your payroll office to approve and record your request for Overtime, Compensatory Time, or Holiday Time. Furnishing this information is voluntary, but failure to do so may delay or prevent action on the application.

INSTRUCTIONS

1. A separate request will be prepared for each pay period in which overtime, comp time or holiday is worked. Comp time cannot be granted in-lieu of holiday worked.
2. Enter the employee's name, date work is to be performed, the number of hours to be worked, and check the applicable method of compensation.
3. Enter nature of duties and justification for overtime, comp time, or holiday hours and if leave is taken during the same week.
4. If overtime is being approved after the fact, block 7 must contain a justification as to why the work was performed prior to being approved.
5. The requesting official will sign the request and submit the appropriate authorizing official. If the authorizing official concurs, he/she will sign the form and return to the appropriate timekeeper.
6. Timekeeper will retain as supporting documentation for the specific pay period.

1. PAY PERIOD END DATE		2. DATE PREPARED			
3. THRU (if applicable)		4. TO (Approving Officer)		5. FROM	
6a. EMPLOYEE'S NAME	6b. DATE WORK IS TO BE PERFORMED	6c. NUMBER OF HOURS REQUESTED	6d. METHOD OF COMPENSATION		
			OVERTIME	COMP TIME	HOLIDAY
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		6e. TOTAL HOURS:			

Exhibit 7

[\nwp-fs01wvp\admin\ADMINHOME.htm](#)
 down box. Select 'Overtime Request'.

7. Enter a brief description of the work to be performed AND IS TAKEN DURING THE SAME WEEK. PLEASE PROVIDE JUSTIFICATION FOR EACH.

NO
 performed? YES NO

Signature: _____ 8c. DATE _____

Signature: _____ 8c. DATE _____

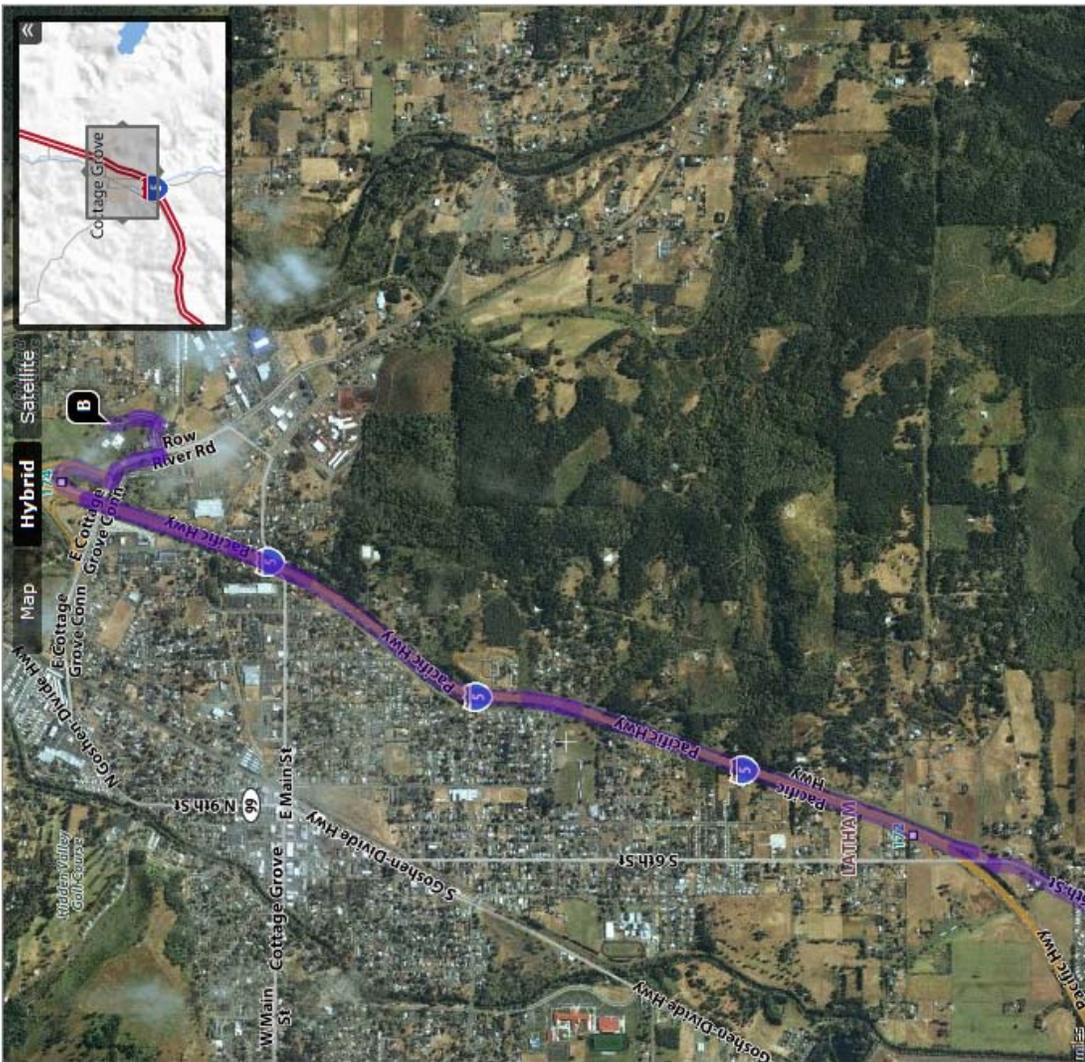
Request for Leave or Approved Absence

6/8/15

1. Name (Last, first, middle)		2. Employee or Social Security Number (Enter only the last 4 digits of the Social Security Number (SSN))				
3. Organization						
4. Type of Leave/Absence <i>(Check appropriate box(es) below)</i>	Date		Time		Total Hours	5. Family and Medical Leave
<input type="checkbox"/> Accrued Annual Leave	From	To	From	To		If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to Family and Medical Leave for: <input type="checkbox"/> Birth/Adoption/Foster Care Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the Family and Medical Leave Act. Medical certification of a serious health condition may be required by your agency.
<input type="checkbox"/> Restored Annual Leave						
<input type="checkbox"/> Advanced Annual Leave						
<input type="checkbox"/> Accrued Sick Leave						
<input type="checkbox"/> Advanced Sick Leave						
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee						
<input type="checkbox"/> Medical/dental/optical examination of requesting employee						
<input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement						
<input type="checkbox"/> Care of family member with a serious health condition						
<input type="checkbox"/> Other						
<input type="checkbox"/> Compensatory Time Off						
<input type="checkbox"/> Other Paid Absence <i>(Specify in Remarks)</i>						
<input type="checkbox"/> Leave Without Pay						
6. Remarks:						
7. Certification: I hereby request leave/approved absence from duty as indicated above and certify that such leave/absence is requested for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification on this form may be grounds for disciplinary action, including removal.						
7a. Employee Signature					7b. Date	
8a. Official Action on Request: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <i>(If disapproved, give reason. If annual leave, initiate action to reschedule.)</i>						
8b. Reason for Disapproval:						
8c. Supervisor Signature					8d. Date	
PRIVACY ACT STATEMENT						
Section 6311 of Title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: to the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.						
Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to Title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.						

Exhibit 8
[htm](#)
)F)'.

Exhibit 9



US Army Corps of Engineers
Phone: (541) 942-5631

A 75819 Shortridge Hill Road Cottage Grove, OR 97424
 Make this my default Yahoo! location

1. Start at **75819 SHORTRIDGE HILL RD, COTTAGE GROVE** - go 0.1 mi
2. Bear Left on **LONDON RD** - go 3.1 mi
3. Continue on **S 6TH ST** - go 0.5 mi
4. Take ramp onto **I-5 N** - go 2.6 mi
5. Take exit **#174/DORENA LAKE/COTTAGE GROVE** toward **AIRPORT/DORENA LAKE** - go 0.3 mi
6. Turn Left on **E COTTAGE GROVE COMM** - go < 0.1 mi
7. Continue on **ROW RIVER RD** - go 0.1 mi
8. Turn Left on **JIM WRIGHT WY** - go < 0.1 mi
9. Turn Left on **VILLAGE DR** - go 0.1 mi
10. Arrive at **1515 VILLAGE DR, COTTAGE GROVE**

Cottage Grove Community Hospital
Phone: (541) 942-0511

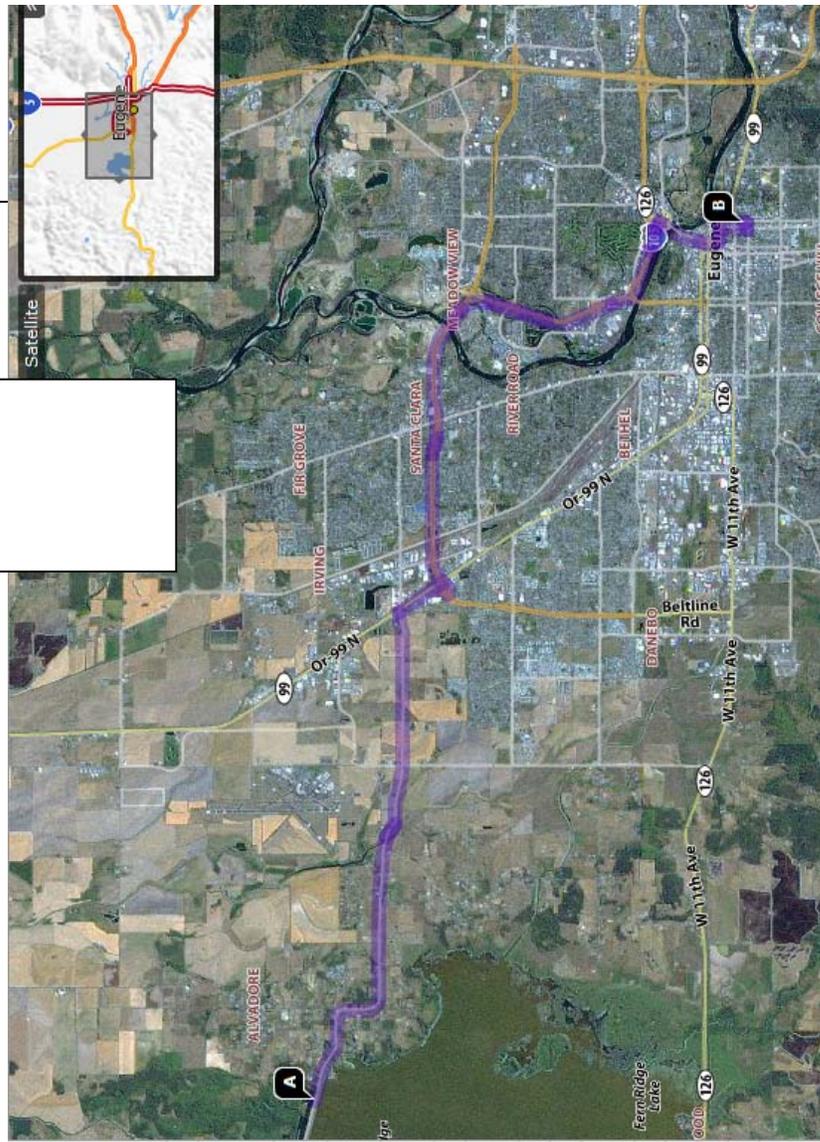
B 1515 Village Drive Cottage Grove, OR 97424

C Address, City, State

Distance: 7.1 miles Time: 12mins (approx.)

**Cottage Grove Community
Medical Center
1515 Village Drive
Cottage Grove, OR 97424
541-942-0511**

er Bend Hospital
3 River Bend Drive
Springfield, OR 97477
-222-7300



US Army Corps of Engineers
Phone: (541) 688-8147

A 26275 Clearlake Road Junction City, OR 97448
 Make this my default Yahoo! location

1. Start at **26275 CLEARLAKE RD, JUNCTION CITY** - go **6.1** mi
2. Bear Right on **OR-99 N(OR-99)** - go **0.6** mi
3. Turn Right to take ramp onto **BELTLINE HWY E** toward **BELTLINE HWY. EAST/SPRINGFIELD (I-5)** - go **3.6** mi
4. Take the **DELTA HWY./VALLEY R. CTR./EUGENE** exit onto **DELTA HWY S** - go **1.8** mi
5. Take the **I-5/I-105** Left exit onto **I-105 EAST** - go **0.9** mi
6. Take exit **#2/COUNTRY CLUB RD./COBURG RD.** - go **0.2** mi
7. Continue on **COUNTRY CLUB RD** - go **< 0.1** mi
8. Continue on **MARTIN LUTHER KING JR BLVD** - go **< 0.1** mi
9. Turn Right on **COBURG RD** - go **0.5** mi
10. Take Left ramp onto **MILL ST** - go **0.3** mi
11. Bear Left on **E BROADWAY(OR-99 SOUTH)** - go **0.1** mi
12. Turn Right on **PATTERSON ST** - go **0.3** mi
13. Turn Left on **E 13TH AVE** - go **< 0.1** mi
14. Turn Left on **HILYARD ST** - go **< 0.1** mi
15. Arrive at **1255 HILYARD ST, EUGENE**

B 1255 Hilyard Street Eugene, OR 97401

C Address, City, State

Exhibit 11

Lebanon Community Hospital
525 N Santiam Hwy
Lebanon, OR 97355
503-258-2101

A 2000 53rd Ave., Foster, OR 97345
 Make this my default Yahoo! location

1. Starting at the center of zip code 97345 - go 0.8 mi
2. Turn Left on QUARTZVILLE DR - go 5.0 mi
3. Turn Right on US-20 - go 20.6 mi
4. Arrive at 525 N SANTIAM HWY, LEBANON

Lebanon Community Hospital
Phone: (541) 258-2101

B 525 N Santiam Hwy, Lebanon, OR 97355

C Address, City, State

Distance: 26.4 miles Time: 34mins (approx.)

Blank page.

Exhibit 12

Admin Website Address:

REMOVED DUE TO PPI
INSERT YOUR PROJECT'S ADMIN WEBSITE PAGE

OFFENSE/INCIDENT REPORT

(ER 190-1-50)

RCS: DAEN-PM7

6/8/15

Exhibit 13
[520Report.pdf](#)

REPORT NO.		MPI/CID NO.		DATE OF REPORT	
TO			FROM		
1. OFFENSE/INCIDENT		<input type="checkbox"/> PERSON <input type="checkbox"/> PROPERTY <input type="checkbox"/> FRAUD <input type="checkbox"/> SEX OFFENSE		CORPS EMPLOYEE INVOLVED: <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, NUMBER INVOLVED _____ AS VICTIM _____ SUBJECT _____	
TITLE		CODE		2. LOCATION (Include county, state or territory in which person, installation facility or recreation area involved is located.)	
				TIME	
				DATE	
				DATE (Occurred overnight or weekend)	
3. REPORTED BY			ADDRESS		
4. TYPE/STATUS OF REPORT					
<input type="checkbox"/> CLOSED <input type="checkbox"/> INITIAL <input type="checkbox"/> FOLLOW-UP <input type="checkbox"/> ADD-ON <input type="checkbox"/> CMOIR					
5. DETAILS (who, what, when, where, why, how), SUPPORTING PHOTOGRAPHS, NEWSPAPER ARTICLES, ETC., MAY BE ATTACHED DO NOT ATTACH REPORTS FROM OTHER AGENCIES. IF ADDITIONAL SPACE IS REQUIRED, USE SEPARATE SHEET.					
6. <input type="checkbox"/> REPORTED <input type="checkbox"/> REFERRED TO <input type="checkbox"/> LOCAL POLICE <input type="checkbox"/> SHERIFF <input type="checkbox"/> STATE POLICE <input type="checkbox"/> MPI <input type="checkbox"/> CID <input type="checkbox"/> FBI <input type="checkbox"/> OTHER (Specify)					
7. RECOMMENDED PREVENTIVE CORRECTIVE ACTION, IF APPROPRIATE					
8. DOLLAR VALUE					
a. GOVERNMENT PROPERTY \$ _____			a. COBTRACTOR PROPERTY \$ _____		
9. OCCURRED ON/AGAINST			INVOLVED		
<input type="checkbox"/> CORPS PERSONNEL, EQUIPMENT OR PROPERTY OTHER THAN RECREATION AREAS <input type="checkbox"/> RECREATION AREAS <input type="checkbox"/> PRIVATE PERSONNEL OR PROPERTY			<input type="checkbox"/> VANDALISM TO CORPS PROPERTY <input type="checkbox"/> LARCENY OF CORPS PROPERTY <input type="checkbox"/> OTHER		
NAME, GRADE AND TITLE OF REPORTING OFFICER			SIGNATURE		

ENG FORM 4337, JUN 1980

EDITION OF 1 MARCH 1978 IS OBSOLETE.

(Proponent: CEPM)

Blank page.

Property Crime Survey Sheet

Exhibit 15
(1 of 2)

USACE Employee Receiving Report of Crime: _____

Date of Report _____

Date and Time Crime Occurred _____

Reporting Party:

Name _____

Address _____

Phone # _____

Location of Crime:

Reservoir _____

Park or Location Details _____

Damage and/ or Theft to Property:

Description: _____

Empty rectangular box for additional information or notes.

xhibit 15
(2 of 2)

Dollar Value of Damage/Theft _____

Vehicle Description:

Details (who, what, when, where, why, how):

This is not a police report. All crimes need to be reported to the Sheriff's Office.
Lane County Sheriff: 541-682-4150
Linn County Sheriff: 541-967-3950



Visitor Contact Form

6/8/15

Exhibit 16

Vehicle Make, Model _____ Color _____

License plate #, State _____

Location _____

Reason for Contact:

All applicable under Title 36 regulation

- | | |
|---|---|
| <input type="checkbox"/> Parking in violation of posted restrictions 327.2(b) | <input type="checkbox"/> Pet off leash 327.11(a) |
| <input type="checkbox"/> Failure to maintain clean campsite 327.9(d) | <input type="checkbox"/> Failure to pay Camping fees 327.23(b) |
| <input type="checkbox"/> Too many tents/RV's/vehicles on campsite 327.12(a) | <input type="checkbox"/> Failure to pay Boat Launch fee 327.23(c) |
| <input type="checkbox"/> Other/Comment _____ | <input type="checkbox"/> Leaving campfire unattended 327.10(b) |

Boat Launch Annual User Pass is available for \$30.00 and may be purchased at Pine Meadows Campground. Holders of a federal Interagency pass are entitled to a 50% discount. Fees collected under the authority of the Land and Water Conservation Fund Act.

Name _____

Date _____

Title _____

Title 36 CFR 327 _____

**WARNING CITATION
US ARMY CORPS OF ENGINEERS**

6/8/15

*This WARNING CITATION is issued pursuant to Section 234 of the Flood Control Act of 1970 (Public Law 91-611, 84 Stat. 1818). Future violations may result in referral to a U.S. Magistrate for action.
For additional information call: (Privacy Act Statement on Reverse.)*

VIOLATION CFR - Chapter III, Title 36, Section 327.		DATE OF VIOLATION	
PLACE OF VIOLATION		TIME VIOLATION NOTED	
VEHICLE (Year and Make)	COLOR	BODY STYLE	LICENSE NUMBER
NAME (Last - First - Middle Initial)			
ADDRESS		PRINTED NAME OF RANGER	
		SIGNATURE	

ENG FORM 4381, Aug 86 (ER 1130-2-420)

Exhibit 17



**United States District Court
Violation Notice**

Exhibit 18

Violation Description

Defendant Description

Vehicle

Court Date Info

Violation Number	Off
A 2251931	FF M

YOU ARE CHARGED WITH

Date and Time of Offense (mm/dd/yyyy)	Off
02/27/2006 13:30	

Place of Offense
Lakeside Park, Cotta

Offense Description
Parked in violation o parked in no parking

DEFENDANT INFORMATION

Last Name
Smith

Street Address
0000 Row River Ro

City	Stat
Cottage Grove	C

Drivers License No.
0000000

<input checked="" type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Sex: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
---	---

VEHICLE DESCRIPTION

Tag No.	State
AAA 000	OR

A IF BOX A IS CHECKED, YOU MUST APPEAR IN COURT. INSTRUCTIONS (on back of yellow paper)

PAY THIS AMOUNT

YOUR
(If no court appearance date is shown, your court appearance date is shown here)
Court Address

You have **three options** on how to resolve the citation you received from a Federal Officer:

6/8/15

- 1) You may pay the full amount of the fine using the attached envelope. Once full payment is received you have no further obligation with regard to this citation, you are **not** admitting guilt, no court appearance is necessary, and the case is closed.
- 2) If you would like to discuss the circumstances under which you were cited or make payment arrangements you may call the United States Attorney’s Office at (541) 465-6000.
- 3) You may plead Not Guilty to the citation. If you intend to plead Not Guilty you **must** notify the U.S. Attorney’s Office at least 10 working days before the hearing date indicated on your citation.

Exhibit 19

It will take approximately 21 to 30 days for the U.S. Attorney’s Office (Federal Prosecutors) to receive your citation from the Central Violations Bureau. **For options two or three (listed above), please wait at least 21 days from the date your citation was issued, then call the U.S. Attorney’s Office at (541) 465-6000 and advise us as to how you plan to resolve your citation.** You will need your copy of the citation when you call. Thank you for your cooperation in this matter.

Note: If your citation is marked “Mandatory Appearance” and/or there is no fine amount listed on your citation, please contact the U.S. Attorney’s Office at the phone number listed above.



RECREATION RESERVATION TOOL KIT

Separate the bookmark, business card and phone number label along the perforations and keep them handy.

The NRRS allows you to plan your trip with confidence!

- USDA Forest Service
- U.S. Army Corps of Engineers
- National Park Service
- Bureau of Reclamation
- Bureau of Land Management

On-Line Reservations
WWW.RECREATION.GOV
or Call
1-877-444-6777

On-Line Reservations
WWW.RECREATION.GOV
or Call
1-877-444-6777

1-877-444-6777

National Recreation Reservation Service™



Book On-Line at:
WWW.RECREATION.GOV

It's Fast. It's Easy. It's Convenient.

Choose from over a thousand places...

Go On-Line at:
WWW.RECREATION.GOV
or simply call
1-877-444-6777

TDD: 1-877-833-6777
INTL: 1-518-885-3639

LAKESIDE, MOUNTAIN and OTHER RECREATION OPPORTUNITIES

to choose from:

- U.S. Army Corps of Engineers
- USDA Forest Service
- National Park Service
- Bureau of Reclamation
- Bureau of Land Management

Reserve Today!

IT'S FAST

Your time is valuable, so we'll step you through the reservation process quickly. In just a few minutes you can reserve recreation facilities for the vacation of your dreams. Pay by credit card for fast confirmation.

IT'S EASY

Your favorite recreation facility is as close as your telephone or computer.

Visit us on the Internet and explore recreation and trip information nationwide. Call toll free and we'll match you with a recreation site that meets your needs.

IT'S YOURS

Your advance payment confirms a reservation, giving you the assurance even during the busiest season that a specific recreation site awaits you when you arrive.

Enjoy America's Great Outdoors with confidence

1-877-444-6777
WWW.RECREATION.GOV

6/8/15

Exhibit 21

S

1-877-444-6777

TDD: 1-877-833-6777 INTL: 1-518-885-3639

Your One-Stop Shop for Federal Recreation Facilities.
Choose from Campsites, Cabins, Shelters, Tickets, Permits.

Toll-Free Call Check List:

You will be asked to provide the following information when you make a reservation:

- Location name
- Arrival and departure dates
- Type of site, permit or ticket required
- Method of payment
- Your Interagency Senior/Access Pass number (if applicable)

Tape label to phone!



Check-in a Customer with an Interagency Pass.

When a customer arrives at your location:

- Verify their Interagency Pass card (Senior, Access, Golden Age or Golden Access) against their photo identification, to see that they match.
- If the customer does not have an Interagency Pass and matching photo identification, they are not entitled to a discount and the additional fees should be collected at that time.
- If a customer used the Interagency Pass number for reserving more than one site for the same date/time, they are not entitled to a discount for more than the individual site they occupy. The additional fees should be collected at that time.

Protecting Customer Privacy.

Customer information you receive is protected by the Federal Privacy Act.

- Do not post or share the Daily Arrival Report (DAR) information.
- Properly dispose of all customer information that is no longer needed for daily operations.

Tips for Using Daily Arrival Reports (DARs).

- The DAR only reflects customer arrivals. It is not an occupancy report.
- Do not use the DAR to assign empty sites.
- Use the "NRRS Campers Report" for occupancy data.

Advance Reservations

Customers may make reservations via:

- Internet: www.Recreation.gov
- Phone: 1 (877) 444-6777
- Field Manager site (if available and offered)

NRRS Customer Service

Assistance with reservation issues and refunds.

- Phone: 1 (888) 448-1474
- nrrscs@reserveamerica.com

NRRS Help

Assistance with technical and inventory issues.

- Phone: 1 (877) 345-6777
- nrrshelp@reserveamerica.com

Cancellations, No-shows and Early Departures.

**Exhibit 22
(2 of 2)**

Reservation Activity	15 Days or More before Arrival Date	2 Days or More before Arrival Date	1 Day before Arrival Date	Arrival Date	1 Day after Arrival Date (Check-out)	2 or More Days after Arrival Date
Cancellation Individual & Family Sites	Refund minus \$10.00 Service Fee		Late Cancellation: Refund minus one night's use fee and \$10.00 Service Fee			
Group Sites & Cabins	Refund minus \$10.00 Service Fee	Late Cancellation: 1 to 14 days prior to Arrival Date)- Refund minus one day/night's use fee and \$10.00 Service Fee.				
No-Show Campsites					Refund minus first night's Use Fee and \$20.00 Service Fee	
Cabins & Day Use					Entire fee paid is forfeited	
Early Departure Campsites					Refund for nights not used (field discretion)	
Cabins & Lookouts					No refund for early departure	

- Notes:
1. Forest Service Reservation Fee (if charged) is not refundable.
 2. Cancellations must be completed prior to midnight (Eastern Time) on the 15th and 2nd day before arrival.
 3. After the Arrival Date, refunds must be approved by the Reservation POC. The Reservation POC may choose not to process a refund.
 4. For Cancellations and No-Shows, the fees charged the customer will not exceed the amount the guest has already paid for facility usage.

Refunds.

NRRS Customer Service is authorized to make appropriate refunds to customers prior to the customer's arrival date. On arrival date and after, NRRS CS may refund in the case of system issue, agent error, medical emergencies or death. All other refund requests are subject to approval by the authorized POC.

Refunds are made to the customer, based on the form of payment received:

- Refunds for Bank Card payments will be made as a credit to the customer's Bank Card.
- Refunds for cash or check payments will be made by check. It will take approximately 6 - 8 weeks for a customer to receive their check.



US Army Corps of Engineers

Pine Meadows News



6/8/15

Exhibit 23
(1 of 2)

urly.

National Recreation Reservation Service: 877-444-6777

website: www.recreation.gov

May/ June 2013

WELCOME

to Pine Meadows & Primitive Campgrounds

We hope you enjoy your stay. The campgrounds on Cottage Grove Lake are operated and maintained by the U.S. Army Corps of Engineers, Portland District. The use of this area is governed by Public Law and the Code of Federal Regulations, Title 36. Campground regulations are printed on the back of this newsletter and posted on bulletin boards around the campground. Copies are available at the entrance booth. These rules are intended to make your stay here safe and enjoyable.

Park Attendants and Park Rangers are here to assist you. If you have any questions, please contact:

PARK ATTENDANTS:

Fred and Geri Wacaser
Markey and Charles Duensing

Park Attendant Booth: 541-942-8657

PARK RANGERS:

Mark Chappelle, Travis Chewning,
Michelle Frobose, Christie Johnson, Joe Ross,
Larry Huff, Jenelle Swartley, Gina Evans, and
Park Manager Tami Schroeder

Park Ranger Office: 541-942-5631

For emergencies, call 911. For non-emergency crimes and late night disturbances, call Lane County Sheriff Department at 541-682-4141.



New Alcohol Policy

Alcohol is no longer permitted at Cottage Grove and Dorena Lakes to improve recreation quality, public and employee safety, and resource protection. For more information, please contact a Corps Ranger at 541-942-5631.



Wear Your Lifejacket!

RIDE SAFELY!

Youth under 16 are required to wear a bicycle helmet while riding on a bike, scooter, skateboard, or rollerblades in any public place in Oregon, including this campground! At night, bikes need to be equipped with a headlight and tail light.



Ranger Programs

Ranger programs are scheduled to begin in July and will be presented every Saturday through August 31.

Exhibit 23
(2 of 2)

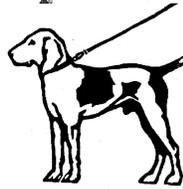
Campground Rules

NOTE: This campground is managed by the U.S. Army Corps of Engineers, under Public Law and the Code of Federal Regulations, Title 36.

1. All sites can be reserved through NRRS. All sites must be occupied nightly.
2. Camping fees are as follows:
 - a. Pine Meadows: \$18.00 per day, per site.
 - b. Primitive: \$12.00 per day, per site.
 - c. Additional vehicles: \$6.00 per day.
3. Park Attendant Booth Hours:

Mon- Wed	8am – 9:30am, 2pm – 8pm
Thursday	9am – noon, 2pm – 8pm
Friday	9am – noon, 2pm – 9pm
Saturday	9am – noon, 2pm – 8pm
Sunday	9am – noon, 1pm – 6pm
4. Payment is required by 2:00 p.m. daily.
5. **Check-out time is 2:00 p.m. EVERY DAY.**
6. All extra vehicles, including visitors need to pay the additional vehicle fee (4 vehicles/site).
7. Each individual campsite is limited to 3 tents or one camping unit plus two tents. Each individual site is limited to eight people.
8. **The registered camper is responsible for activities on his/her site.**
9. Quiet hours shall be observed between the hours of 10:00 p.m. and 6:00 a.m. Please keep music and generators off during this time.
10. Visitors must leave the campground by 10 p.m.
11. Only one site transfer per visit.
12. When you check out, please give the Park Attendant your permit or drop it in the box.
13. Campers must be 18 or older to rent a site, and only one site may be rented per adult.
14. Pets must be attended at all times and must be caged or kept on a leash no longer than six feet. Please keep pets quiet. Dog runs are not permitted for safety reasons.
15. Motorized vehicles are to be used for entering and exiting the park only. All vehicles must be street legal, which means ATV's and motorized scooters are not permitted.
16. Picnic tables must stay in designated sites.
17. All campers have a right to use the shoreline. Please be courteous when going around other campsites to access the shoreline.
18. **Alcohol is not permitted in the campground, on the lake, or on public lands around it.**

Help Keep Our Parks Clean



To assist you in cleaning up after your pet, free Mutt Mitts are available at the Park Attendant booth.

Help Keep Our Parks Green



Please park all vehicles on the parking pad only.



Restrooms are cleaned daily between 5 a.m. and 7 a.m. Please be patient while they are being cleaned.

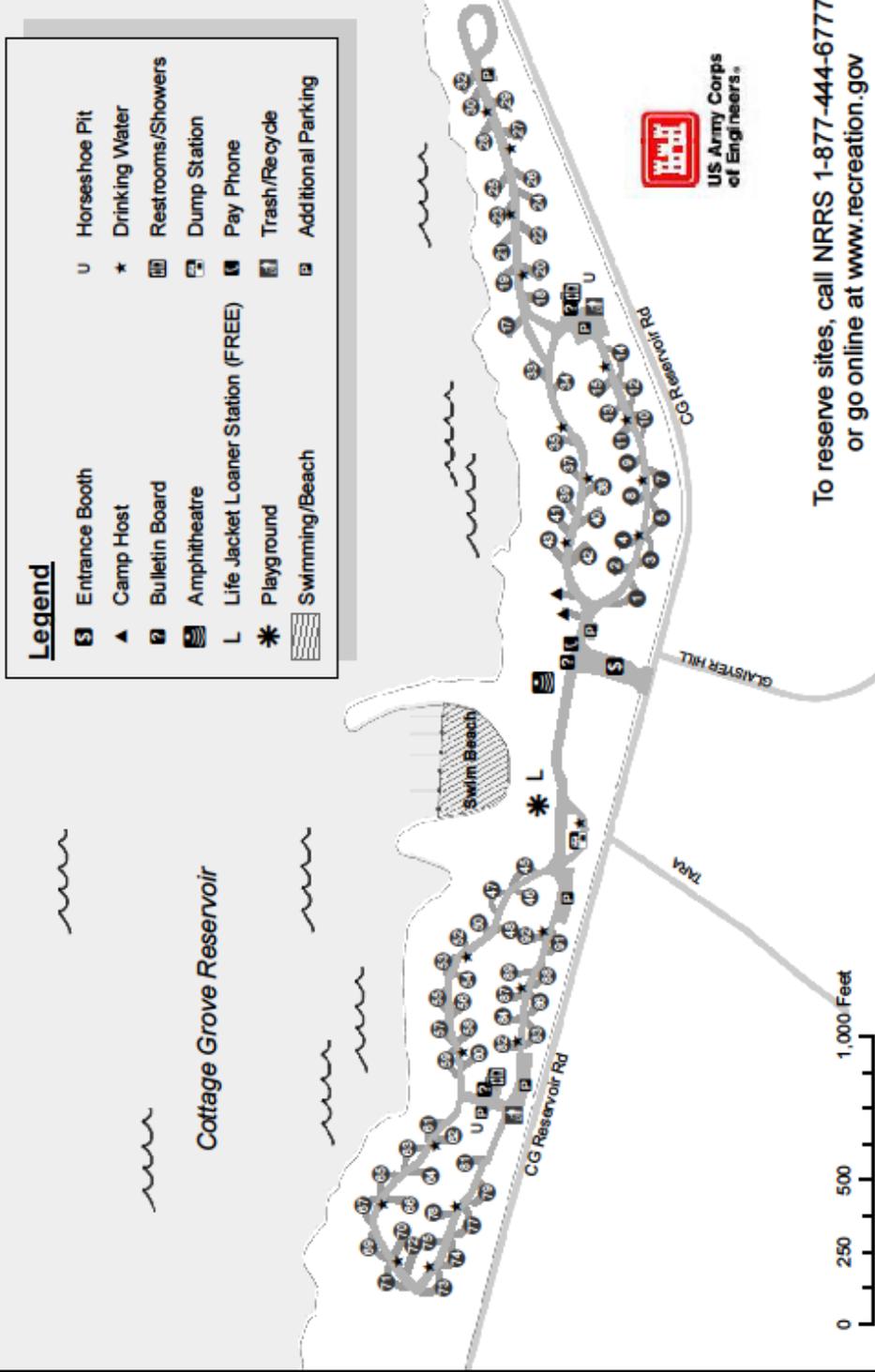
Thank you!

COMMENTS?

Your comments and suggestions may be left at the park attendant booth or mailed to:

Park Manager
U.S. Army Corps of Engineers
Cottage Grove Lake
75819 Shortridge Hill Road
Cottage Grove, Oregon 97424
541-942-5631

Pine Meadows Campground



6/8/15

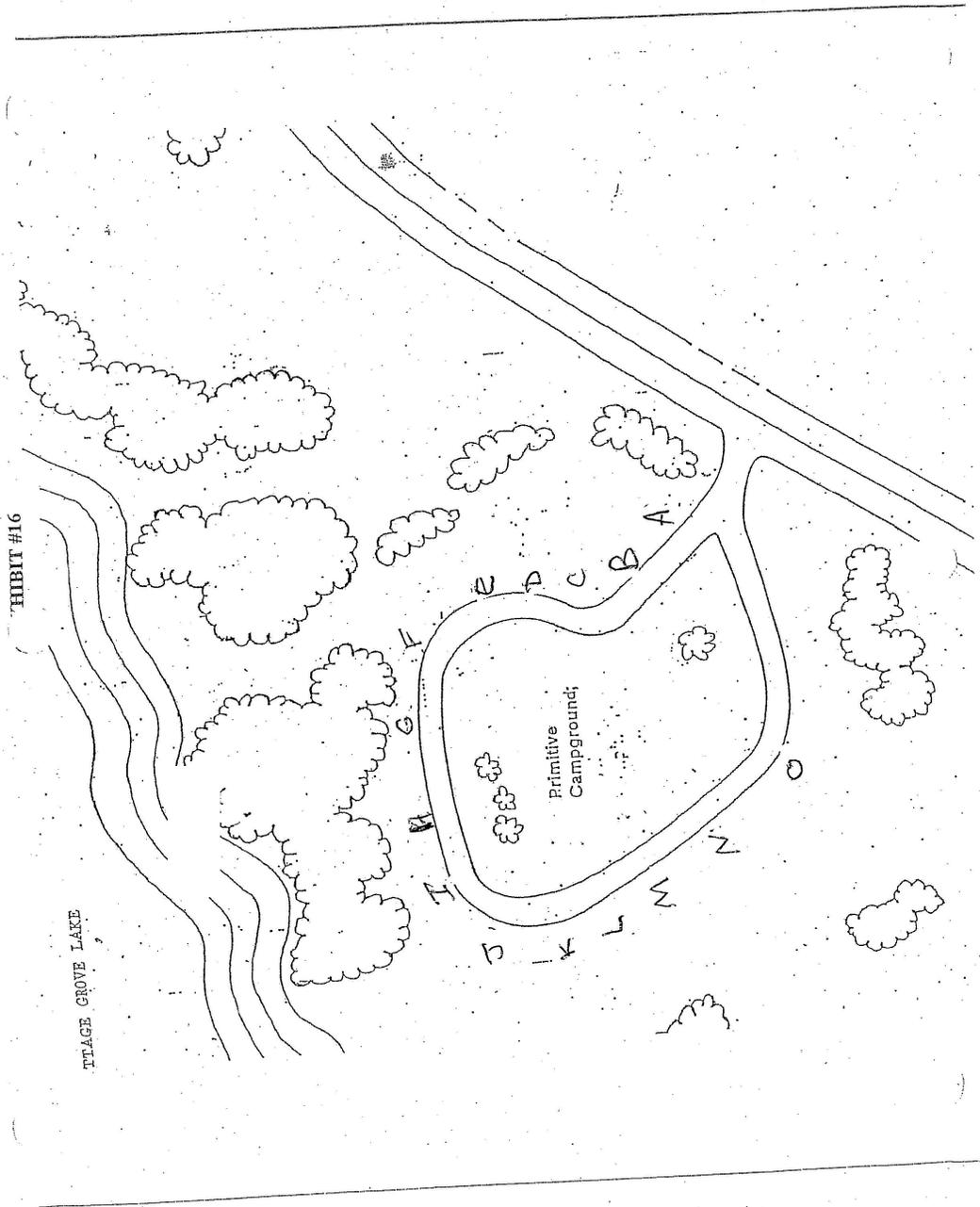
Exhibit 24
(1 of 2)

Exhibit 24
(2 of 2)

EXHIBIT #16

STAGE GROVE LAKE

Primitive
Campground





US Army Corps
of Engineers

Schwarz Park News



6/8/15

Exhibit 25
(1 of 2)

National Recreation Reservation Service 877-444-6777

Online: www.recreation.gov

Summer 2013

WELCOME to Schwarz Campground

Schwarz Campground at Dorena Lake is operated and maintained by the U.S. Army Corps of Engineers, Portland District. The use of this area is governed by Public Law and the Code of Federal Regulations, Title 36. Campground regulations are printed on the back of this newsletter and posted on bulletin boards around the campground. Copies are available at the park attendant booth. These rules are intended to make your stay safe and enjoyable.

Park Attendants and Park Rangers are here to assist you. If you have any questions, please contact:

PARK ATTENDANTS:

Faye and Jack Mathis
Markey and Charles Duensing
Volunteer Hosts: Jim and Carol Harnes
Park Phone: 541-942-1418

PARK RANGERS:

Mark Chappelle, Travis Chewing,
Michelle Frobose, Christie Johnson, Joe Ross,
Larry Huff, Jenelle Swartley, Gina Evans, and
Park Manager Tami Schroeder
Park Ranger Office: 541-942-5631

For emergencies, call 911. For non-emergency crimes and late night disturbances, call Lane County Sheriff Department at 541-682-4141.



Hydropower Plant Construction

A private company is currently constructing a powerhouse at Dorena Dam. Campers at Schwarz Campground may experience noise disturbances during construction. The project is expected to be completed by end of September.



New Alcohol Policy

Alcohol is no longer permitted at Cottage Grove and Dorena Lakes, including Schwarz Campground. This rule was implemented to improve recreation quality, public and employee safety, and resource protection. For more information, please contact a Corps Ranger at 541-942-5631.



Using the Honor Vault

Monday-Wednesday, the park attendant booth is open from 11am-12:30pm. If you are unable to visit the booth at that time, please pay your camping fee at the honor vault located near the entrance bulletin board. Please check the reservation list on the board, so you will not occupy a space that is reserved later in the week.

RIDE SAFELY!

Youth under 16 are required to wear a bicycle helmet while riding on a bike, scooter, skateboard, or rollerblades in any public place in Oregon. This includes the campground! At night, bikes need to be equipped with a headlight and tail light.



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Campground Rules

NOTE: This campground is managed by the U. S. Army Corps of Engineers, under Public Law and the Code of Federal Regulations, Title 36

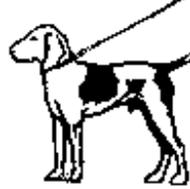
1. Reservations are accepted through NRRS for all individual, double and group sites. Sites must be occupied nightly or they may be re-sold.
2. Camping fees are as follows:
 - a. Individual campsites: \$16.00 per day
 - b. Double campsites: \$32.00 per day
 - c. Additional vehicles: \$6.00 per day
 - d. Group sites: \$140.00 per day (maximum of 15 units and 10 additional vehicles)
3. Park Attendant Booth Hours:

Mon- Wed	11am-12:30pm
Thursday	9am – noon, 2pm – 8pm
Friday	9am – noon, 2pm – 9pm
Saturday	9am – noon, 2pm – 8pm
Sunday	9am – noon, 1pm – 6pm
4. Payment is required by 2:00 p.m. daily.
5. Check-out time is 2:00 p.m. EVERY DAY.
6. All extra vehicles, including visitors need to pay the additional vehicle fee (4 vehicles/site max.)
7. Each individual campsite is limited to 3 tents or one camping unit plus two tents. Each individual site is limited to 8 people.
8. The registered camper is responsible for activities on his/her site.
9. Quiet hours shall be observed between the hours of 10:00 p.m. and 6:00 a.m. Please keep music and generators off at this time.
10. Visitors must leave the campground by 10 p.m.
11. When you check out, please drop your permit in the box near the booth.
12. Campers must be 18 or older to rent a site, and only one site may be rented per adult.
13. Pets must always be attended, must be caged or kept on a leash no longer than six feet, and must be kept quiet. Dog runs are not permitted.
14. Motorized vehicles are to be used for entering and exiting the park only. All vehicles must be street legal (no ATV's or motorized scooters.)
15. Picnic tables must stay in designated sites.
16. All trash should be disposed of in the dumpsters located near the restrooms. Do not burn or leave non-paper trash in the fire rings.
17. Alcohol is not permitted in the campground. (The possession of alcohol is also prohibited on Dorena Lake and public lands around the lake.)



Wear Your Lifejacket!

Help Keep Our Parks Clean



To assist you in cleaning up after your pet, free Mutt Mitts are available at the Park Attendant booth.

Help Keep Our Parks Green



Please park all vehicles on the parking pad only.



Restrooms are cleaned daily between 5 a.m. and 7 a.m. Please be patient while they are being cleaned.

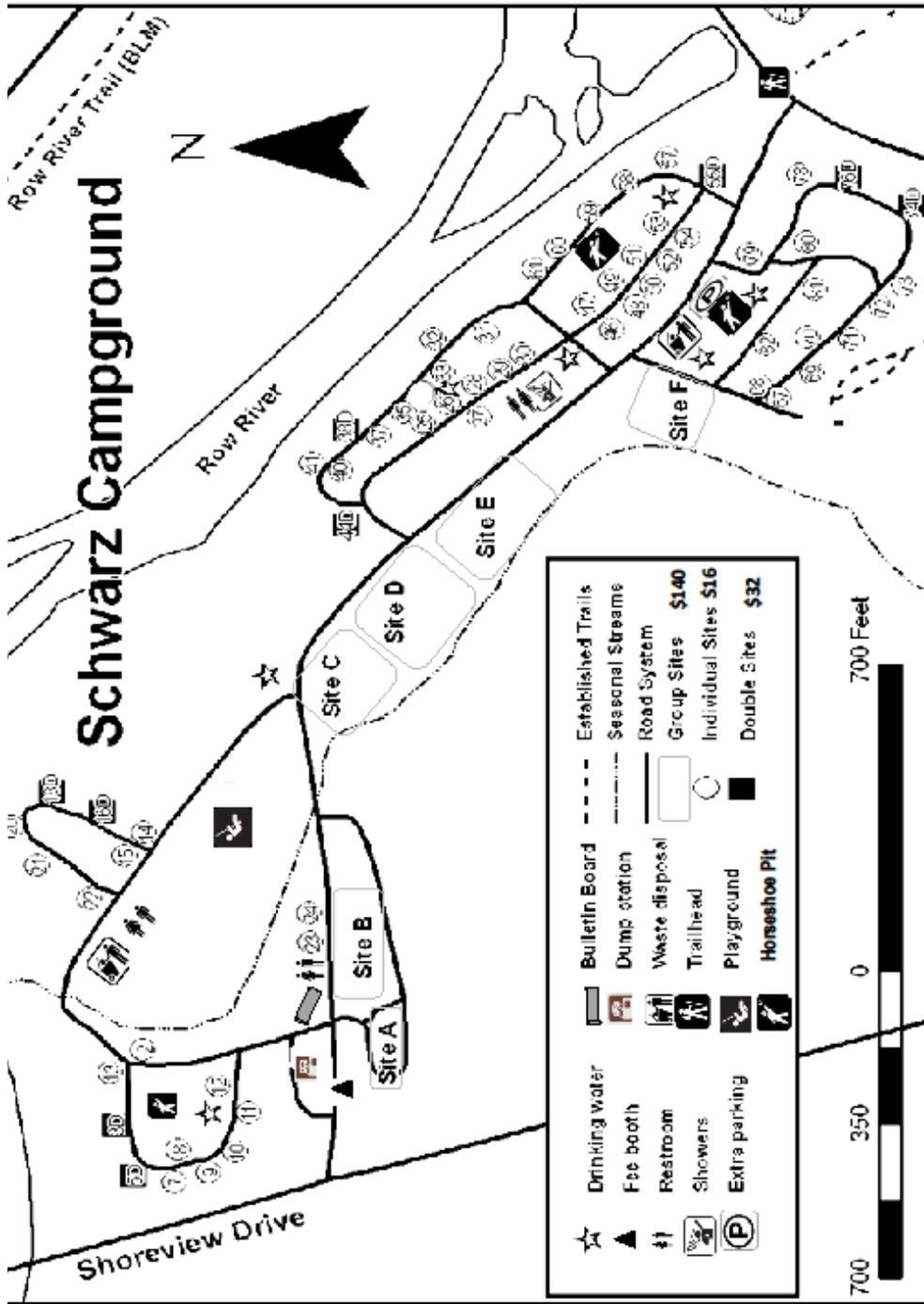
Thank you!

COMMENTS?

Your comments and suggestions may be left at the entrance booth or mailed to:

Park Manager
 U.S. Army Corps of Engineers
 75819 Shortridge Hill Rd.
 Cottage Grove, OR 97424
 541-942-5631

Exhibit 26



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urly.



US Army Corps
of Engineers.

Ivan Oakes News



Summer 2013

WELCOME to Ivan Oakes Campground

Ivan Oakes Campground on Lookout Point Lake is operated and maintained by the U.S. Army Corps of Engineers, Portland District. The use of this area is governed by Public Law and the Code of Federal Regulations, Title 36. Campground regulations are printed on the back of this newsletter and posted on the campground bulletin board. Copies are available from the park attendant. These rules are intended to make your stay here safe and enjoyable.

If you have an emergency, please call 911 or contact the park attendant for assistance in calling for help. If you do call 911, please let the attendant know so he can assist emergency personnel in finding your site. For non-emergency crimes and late night disturbances, call Lane County Sheriff Department at 541-682-4141.

The Park Attendant and Park Rangers are here to assist you. If you have any questions, please contact:

PARK ATTENDANT:
George Dockstader

PARK RANGERS:
Travis Chewning, Mark Chappelle,
Michelle Frobose, Christie Johnson, Joe Ross,
Jenelle Swartley, Gina Evans, Larry Huff, and
Park Manager Tami Schroeder
Park Ranger Office: 541-942-5631



LAKE LEVEL UPDATE

This summer, the water level in Lookout Point Lake will not exceed elevation 915 ft. due to concerns about the dam's spillway gates. Repairs have not been funded or scheduled yet. Meridian Boat Ramp will not open this summer, but Signal Point Ramp will be available all year.

Leaves of three, Let them be!

Watch out for poison oak in this campground! To avoid an itchy rash, do not touch the leaves or stems of this plant. (Note: If the stem is hairy, it's just a blackberry.)



Eugene-to-Pacific Crest Trail

Eight miles of the Eugene-to-Pacific Crest Trail are on Corps of Engineers managed lands along Lookout Point Lake. The trail even meanders through this campground! If you are interested in volunteering to improve sections of the trail, please contact a park ranger.

RIDE SAFELY!

- Youth under 16 are required to wear a safety helmet while riding on a bike, scooter, skateboard, or rollerblades in any public place in Oregon, including this campground!
- At night, bikes need to be equipped with a headlight and tail light.

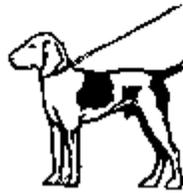


Campground Rules

NOTE: This campground is managed by the U.S. Army Corps of Engineers, under Public Law and the Code of Federal Regulations, Title 36.

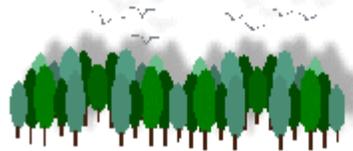
1. All sites must be occupied. Unoccupied sites may be re-sold.
2. Camping fees are as follows:
 - a. \$12.00 per day, per site
 - b. Extra vehicle: \$6.00 per day
 - c. Make checks payable to:
FAO, USAED, Portland
3. Payment is required by 2:00 p.m. daily. Check-out time is 2:00 p.m. EVERY DAY.
4. Pay and register at the honor vault within 15 minutes of arrival
5. All extra vehicles will have to pay the additional vehicle fee. All vehicles must display receipt stub. Two vehicles per site maximum, if they fit.
6. Each individual campsite is allowed a maximum of one camping unit per individual campsite, plus one tent, or two tents with no camping unit. Tent must fit on impact site. Each campsite is limited to 8 people.
7. The registered camper is responsible for activities on his/her site.
8. Quiet hours shall be observed between the hours of 10:00 p.m. and 6:00 a.m. Please keep music and generators off during this time.
9. Visitors must leave the campground by 10 p.m.
10. Campers must be 18 or older to rent a campsite and only one site may be rented per adult.
11. Pets must be attended at all times and must be caged or kept on a leash no longer than six feet. Please keep pets quiet. Dog runs are not permitted for safety reasons.
12. Motorized vehicles are to be used for entering and exiting the park only. All vehicles must be street legal, which means ATV's and motorized scooters are not permitted.
13. Picnic tables must stay in their designated site.

Help Keep Our Parks Clean



To assist you in cleaning up after your pet, free Mutt Mitts are available at the campground fee station.

Help Keep Our Parks Green



This campground was designed to minimize impacts to large shade trees and wildlife habitat. Please help us preserve this beautiful area in the following ways:

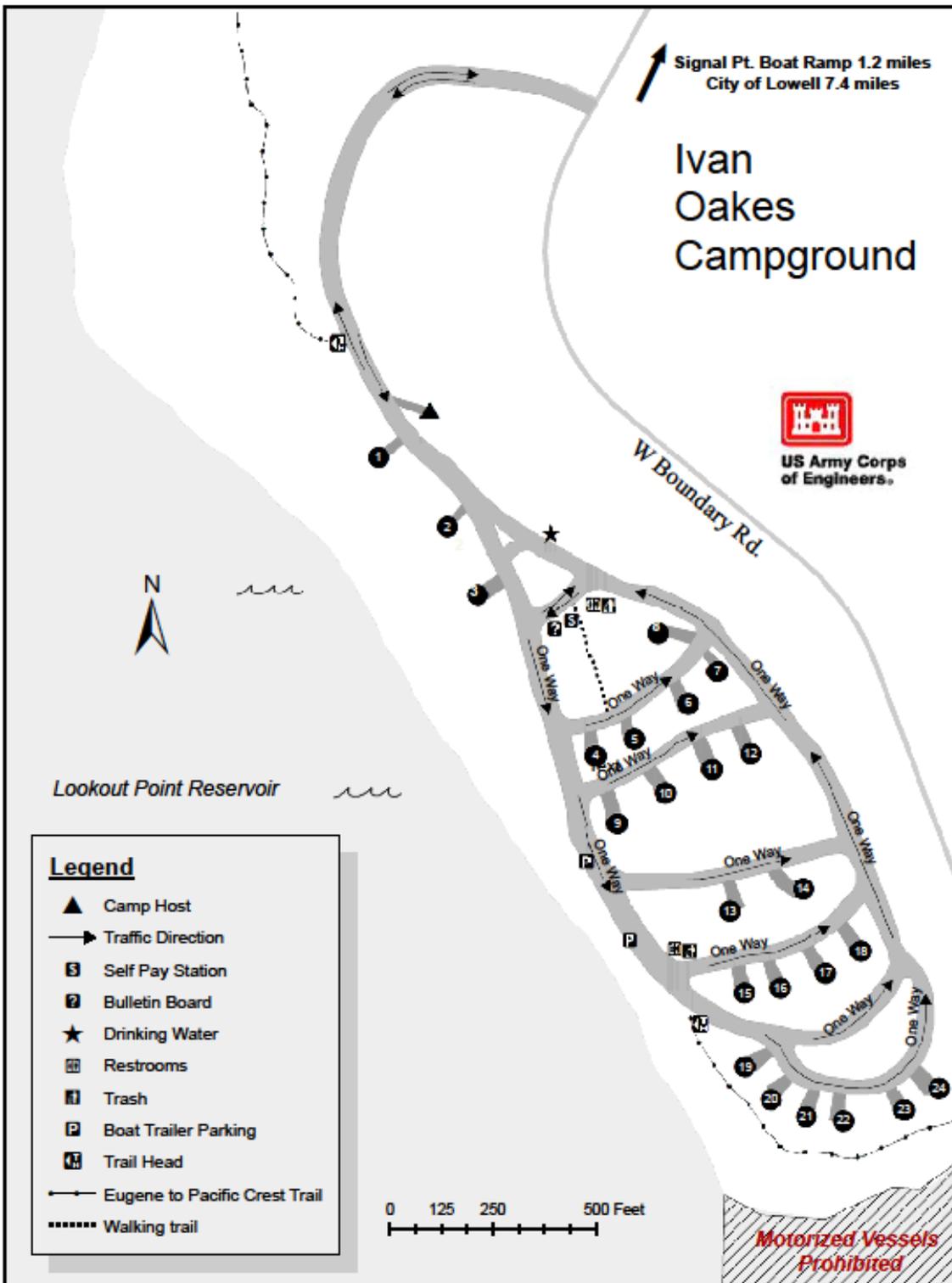
- Keep vehicles, camping equipment and foot traffic on designated roads and impact sites.
- Only collect downed wood from the impact areas at your campsite, not in the green areas.

COMMENTS?

Your comments and suggestions may be left with the park host or mailed to:

Park Manager
U.S. Army Corps of Engineers
75819 Shortridge Hill Road
Cottage Grove, Oregon 97424
541-942-5631

Exhibit 28





US Army Corps
of Engineers
Portland District

BOAT LAUNCH FEE COURTESY NOTICE

6/8/15

Exhibit 29

The US Army Corps of Engineers, collects boat launch fees under the authority of the Land and Water Conservation Fund Act.

Boat Launch Fee - \$3.00

NOTE: Holders of Golden Age/Access Cards or America the Beautiful passes are entitled to a 50% discount. Paid campers are not required to pay day use fees. Camping permits should be displayed in the vehicle.

A Self-Pay Station is located near the boat launch for your convenience.

An Annual User Pass is available for \$30.00 and may be purchased at Pine Meadows Campground.

Failure to pay and display the day use fee promptly, may result in a citation being issued under Title 36, Section 327.23 (b)(c), which carries a fine of up to \$50.00 per violation. If you have not already paid, please include this courtesy notice in your fee envelope.

VEHICLE TAG _____ STATE _____ RANGER NAME _____

DATE _____ TIME _____ RANGER SIGNATURE _____

PARK _____ VEHICLE TYPE/COLOR _____ / _____

*If you have any questions please call our office at (541) 942-5631.

Suspicious Person/Vehicle Observation Sheet

6/8/15

Reporting Person's Name: _____

When was this observation made : Date: _____ (mm/dd/yy) Time: _____ am/pm (circle)

Where did this occur?: _____

Person: (If multiple persons are present: use one observation sheet per person and attach all sheets together)

Sex: M F Age: _____ Height: _____ Weight: _____ Ethnicity: _____

Hair (color and description): _____

Physical Description – head to toe: (include any birthmarks, scars or tattoos):

Clothing – head to toe:

Unusual characteristics, mannerisms, speech patterns, etc.:

Does the individual appear under the influence of alcohol and/or drugs? Y N

Describe behavior that led you to this conclusion: _____

Is there a presence (on the person, or in the vehicle) of a weapon (gun, knife, ax, baseball bat, etc.): Y N

If so, what is it? _____

Did the person provide any personal information (ex: phone number, address)? If so, list below:

Vehicle:

Style (van, pick-up, SUV, etc.): _____ Color: _____

Make (ex: Chevrolet, Ford): _____ Model (Escape, F150): _____

License #: _____ State of License: _____ Year of expiration: _____

Description: (number of doors, custom paint job, rusty, dents, etc.):

-Continue on back side of sheet-

Exhibit 30
ents)

U.S. Army Corps of Engineers
Willamette Valley Project
PO Box 429
Lowell, OR 97452

Exhibit 31

IMPOUNDED PROPERTY REPORT

PROPERTY DESCRIPTION			
<input type="checkbox"/> Vehicle	Make: _____	Model: _____	Color: _____
<input type="checkbox"/> Vessel			
<input type="checkbox"/> Boat Trailer	Year: _____	Tag Registration: _____	
<input type="checkbox"/> Camp Trailer			
<input type="checkbox"/> Camp Equipment	VIN/Hull ID #: _____		
<input type="checkbox"/> Other	Vehicle Mileage: _____		
Vehicle Locked: <input type="checkbox"/> Yes <input type="checkbox"/> No		Vehicle Trunk Locked: <input type="checkbox"/> Yes <input type="checkbox"/> No	
List Items Impounded:			
1. _____	6. _____		
2. _____	7. _____		
3. _____	8. _____		
4. _____	9. _____		
5. _____	10. _____		
OWNER INFORMATION			
Owner Name: _____		Telephone #: _____	
Address: _____			
IMPOUNDMENT INFORMATION			
Impoundment Date: ____/____/____			
Location Impounded From: _____			
Reason For Impoundment: _____			
Storage Location: _____			
Tow Service Used: _____		Telephone #: _____	
Impounding Ranger: _____		Supervisor: _____	
<p>I do affirm that the property listed above belongs to me and has been returned by the Corps of Engineers.</p>			
_____	____/____/____	_____	
Owner Signature	Date	Ranger	

LOST AND FOUND REPORT

U.S. Army Corps of Engineers
Willamette Valley Project
Cottage Grove Ranger Office
75819 Shortridge Hill Rd.
Cottage Grove, OR 97424

Exhibit 32

GENERAL INFORMATION	
Report Date:	_____
Item(s) reported as:	<input type="checkbox"/> Lost <input type="checkbox"/> Found
Location where item(s) lost/found:	_____
Item(s) found by: Name:	_____
Telephone Number:	_____
Ranger Receiving Item(s):	_____
Storage Location:	_____
Owner Information: Name:	_____
Address:	_____
City:	_____
State:	_____
Zip:	_____
Telephone Number:	_____
ITEM(S) DESCRIPTION	
1.	_____
2.	_____
3.	_____
4.	_____
PROPERTY DISPOSITION	
<input type="checkbox"/>	Returned to owner in person
<input type="checkbox"/>	Picked up by owner at Corps Office
<input type="checkbox"/>	Mailed to owner (C.O.D. only)
<input type="checkbox"/>	Unclaimed item(s) disposed of
Signature of Ranger returning item(s):	_____
Signature of person claiming item(s):	_____
Date item(s) claimed, mailed or disposed of:	_____

Exhibit 33

Name:		Turn in Date:		Alcohol Reporting Log						
Date	Time	Lake	Location	Reason for Contact	Name/Info	Action Taken	Pour it out or Leave	Primary Ranger		
				<input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact						
				<input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact						
				<input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact						
				<input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact						
				<input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact						
				<input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact						

**Cottage Grove Ranger
Vehicle Inspection Checklist**

6/8/15

Inspector Name:		Date:	
Vehicle Name: Colorado		License #: G61 0155M	
Safety Inspection:	Good	Needs Repaired	Notes
Head & Tail Lights			
Brake Lights			
Reverse Lights			
Turn Signals			
Hazard Lights			
Tires (tread & pressure)			PSI Front: 35 Rear: 35
Windows (cracked/chipped)			
Mirrors (cracked/chipped)			
Windshield Wipers			
Heater/Defroster			
Instrument Gauges			
Shift Lever Controls			
Steering Wheel			
Emergency Brake			
Brake Pedal			
Seat Belts			
Horn			
Jack & Tire Iron			
Check oil, coolant and wiper fluid level			

Exhibit 34

leet Manager each month.



Equipment Inspection:	Yes	No	Notes
1 Box Latex Gloves			
1 CPR Mask			
1 First-Aid Kit			
1 Blood Borne Pathogen Kit			
1 Set of Triangle Markers			
2 Traffic Paddles			
2 Orange Traffic Vests			
1 Rescue Throw Bag			
1 PFD Vest			
1 Sharps Container			
1 Fire Extinguisher			
Jumper Cables			
Flashlight D-Cell (test)			
Binoculars			
Binder w/ WVP Maps			
Hospital Maps (3) in Map Binder			
Accident Packet			
Garbage Bags			
Garbage Grabbers			
Graffiti Wipes			
VERS Magnet			
Emergency Response Guidebook			
Updated Phone & Radio List			
Extra Master Lock			
Caution Tape			
Duct Tape			
Hard Hat			
Blue Tooth			
Garage Door Opener			
Fee Envelopes			(not needed during non-fee collection sea
Kids Goodie Bag			
3 Rags			

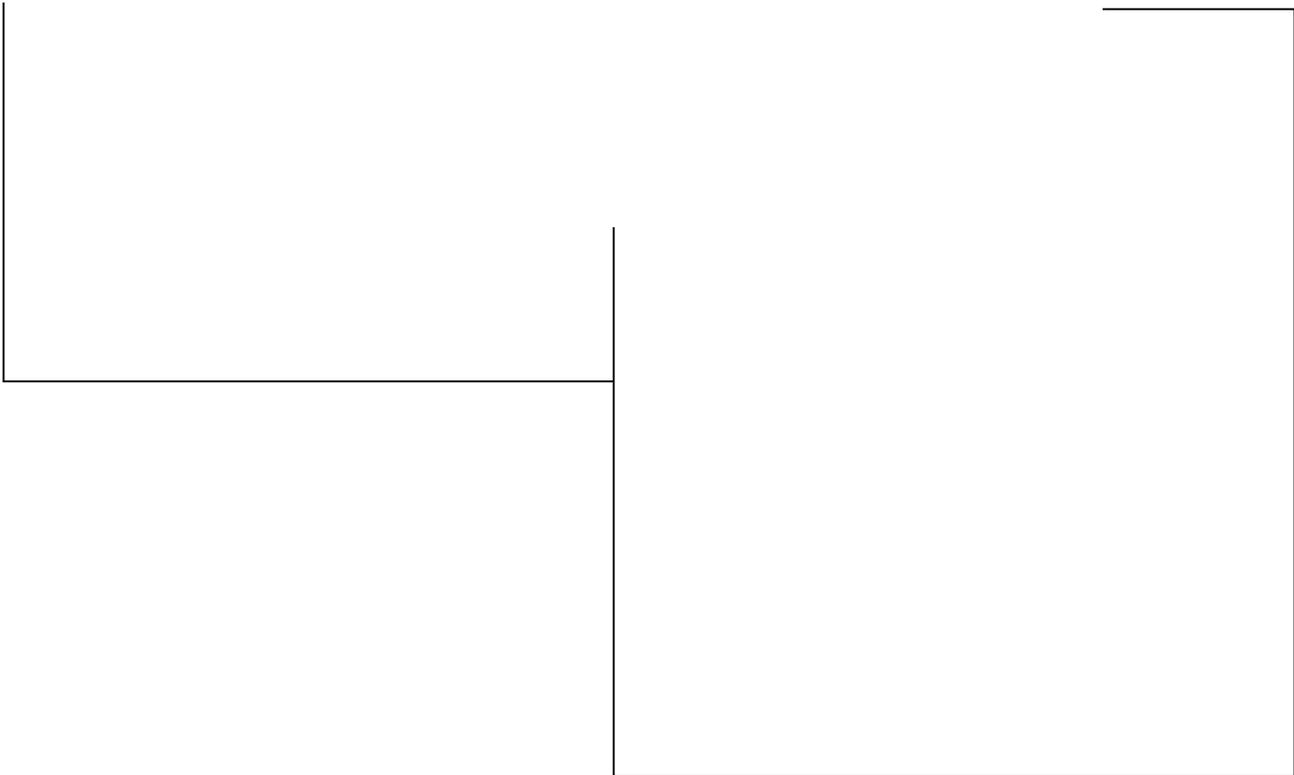
Summer Fire Gear:	Yes	No	Notes
1 Fire Shovel			
1 Collapsible Bucket			

Tool Kit (minimum req):	Yes	No	Notes
Is the black tool case complete?			
Staple Gun and Extra Staples			
Leather Work Gloves			

Vehicle Cleaning:	Completed	Completed
Clean Truck Bed (sweep out debris & remove trash)		
Windex Interior & Exteriors of Windows and Mirrors		
Wipe Down Hard Interior Surfaces		
Vacuum Interior & Remove Trash		

Any Additional Comments?:

CONTINUES ON BACK SIDE



U.S. Army Corps of Engineers 2015 Park Open/Close Dates and Fees

6/8/15

Exhibit 35

Cottage Grove Lake:

Pine Meadows Campground*
\$20/night, \$6/extra vehicle

Open May 15 – Sept. 14 (last night to camp is 9/13)

Primitive Campground*
\$12/night, \$6/extra vehicle

Open May 22 - Sept. 7 (last night to camp is 9/6)

Wilson Creek / Lakeside Boat Ramps
\$3 per day/per vehicle to use boat ramp**

Fees charged Memorial Day Wknd - Labor Day

Jorena Lake:

Schwarz Campground*
\$18/night, \$6/extra vehicle (Double sites \$36)

Open April 24 – Sept. 14 (last night to camp is 9/13)

Group Sites at Schwarz Campground*

\$140 per night (up to 25 vehicles per group at any one time, up to 15 vehicles can be camper units)

Lookout Point Lake:

Ivan Oakes Campground
\$12/night, \$6/extra vehicle

Open May 22 - Sept. 7 (last night to camp is 9/6)

DOR, LOP/DEX, and FRN Lakes:

Day Use Areas
No fee for day use

Open May 8 - Sept. 13

To make campground reservations, call the National Recreation Reservation Service at 1-877-444-6777 or go to www.recreation.gov.

*A \$30 annual pass may be purchased at Pine Meadows Campground to cover boat ramp fees.

America the Beautiful Senior Pass or Golden Age Passport

The America the Beautiful Senior Pass or Golden Age Passport enables persons 62 or older and persons accompanying them in a single, private vehicle to camp at all federal fee campgrounds for half price. These cards apply to boat launch and individual campsite fees. Users of group areas are entitled to discount only if all camping units individually qualify for the cards.

America the Beautiful Access Pass or Golden Access Passport

The America the Beautiful Access Pass and Golden Access Passport will enable persons who are blind or permanently disabled to camp at all federal fee campgrounds at half price. These cards apply to boat launch and individual campsite fees (for 18 years old and over).

Golden Age and Golden Access Passports are no longer issued but will be honored.

America the Beautiful Senior & Access passes must be obtained in person at National Park Service, Forest Service, Fish and Wildlife, or Bureau of Land Management offices in areas that charge fees.

For more information, please contact the U.S. Army Corps of Engineers Park Ranger office at 541-942-5631 or go to www.recreation.gov.

Restrooms and Gate Seasonal Closures

6/8/15

Exhibit 36

Lake	Recreation Area	Facility With Winter Clc	2015 Opening Date	2015 Closing Date	
Cottage Grove	Lakeside	Picnic Area Gate*	8-May	13-Sep	
		Picnic Area CXTs (2)*	8-May	13-Sep	
		Boat Ramp CXT (1)	now open year round		
	Wilson Creek	Picnic Area Gate (2)*		8-May	13-Sep
		Picnic Area Restroom*		8-May	13-Sep
		Boat Ramp Gate	no earlier than 15-Apr	dependant on water level	
		CXT	same as Boat Ramp Gate	same as Boat Ramp Gate	
	Primitive Campground	Gate		22-May	7-Sep
		CXT		22-May	7-Sep
Pine Meadows Campground	Gate		15-May	14-Sep	
	Restrooms (2)		15-May	14-Sep	
Shortridge	Gate (2)*		8-May	13-Sep	
	Restroom*		8-May	13-Sep	
Riverside	Gate*		8-May	13-Sep	
	CXT		8-May	13-Sep	
Dorena	Schwarz Campground	Gate	24-Apr	28-Sep	
		Restrooms (2)	24-Apr	28-Sep	
		CXT	24-Apr	28-Sep	
	Bake Stewart	Gate (to parking lot only)	now open year round		
		CXT (upstream)	8-May	13-Sep	
		CXT (downstream by host)**	now open year round		
Harms Park	CXT	open year round			
	Boat Ramp Gate	dependant on water level	dependant on water level		
Fern Ridge	West Kirk Park	Gate**	8-May	13-Sep	
		CXT (closest to gate)**	open year round		
		CXT (farthest into park)	8-May	13-Sep	
	East Kirk Park	CXT**	open year round		
	Shorelane	Gate**	8-May	13-Sep	
		CXT	8-May	13-Sep	
	Royal	Gate**	open year round		
		CXT	open year round		
	N. Jeans	CXT	open year round		
	S. Jeans	CXT	open year round		
Dam Unit	CXT	open year round			
	Boat Ramp Gate	dependant on water level	dependant on water level		
Dexter	South Shore	CXT	open year round		
	Middle Fork	CXT	open year round		
	Orchard Park	Gate	8-May	13-Sep	
CXT		8-May	13-Sep		
Lookout Point	Meridian	Gate	8-May	13-Sep	
		CXT	8-May	13-Sep	
		Boat Ramp Gate	dependant on water level	dependant on water level	
	Signal Point	CXT	open year round		
	Ivan Oakes	Gate	22-May	7-Sep	
CXT (2)		22-May	7-Sep		
Fall Creek	Tufti	CXT	open year round		
		*closed at night during the summer rec season by CTG Rangers - schedule may vary			
		**closed nightly by volunteers			

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L. APPENDIXES

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Appendix A

Shift Lead Responsibilities

1. The Shift Lead directs the day-to-day work of the Intern and Seasonal Rangers. This SOP is to provide a framework for consistency and efficiency for day-to-day procedures.
2. The Weekly Ranger Update Briefing (RUB) will be the venue for Shift Leads to pass along visitor assistance information and coordinate priorities to include but not limited to: special events, safety priorities, campground reservation issues (NRRS), contract Quality Assurance (QA) and safety inspections, schedule concerns, Recreation Area Safety and Surveillance Plan (RASSP) priorities, etc.
3. Prior to each weekend, the Morning and Evening Shift Lead will develop a patrol plan outline for the weekend in accordance with RASSP, special events, vehicle availability and other considerations. It may be adjusted over the course of the week in response to visitor assistance priorities.

Priority will be placed on visitor assistance, safety inspections and QA during the weekends. Special projects and Visitation Estimation and Reporting System (VERS) will normally be scheduled for weekdays unless it can be conducted without impacting Visitor Assistance priorities.

4. The following are expectations of Shift Leads:
 - Visitor Assistance is the top priority Friday through Sunday. Administrative work in the office will be limited on weekend days to the minimum time needed for ranger coordination. The majority of administrative projects will be performed Monday through Thursday.
 - The Shift Lead is expected to schedule patrol duties for the day with a focus on efficiency and reaching as many locations as feasible in a safe manner. Priority is placed on the campgrounds and fee areas in accordance with RASSP.
 - The Shift Lead will determine patrol priorities and ranger distribution depending on Visitor Assistance needs. It may be efficient for rangers to work alone in order to observe activity in more than one location. Shift Leads will ensure that all rangers follow communication procedures.
 - In general, evictions and miscellaneous enforcement matters may require two people for safety at the Shift Lead's discretion; if enforcement or follow-up is needed in one location, patrols may be postponed in another location.
 - Ensure fee collection duties including switching canisters and counting fees are met. Schedules to remove canisters should vary to avoid a pattern and should be done in pairs for safety.

- Shift Leads will complete Intern and Seasonal Ranger Performance Reviews as documented in section *V. Ranger Employee Evaluations*. The Shift Lead is expected to address Intern and Seasonal performance issues such as tardiness, excessive breaks and failure to meet job performance expectations. Documentation will be forwarded to the Park Manager for follow-up as appropriate.
5. The Morning Shift Lead will normally stay in vicinity of Cottage Grove on the weekends until the morning patrols in the campgrounds have been completed. Prior to leaving the Cottage Grove vicinity, the Shift Lead will ensure contact has been made with Gate Attendants to confirm there are no issues warranting timely follow-up and will again check on current status of fee campgrounds upon return to vicinity.

The Morning Shift Lead will:

- Review previous patrol logs to determine morning priorities.
- Brief other rangers on critical issues, situational awareness and plan for the day.
- Ensure honor vault at Schwarz is processed as needed.

The Morning Shift Lead will ensure that morning rangers will:

- Put the flag up and perform weather functions.
- Briefly check e-mail first thing in the morning to identify and share any critical or important messages.
- Place life jackets at Lakeside and Wilson Creek Loaner Stations.
- Verify fee envelope boxes are full.
- Conduct QA Inspections.
- Conduct drinking water tests on Saturdays, Sundays, and holidays.
- Patrol campgrounds with a focus on investigating disturbances and concerns from the previous evening. All disturbance and safety issues will be forwarded to the Morning Shift Lead to initiate appropriate enforcement action.
- Begin patrol within 30-60 minutes at beginning of shift or at the time designated by the Shift Lead.

6. The Evening Shift Lead will normally stay in vicinity of Cottage Grove on the weekends after the Morning Shift Lead has gone off duty.

The Evening Shift Lead will:

- Check-in with evening Lookout Point Control Room Operator between 1800 and 1830 to inform them of the Evening Corps Ranger shift and law enforcement coverage. The last ranger leaving at night will check-out with the Operator upon shift departure.

The Evening Shift Lead will ensure that evening rangers will:

- Conduct QA Inspections.
- Close day-use areas and remove life jackets from Lakeside and Wilson Creek Loaner Stations.
- Quiet hours in the campgrounds are the focus after 22:00. Rangers will check-in with Gate Attendants (GA) prior to the end of the GA shift.

- Begin patrol within 30-60 minutes at beginning of shift or at the time designated by the Shift Lead.

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Appendix B

Orientation Checklist for Intern/Seasonal Rangers

This document will help orient new Intern/Seasonal Rangers with Corps policies and regulations, Park Ranger duties and responsibilities and project operations. It is the trainee's responsibility to schedule this training while working cooperatively with shift lead permanent ranger. Once training is completed for a subject, the trainee will initial and date the corresponding line. Completion deadline is the end of July.

Supervisor Orientation: (Park Manager)

_____ Work Schedule
 _____ Leave Policy
 _____ Job Hazards/Safety
 _____ Performance Expectations/Evaluation

Project Orientation:

Ride along w/ Shift Lead Ranger (most likely, it will not be possible to visit every reservoir in one summer)

- Campground, Day-use and Dispersed areas: orientation, where to park, patrolling options, common issues, etc.

_____ Cottage Grove (required within 7 working days after completion of ranger training)
 _____ Dorena (required within 7 working days after completion of ranger training)
 _____ Dexter
 _____ LOP
 _____ Fall Creek
 _____ Hills Creek
 _____ Fern Ridge
 _____ Green Peter/Foster
 _____ Blue River/Cougar
 _____ Big Cliff/Detroit

Basic Training (if not designated, seek training from Shift Lead):

Admin:

_____ Computer Access/permissible use of computers and phones
 _____ Timekeeping
 _____ Creating Purchase Requisitions (PR's) in FEM
 _____ Ordering a Uniform/boots

Safety:

_____ Radio/cell communications
 _____ Vehicle walk around/expectations/initial driving toolbox
 _____ 2500 Truck check-out
 _____ First Aid/CPR
 _____ Blood Borne Pathogens
 _____ Safe Self CD

Operations:

_____ Flag/Weather
 _____ Closing Procedures & Alarm
 _____ Day-Use Area vs. Campground Patrols
 _____ Patrolling Night vs. Day

_____ Locking Day-Use Gates at night
 _____ Campground Gate Attendant introduction (Shift Lead)
 _____ Volunteer introduction (Shift Lead)
 _____ Workplace Courtesy/House Rules
 _____ Office Materials Recycling

Reporting:

_____ Patrol Logs
 _____ Boat Launch Fee courtesy contact forms
 _____ Alcohol Contact Log
 _____ Campground Logs (yard inspecting with camper's report)
 _____ Incident Reports

Fees:

_____ Honor Vault Counting – Day Use and Ivan Oakes (Shift Lead)
 _____ Honor Vault Counting with Gate Attendants at Schwarz (Shift Lead)

Training related to various projects:

Shift Lead Ranger:

_____ Vehicle Inspections
 _____ Use of the GSA Vehicle Card - gas, car washes, oil changes and repairs
 _____ Facility Safety Program
 _____ Life Jacket Loaner Station Inspections
 _____ Hunting Guidelines and Maps
 _____ Blue Green Algae
 _____ QA for janitorial

Shift Lead Ranger:

_____ Hazardous Tree Program
 _____ Sign Program/ Sign Pro

Interpretive Ranger:

_____ Bulletin Board Maintenance
 _____ Brochures & Water Safety Supplies
 _____ Water Safety Programs
 _____ Dam Tours
 _____ Websites: Valley, District, Gateway, Admin, water levels

Shift Lead Ranger:

_____ Visitor Estimation Reporting (VER) tools, equipment, locations and process
 _____ Customer Comment Card surveying
 _____ Campground Recycle Program
 _____ QA for mowing

Shift Lead Ranger:

_____ Fishing Line Recycling Program

Reading:

_____ Ranger Manual
 _____ NRM SOP's

Appendix C

Intern and Seasonal Performance Review Conducted by Shift Leads

1. Following yearly Ranger Training, Interns and Seasonals will begin performing a variety of Ranger position functions. Permanent Shift Lead Rangers will conduct performance reviews to assist with employee feedback and mentoring.
2. Reviews are based on performance observations over a month period as well as shadowing specific patrol ride-alongs.
3. For each Non-Permanent Ranger a review will be conducted at least once in July and once in August.
4. Completed reviews will be submitted to the Park Manager for evaluation.
 - Attachment No. 1: STEP and Seasonal Performance Review Checklist
 - Attachment No. 2: VA Patrol Checklist Quick Reference

STEP and Seasonal Performance Review Checklist

Completed by Shift Lead Rangers

VA Patrol

	Satisfactory	Needs Improvement	Comments:
Tactical 8 Steps			
5-Step Hard Style			
Verbal Judo			
Avoid the 'Dirty Dozen'			
Surrounding Awareness			
Maintain Personal Space/ Tactical Stance			
Body Language Clues			

Additional Comments:

Daily Expectations/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	
Uniform	<input type="checkbox"/>	<input type="checkbox"/>	
Communication			
With co-workers	<input type="checkbox"/>	<input type="checkbox"/>	
With Shift Lead	<input type="checkbox"/>	<input type="checkbox"/>	
With Gate Attendants	<input type="checkbox"/>	<input type="checkbox"/>	
Patrol Log Completion	<input type="checkbox"/>	<input type="checkbox"/>	
Campground Operations	<input type="checkbox"/>	<input type="checkbox"/>	
Enforcement of Fee Regulations	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Problem Solve	<input type="checkbox"/>	<input type="checkbox"/>	
Constructively Uses Time	<input type="checkbox"/>	<input type="checkbox"/>	

House Rules (office/shop/vehicles)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Radio Ops/Procedures	<input type="checkbox"/>	<input type="checkbox"/>	_____
RAASP Checklist	<input type="checkbox"/>	<input type="checkbox"/>	_____
Share Point Site Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	_____
Knowledge of SOPs and policies	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Comments:

Shift Lead Ranger Name: _____

Signature: _____ Date: _____

Seasonal Ranger Name: _____

Signature: _____ Date: _____
(signature acknowledges that the Shift Lead reviewed this audit with the Seasonal Ranger)

Attachment No. 2: VA Patrol Checklist Quick Reference

Tactical 8 Steps

1. Greeting
2. ID Self/Organization
3. Reason for stop/contact
4. Any justified reason
5. Request for cooperation
6. Clarification
7. Decision
8. Close

5 Step Hard Style (5 Steps to Persuasion)

1. Ask (Ethical Appeal)
2. Set Context (Reasonable Appeal)
3. Present Options (Personal Appeal)
4. Confirm (Practical Appeal)
5. Act

The Dirty Dozen

1. Come here.
2. Shut up.
3. You wouldn't understand.
4. Because those are the rules.
5. It's none of your business.
6. What do you want me to do about it?
7. Calm down.
8. What's your problem?
9. You always/never...
10. I'm not going to say this again.
11. I'm doing this for your own good.
12. Why don't you be reasonable?

Appendix D

Organization Code: CENWP-OD-V

Cottage Grove Office
75819 Shortridge Hill Road
Cottage Grove, OR 97424

E-MAIL/PASSWORDS

Army Knowledge On-Line (AKO)
Website: www.us.army.mil
Email User Name: _____
(Usually first name.initial last name)

Password: _____
(Upper case, lower case, number, special characters)

United States Army Corps of Engineers (USACE) email

(Usually first name.initial last name) @usace.army.mil

Uniforms-VF Solutions:
Login: _____ (multiple numbers)
Password: _____ (multiple numbers)

PC Login
G2odv _____
Password: _____

UNIX: _____
ORACLE*: _____
MICROSOFT: _____

The above passwords are required to be changed every 60 days via UPASS
Change ORACLE password last

PERSONAL: Pay/Benefits**Army Benefits Center-Civilian (ABC-C)**

Phone: 877-276-9287

PIN: _____ (6 numbers)

ABC-C website: www.abc.army.mil

PIN: _____

(Upper case, lower case, number, special characters)

EBIS: _____ (6 numbers)

MyPay Website—<https://mypay.dfas.mil>

Phone: 877-363-3677

PIN: _____ (4 to 8 numbers)

Resumix—www.cpol.army.mil

Employment link to Resume Builder, Vacancy Announcements, Self-Nominate

User Name: _____

PIN: _____

(Combined total of 8 to 20 characters)

USA Jobs:

Login: _____

Password: _____

TRAINING:**Skillsoft/Smartforce**

Linked from AKO

AKO User Name: _____@us.army.mil

Password: _____

(Upper case, lower case, number, special characters)

Army Correspondence CoursesWebsite: www.atsc.army.mil/ACCP/aipdnew.asp

User Name: _____

Password: _____

USACE Virtual Campus (POSH/Ethics)Website: <http://virtualcampus.usace.army.mil/common/public/html/index.htm>

User Name: _____

Password: _____

Appendix E

Radio Spelling Alphabet

Character	Telephony
A	Adam
B	Boy
C	Charles
D	David
E	Edward
F	Frank
G	George
H	Henry
I	Ida
J	John
K	King
L	Lincoln
M	Mary
N	Nora
O	Ocean
P	Paul
Q	Queen
R	Robert
S	Sand
T	Tom
U	Union
V	Victor
W	William
X	X-ray
Y	Yellow
Z	Zebra

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Appendix F

Radio Frequency Spreadsheets

OSP Channel and Tone Location Reference

OSP Channel	Tone Location
XX	E Marion Co/Hall's Ridge
XX	E Linn Co. Green Peter
XX	Springfield/Buck Mtn.
XX	Table Mt.

REMOVED DUE TO PPI
INSERT YOUR PROJECT'S RADIO REPEATER LIST

--

REMOVED DUE TO PPI
INSERT YOUR PROJECT'S RADIO REPEATER LIST

--

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Appendix G**Maps and Directions for all WVP Recreation Areas**

Cottage Grove Reservoir

- Lakeside Park
- Park Ranger Office
- Pine Meadows Campground
- Primitive Campground
- Riverside Park
- Shortridge Park
- Wilson Creek

Dorena Reservoir

- Bake Stewart Park
- Baker Bay Park/Campground
- Harms Park
- Schwarz Campground

Fern Ridge Reservoir

- North Jeans Park
- Orchard Point Park
- Perkins Peninsula Park
- Richardson Park
- Royal Parking Lot
- Shore Lane Park
- South Jeans Park
- West and East Kirk Park

Dexter Reservoir

- Dexter State Park
- Lowell State Park
- Middle Fork Park
- Orchard Park
- South Shore Park

Lookout Point Reservoir

- Ivan Oakes Campground
- Landax Park
- Meridian Boat Launch
- Signal Point Boat Launch
- USACE Administrative Offices

Fall Creek Reservoir

- Tufti Park

Hills Creek Reservoir

- Spillway Viewpoint
- Viewpoint

Foster Reservoir

- Shea Point Park
- Wiley Creek Park

Green Peter Reservoir

- Billings
- Boat Launch downstream of Moose Creek
- Moose Creek
- Thistle Creek
- Trout Creek
- Whitcomb Bridge Boat Ramp and Campground
- Whitcomb Bridge Day-Use

Blue River Reservoir

- Lucky Boy Dam Viewpoint
- Saddle Dam Boat Ramp

Cougar Reservoir

- Cougar Reservoir Viewpoint

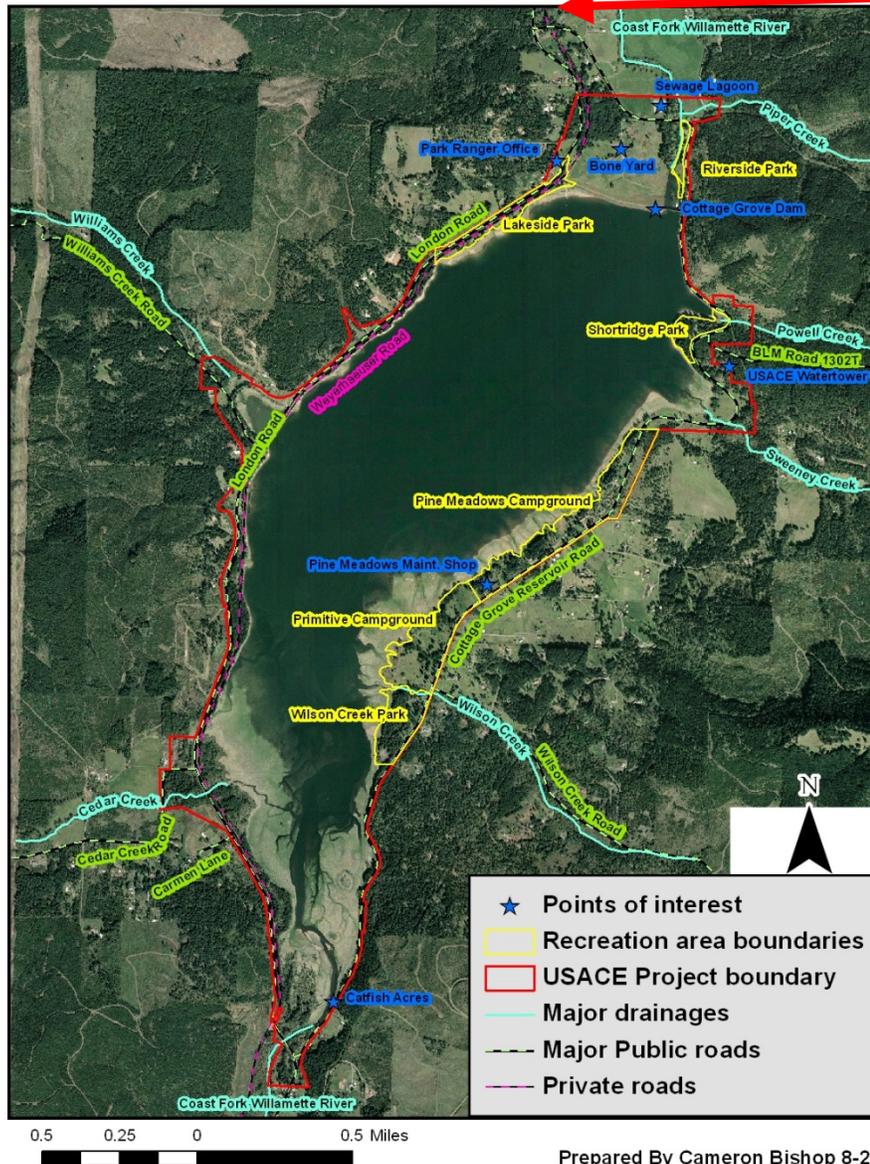
Detroit Reservoir

- Detroit Dam Viewpoint

Note:

Directions to **Big Cliff Reservoir** are the same as Detroit Reservoir. It is approximately 40 miles from I-5 exit 253 to Big Cliff Reservoir using OR-22 E/N Santiam Highway SE. There is a boat launch on Big Cliff Reservoir directly downstream of Detroit Reservoir.

Cottage Grove Reservoir



STARTING POINT: intersection of CG Reservoir Rd and London Rd

DIRECTIONS TO STARTING POINT:

Traveling Southbound on I-5:

- Take Exit 172 'Sixth Street Cottage Grove Lake.'
- Turn left onto S 6th St. Travel 0.7 miles.

Traveling Northbound on I-5:

- Take Exit 170.
- Merge onto OR-99 toward Cottage Grove. Travel 2.8 miles.
- Turn right onto Latham Rd. Travel 1.0 mile.
- Turn right onto London Rd. Travel 2.8 miles.

Cottage Grove Reservoir**From the STARTING POINT (intersection of CG Reservoir Rd and London Rd):**

To Park Ranger Office: 75819 Shortridge Hill Rd, Cottage Grove OR 97424 – *NW end of reservoir*

- Continue onto London Rd. Travel 0.2 miles.
- Take a right onto Shortridge Hill Rd. Travel 0.2 miles. The Cottage Grove Ranger Office is on the left.

To Lakeside Park: *NW shoreline of reservoir*

- Continue onto London Rd. Travel 0.4 miles. Lakeside Park is on the left.

To Riverside Park: *north of reservoir, downstream of dam*

- Turn left onto CG Reservoir Rd. Travel 0.6 mile. The park is on the right.

To Shortridge Park: *NE shoreline of reservoir*

- Turn left onto CG Reservoir Rd. Travel 1.3 miles. The park is on the right.

To Pine Meadows Campground: 75166 CG Reservoir Rd, Cottage Grove OR 97424 – *east side of reservoir*

- Turn left onto CG Reservoir Rd. Travel 2.4 miles. The campground is on the right.

To Primitive Campground: *east side of reservoir*

- Turn left onto CG Reservoir Rd. Travel 3.0 miles. The campground is on the right.

To Wilson Creek Park: *SE shoreline of reservoir*

- Turn left onto CG Reservoir Rd. Travel 3.4 miles. The park is on the right.

Dorena Reservoir

To Bake Stewart Park: 36864 Row River Rd, Cottage Grove OR 97424 – *upstream end of reservoir*

- Continue straight onto Shoreview Dr. Travel 10.8 miles.
- Turn left onto Row River Rd. Travel 0.7 mile. The park is on the left.

To Harm Park: *north shoreline of reservoir*

- Turn left onto Row River Rd. Travel 3.0 miles. The park is on the right.

Fern Ridge Reservoir



★ Points of Interest	▭ USACE Project Boundary
▭ Lease Lane County	▭ Major Drainages
▭ Private Lease	▭ Major Public Roads
▭ Recreation Area Boundaries	



To the Fern Ridge Project Office: 26275 Clear Lake Rd, Junction City OR 97448 – *N end of reservoir*

From Hwy 569 W (Randy Pape Beltline) north of Eugene, OR:

- Take Exit 6 towards Airport Junction City/Eugene.
- At the end of the exit ramp, turn left onto Hwy 99N. Travel 0.5 mile.
- Turn left onto Clear Lake Rd. Travel 7.2 miles. The Fern Ridge Ranger Office is on the right.

Fern Ridge Reservoir

Location of Parks and Campgrounds:

Kirk Park: *north of reservoir, downstream of the dam*

- Entrance of West Kirk and East Kirk parking lots is off Clear Lake Rd.

Orchard Point Park (managed by Lane County Parks): *NE shoreline of reservoir*

- Entrance is off Clear Lake Rd adjacent to the right dam abutment.

Shore Lane Park: *NE shoreline of reservoir*

- From the intersection of Clear Lake Rd and Shore Lane, travel south on Shore Lane. The park is located at the end of Shore Lane.

Royal Parking Lot: *west shoreline of reservoir*

- From Clearlake Rd:
 - At the intersection of Clearlake Rd and Fir Butte Rd, travel south on Fir Butte Rd.
 - Turn right on Royal Ave. The park is located at the end of Royal Ave.
- From Hwy 126:
 - At the intersection of Hwy 126 and Fisher Rd, travel north on Fisher Rd.
 - Turn left on Royal Ave. The park is located at the end of Royal Ave.

Perkins Peninsula Park (managed by Lane County Parks): 26647 Hwy 126, Veneta, OR 97487 - *south shoreline of reservoir*

- Entrance is off Highway 126.

South Jeans Park: *near center of map*

- From Highway 126:
 - At the intersection of Highway 126 and Elkmaker Rd, travel north on Elkmaker Rd.
 - Turn right on Jeans Rd. The park is on the right.

North Jeans Park: *near center of map*

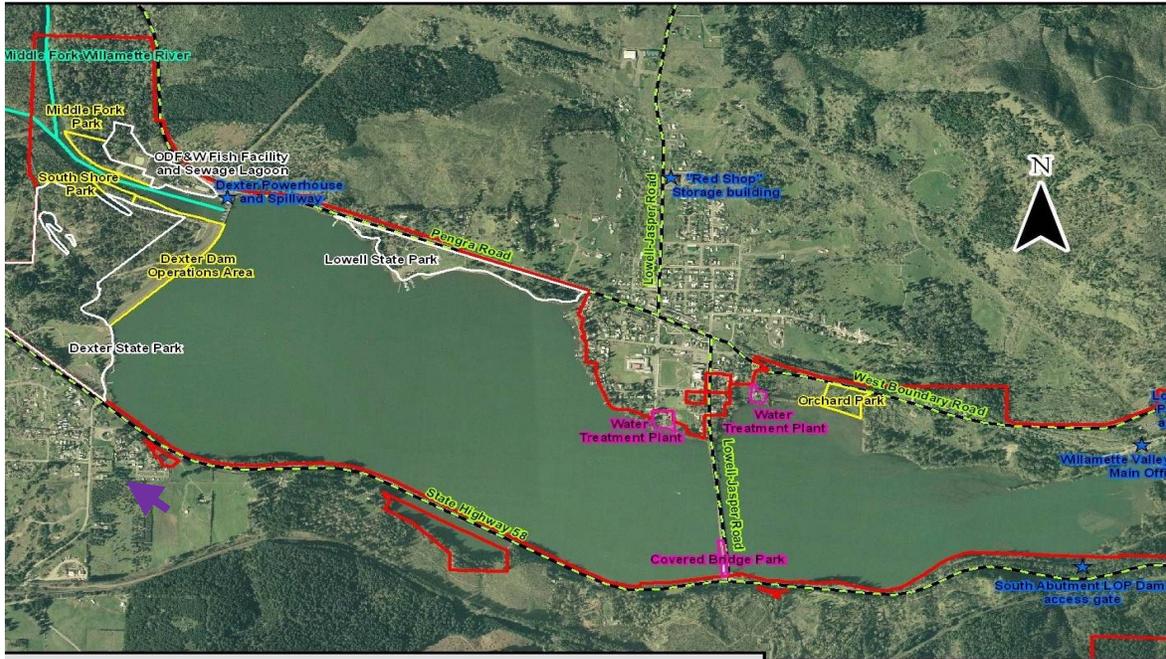
- From Highway 126:
 - At the intersection of Highway 126 and Elkmaker Rd, travel north on Elkmaker Rd.
 - Turn right on Jeans Rd. The park is on the right (directly north of South Jeans Park).

Richardson Park (managed by Lane County Parks): 25950 Richardson Park Road, Junction City, OR 97448 - *north shoreline of reservoir*

- Entrance is off Clearlake Rd.

Dexter Reservoir

6/8/15



- | | |
|-------------------------------|--------------------------|
| ★ Points of interest | ▭ USACE Project Boundary |
| ▭ City of Lowell Leased Areas | ▬ Major Public Roads |
| ▭ Oregon State Leased Areas | ▬ Major Drainages |
| ▭ Recreation area boundaries | |



Prepared by Cameron Bi

STARTING POINT: intersection of Hwy 58 and Lowell-Jasper Rd

DIRECTIONS TO STARTING POINT:

Traveling North or South bound on I-5:

- Take Exit 188A toward Hwy 99 N.
- Keep left at the fork, follow signs for OR-58 and merge onto Hwy 99 N. Travel 13 miles.

From the STARTING POINT (intersection of Hwy 58 and Lowell-Jasper Rd):

To **South Shore Park**: NW of reservoir, downstream of Dexter Dam, south shoreline of Middle Fork of the Willamette River

- Enter Dexter State Park from Hwy 58 near mile post 11 (2.0 miles west of **STARTING POINT**).
- After entering the park turn left and drive through the Dexter State Park Frisbee Golf Course. The road ends at South Shore Park. (It is 0.7 miles from the Dexter State Park entrance to South Shore Park.)

Dexter Reservoir**To Orchard Park:** *north shoreline of reservoir*

- Travel north on Lowell-Jasper Rd for 0.7 mile.
- Turn right on W. Boundary Rd. (In less than 0.1 mile, W. Boundary Rd also becomes North Shore Drive.) Travel 0.3 mile. The park is on the right.

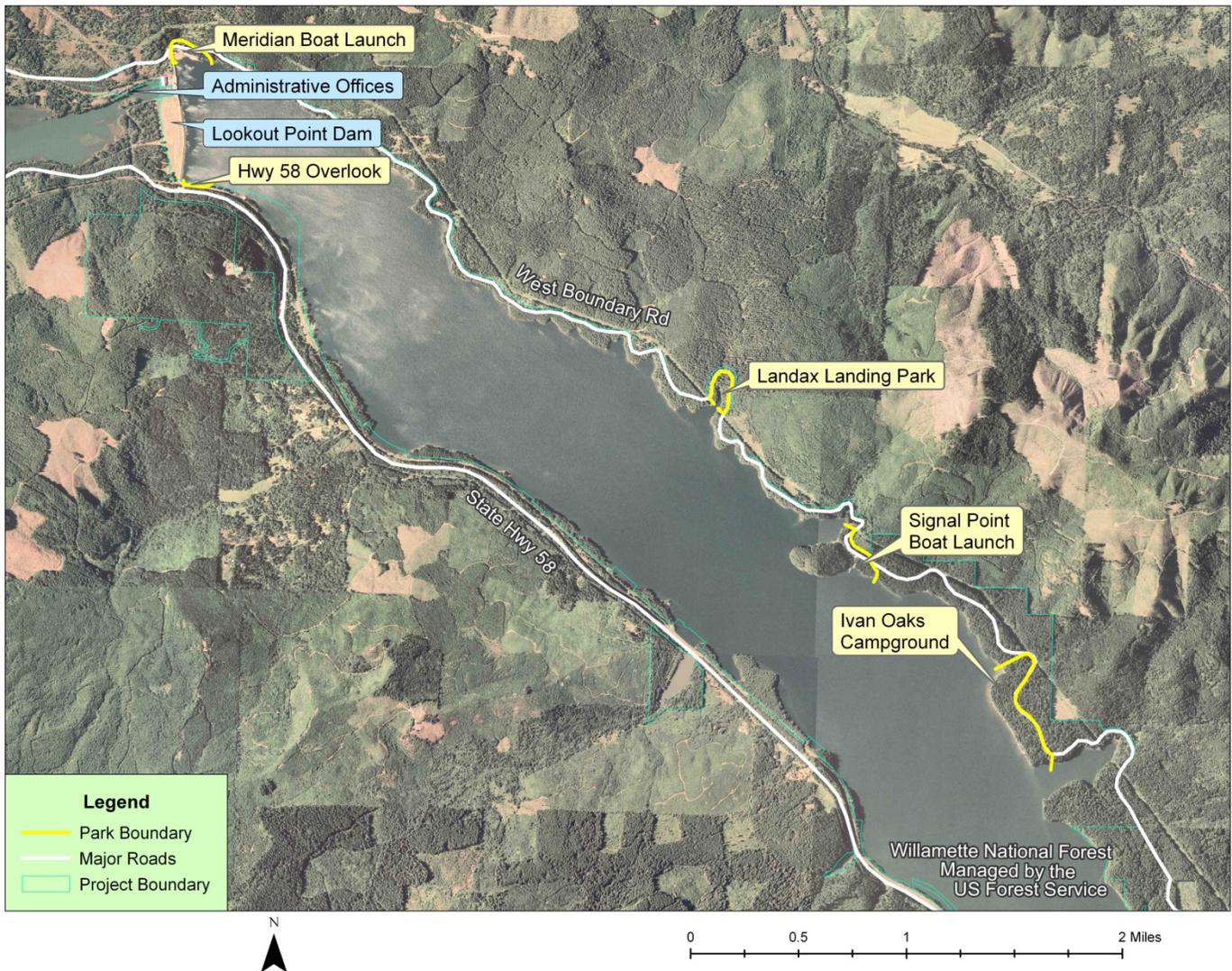
To Lowell State Park (managed by Oregon State Parks): *north shoreline of reservoir*

- Travel north on Lowell-Jasper Rd for 0.7 mile.
- Turn left and stay on Lowell-Jasper Rd. Travel 0.6 mile. The park is on the left.

To Middle Fork Park: *NW of reservoir, downstream of Dexter Dam, north shoreline of Middle Fork of the Willamette River*

- Travel north on Lowell-Jasper Rd for 0.7 mile.
- Turn left and stay on Lowell-Jasper Rd. Travel 1.4 mile. The park is on the left. There is no park identification sign, only a small brown sign with the boat launch symbol. (This park entrance road is located less than 0.1 mile west of Wright Ln. which serves as the entrance to ODF&W Fish Facility.)

Lookout Point Reservoir



STARTING POINT: intersection of Hwy 58 and Lowell-Jasper Rd

(located approx. 0.5 west of this map edge)

DIRECTIONS TO STARTING POINT:

Traveling North or South bound on I-5:

- Take Exit 188A toward Hwy 99 N.
- Keep left at the fork, follow signs for OR-58 and merge onto Hwy 99 N. Travel 13 miles.

From the STARTING POINT (intersection of Hwy 58 and Lowell-Jasper Rd):

To USACE Administrative Offices: *Directly downstream of Lookout Point dam*

- Travel north on Lowell-Jasper Rd for 0.7 mile.

Lookout Point Reservoir

- Turn right on W. Boundary Rd. (In less than 0.1 mile, W. Boundary Rd also becomes North Shore Drive.) Travel 0.8 mile.
- Turn right. Follow road signs for the administrative offices.

To **Meridian Boat Launch**: *NW end of reservoir, adjacent to Lookout Point dam right abutment*

- Travel north on Lowell-Jasper Rd for 0.7 mile.
- Turn right on W. Boundary Rd. (In less than 0.1 mile, W. Boundary Rd also becomes North Shore Drive.) Travel 1.3 miles. The park is on the right.

To **Landax Landing Park**: *located on the north shore of the reservoir*

- Travel north on Lowell-Jasper Rd for 0.7 mile.
- Turn right on W. Boundary Rd. (In less than 0.1 mile, W. Boundary Rd also becomes North Shore Drive.) Travel 4.8 miles.
- There is a small gravel pull-off on the right. There is no sign along the road. A foot trail leads southwest from the pull-off. This trail intersects with the North Shore trail. A bulletin board and several picnic tables are located at this trail intersection.

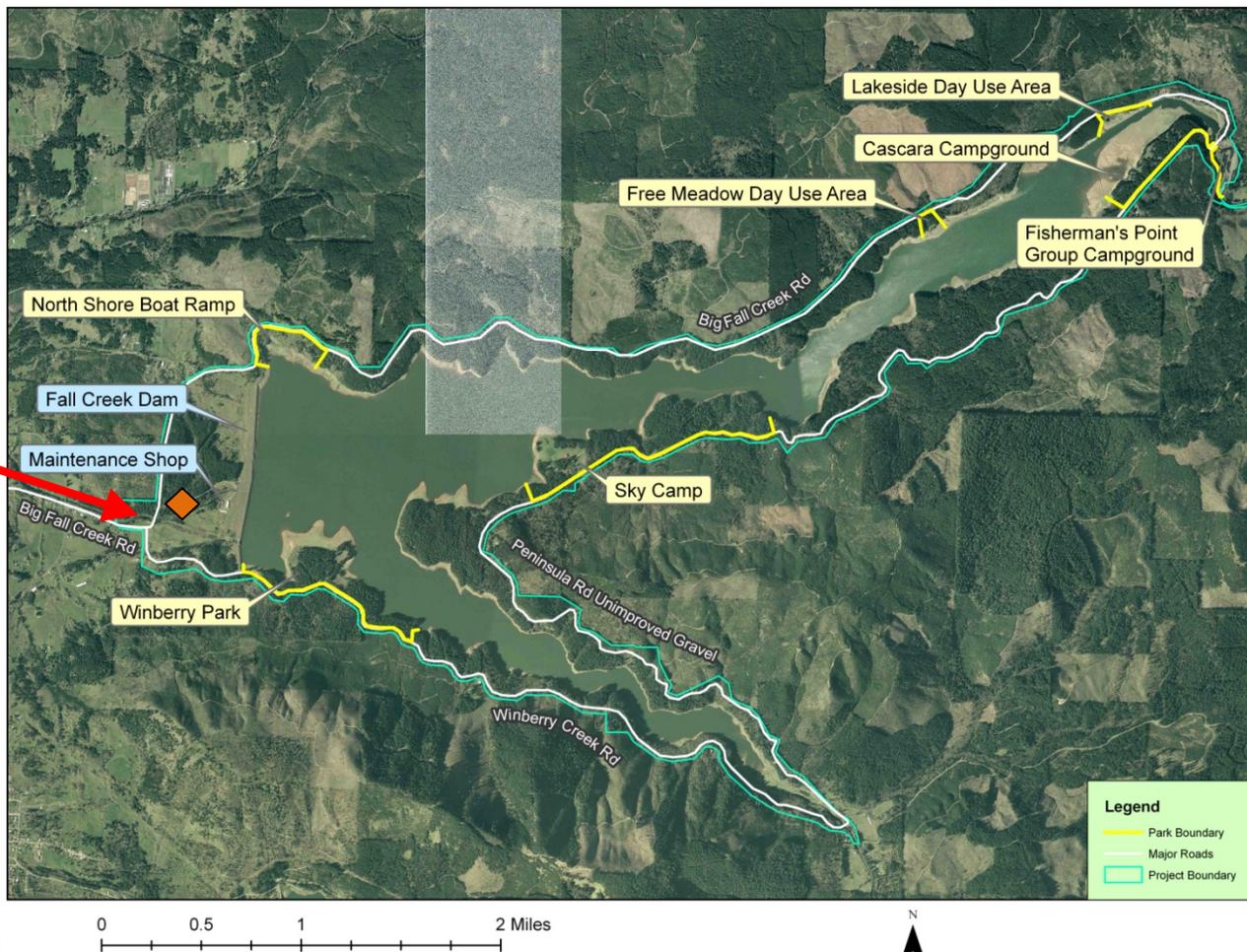
To **Signal Point Boat Launch**: *located on the north shore of the reservoir*

- Travel north on Lowell-Jasper Rd for 0.7 mile.
- Turn right on W. Boundary Rd. (In less than 0.1 mile, W. Boundary Rd also becomes North Shore Drive.) Travel 6.1 miles. The park is on the right.

To **Ivan Oakes Campground**: *located on the north shore of the reservoir*

- Travel north on Lowell-Jasper Rd for 0.7 mile.
- Turn right on W. Boundary Rd. (In less than 0.1 mile, W. Boundary Rd also becomes North Shore Drive.) Travel 7.2 miles. The campground is on the right.

Fall Creek Reservoir



STARTING POINT: intersection of Big Fall Creek Rd and Winberry Creek Rd
DIRECTIONS TO STARTING POINT:

From the City of Lowell: (intersection of Jasper Lowell Rd/Moss Ave and Moss St., near post office)

- Travel north on Jasper-Lowell Rd/Moss Ave. for 1.7 miles.
- Turn right onto Big Fall Creek Rd at the Unity Covered Bridge. Travel 0.4 mile.

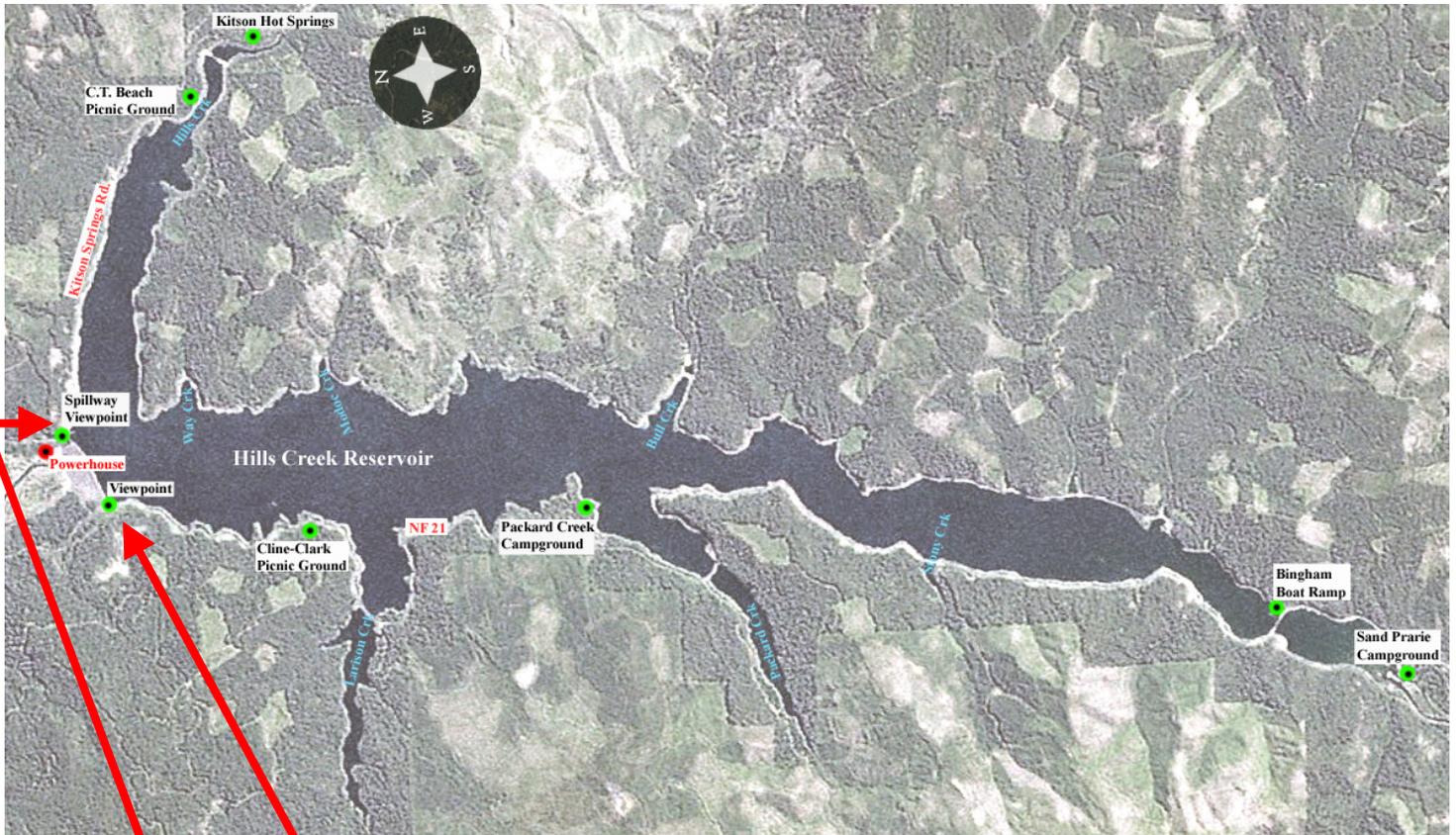
From the STARTING POINT (intersection Big Fall Creek Rd and Winberry Creek Rd):

To Tufti Park: directly downstream of Dexter Dam (labeled on the map by the  symbol), north shoreline of Big Fall Creek

- Bare to the left and continue north on Big Fall Creek Rd. Travel 0.1 mile.
- Turn right on the road immediately after crossing the bridge over Big Fall Creek. There is no road sign at this intersection.
- The park is on the right.

Oregon State Parks manages most of the recreation areas labeled on this map.

Hills Creek Reservoir



To the Spillway Viewpoint

From **intersection of Hwy 58 and Lowell-Jasper Rd (covered bridge at Lowell, OR):**

- Travel on Hwy 58 east for 23.7 miles. You will pass through the City of Oakridge.
- Turn right onto Hills Creek Rd/Kitson Springs Rd (approximately 1.6 miles east of Oakridge).
- Travel 1.8 miles on Hills Creek Rd. The viewpoint is on the right on the right abutment of Hills Creek Dam.

To the Viewpoint

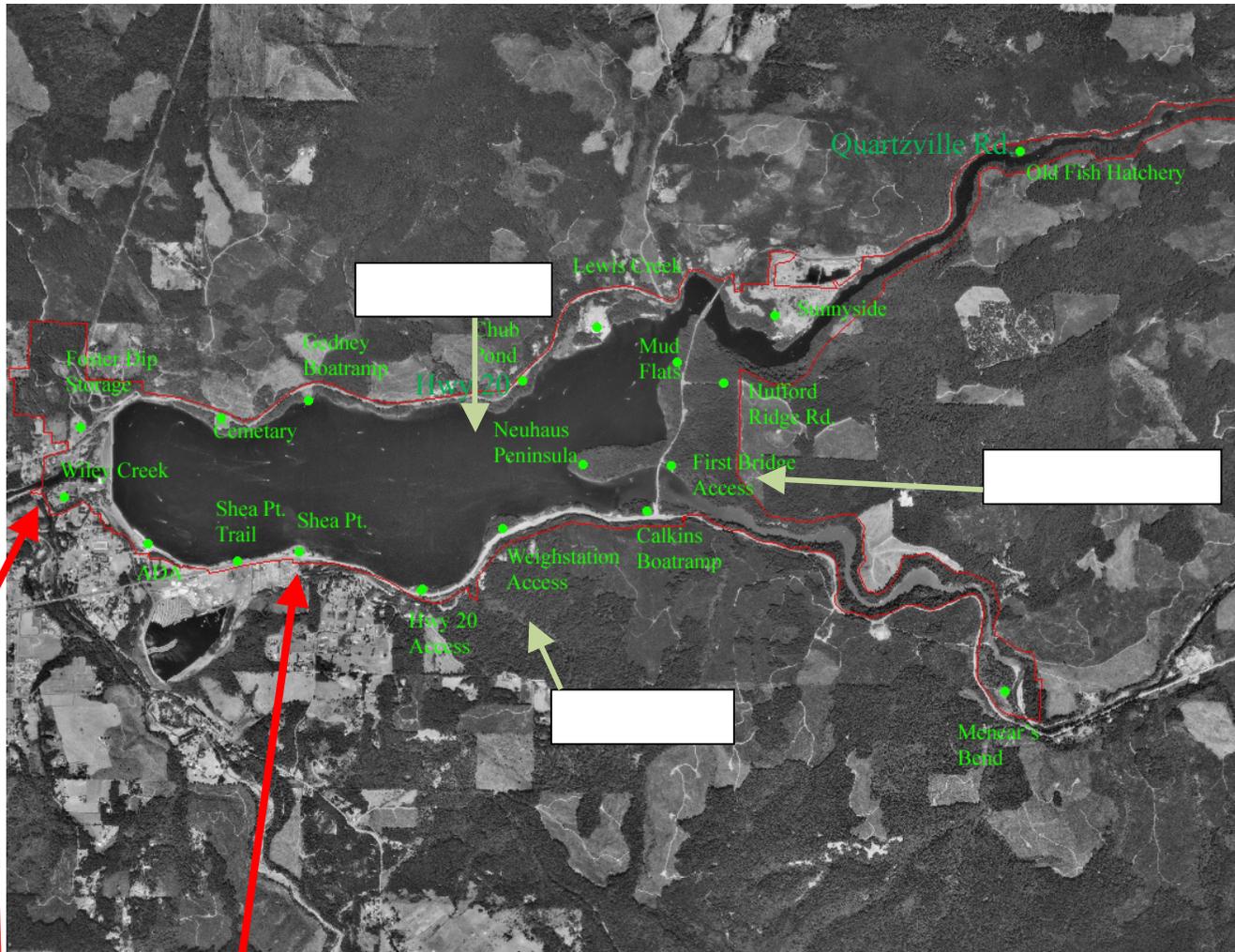
From the **intersection of Hwy 58 and Lowell-Jasper Rd (covered bridge at Lowell, OR):**

- Travel on Hwy 58 east for 23.7 miles. You will pass through the City of Oakridge.
- Turn right onto Hills Creek Rd/Kitson Springs Rd (approximately 1.6 miles east of Oakridge).
- Travel 0.5 mile on Hills Creek Rd.
- Turn right on NF-21. Travel 1.4 miles. The viewpoint is on the left on the left abutment of Hills Creek Dam.

*All recreation areas are managed by the US Forest Service.
USACE Park Rangers occasionally travel to this reservoir, typically on the south side of the lake.*

N River Dr.

Foster Reservoir



To the **Shea Point Park** from the **intersection of Hwy 228 and 20 in the City of Sweet Home**:

- Travel on Hwy 20 east for 4.1 miles. Shea Point Park is on the left.

To the **Wiley Creek Park** from the **intersection of Hwy 228 and 20 in the City of Sweet Home**:

- Travel on Hwy 20 east for 3.2 miles.
- Turn left onto 53rd Ave. Travel 0.4 mile.
- Turn left onto 54th Ave (no road sign is present). Travel 423 ft. The road bends to the left into Wiley Park.

Many of the recreation areas are managed by the Linn County Parks.

STARTING POINT: Intersection of Hwy 20 and Quartzville Rd (to the west of this map)

DIRECTIONS TO STARTING POINT:

Sweet Home, OR (the intersection of Hwy 228 and 20)

6/8/15

Travel on Hwy 20 east for 5.9 miles.

1.0 STARTING POINT (intersection of Hwy 20 and Quartzville Rd)

Green Peter Reservoir

Travel east on Quartzville Rd for 5.0 miles.

Turn right and travel across the Green Peter Dam.

Take the first left after crossing the dam into the recreation area parking lot. It is a total of 10.3 miles from Quartzville Rd to Billings Park Parking Lot.

Whitcomb Creek (managed by Linn County Parks):

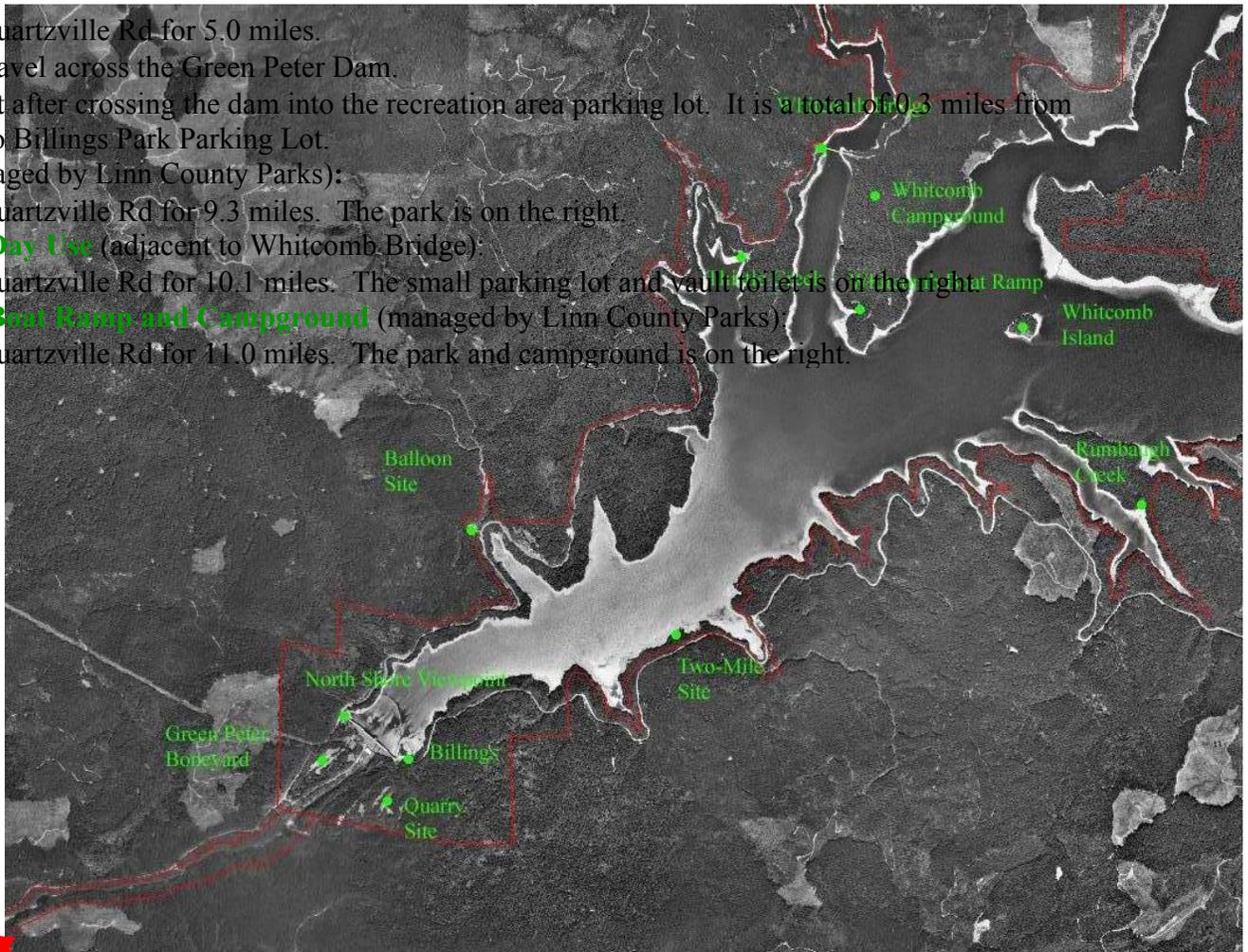
Travel east on Quartzville Rd for 9.3 miles. The park is on the right.

Whitcomb Bridge Day Use (adjacent to Whitcomb Bridge):

Travel east on Quartzville Rd for 10.1 miles. The small parking lot and vault toilet is on the right.

Whitcomb Bridge Boat Ramp and Campground (managed by Linn County Parks):

Travel east on Quartzville Rd for 11.0 miles. The park and campground is on the right.



West

STARTING POINT: intersection of Hwy 20 and Quartzville Rd

(refer to the Green Peter West map)

6/8/15

DIRECTIONS TO STARTING POINT:

Sweet Home, OR (the intersection of Hwy 228 and 20)

Travel east on Hwy 20 for 5.9 miles.

The **STARTING POINT** (intersection of Hwy 20 and Quartzville Rd):

Ramp downstream of Mouse Creek:

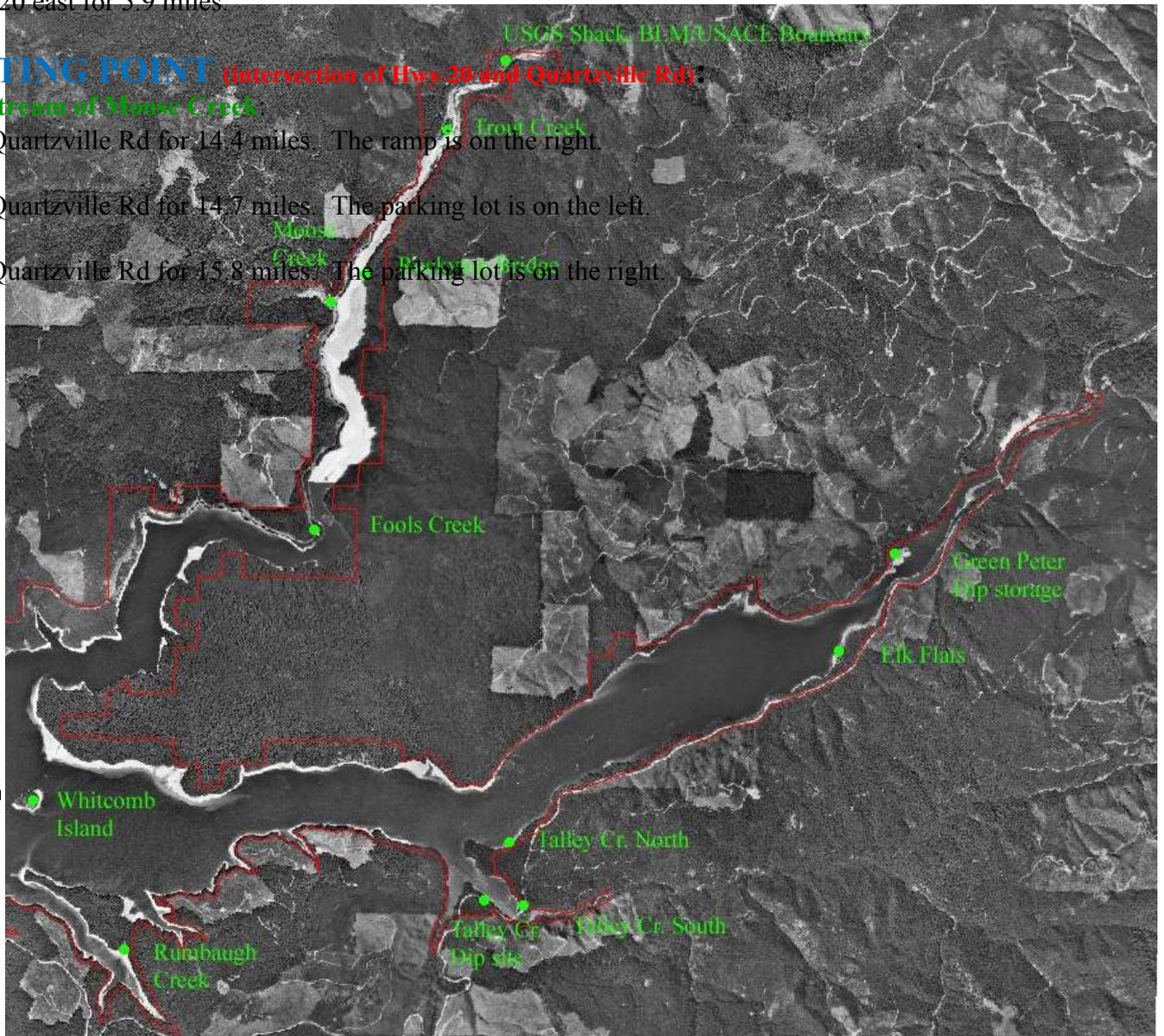
Travel east on Quartzville Rd for 14.4 miles. The ramp is on the right.

Mouse Creek:

Travel east on Quartzville Rd for 14.7 miles. The parking lot is on the left.

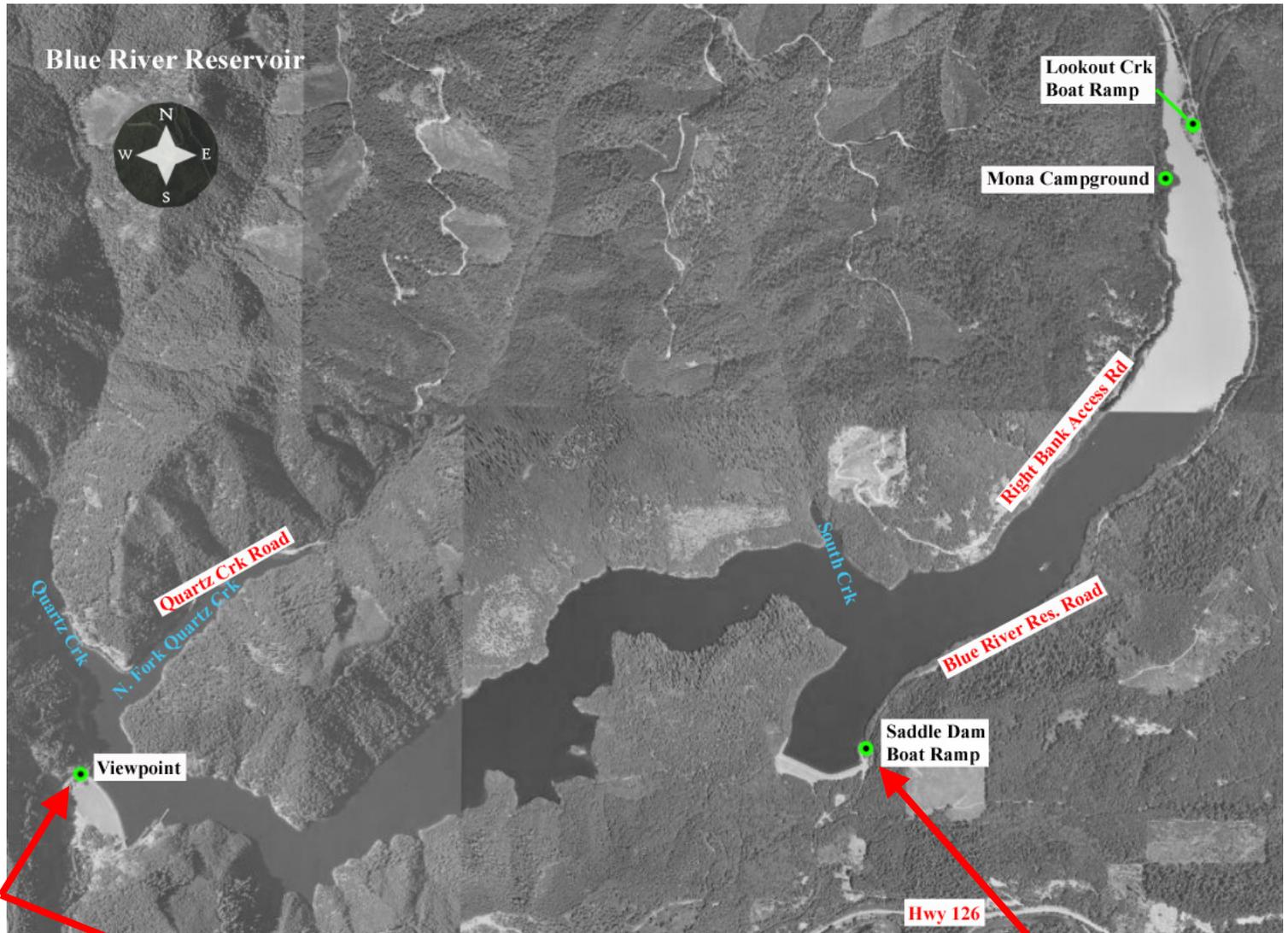
Mouse Creek:

Travel east on Quartzville Rd for 15.8 miles. The parking lot is on the right.



West

Blue River Reservoir



To Lucky Boy Dam Viewpoint:

From the intersection of I-5 and OR-126 in Eugene

- Drive east on OR-126 E for 6.4 miles.
- Turn left onto OR-126 E/Main St. Continue to follow OR-126 E for 33.5 miles.
- Halfway between mile post 39 and 40, turn left onto Blue River Dr. Travel 1.3 miles.
- Turn left onto Blue River Rd. Travel 1.5 miles. The viewpoint is on the right.

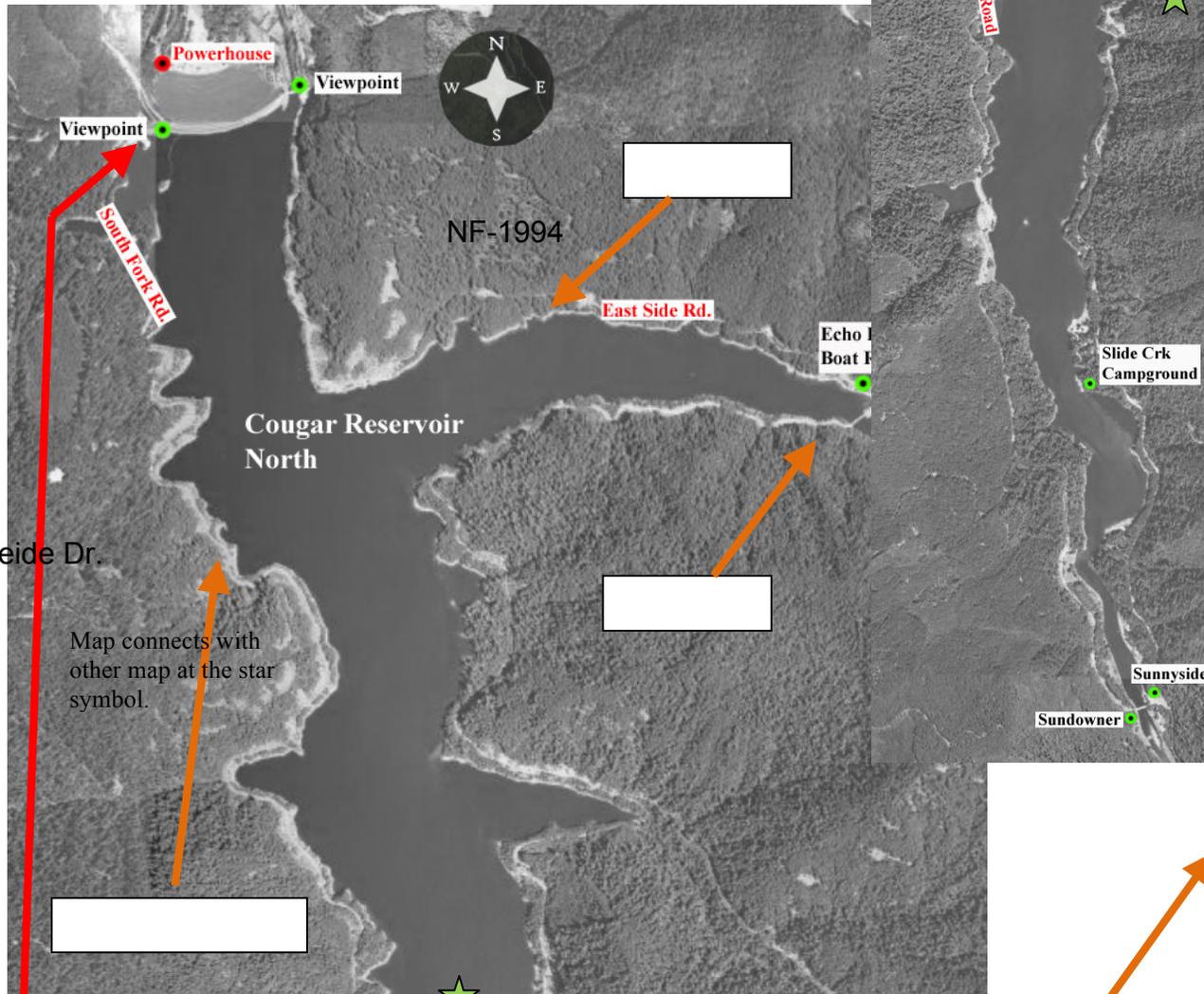
To Saddle Dam Boat Ramp:

From the intersection of I-5 and OR-126 in Eugene

- Drive east on OR-126 E for 6.4 miles.
- Turn left onto OR-126 E/Main St. Continue to follow OR-126 E for 37.5 miles.
- Near mile post 43.7, turn left onto NF-15 for 0.8 mile. The park is adjacent to the dam's left abutment.

Recreation areas are managed by the US Forest Service

Cougar Rese



To Cougar Reservoir Viewpoint (left abutment):

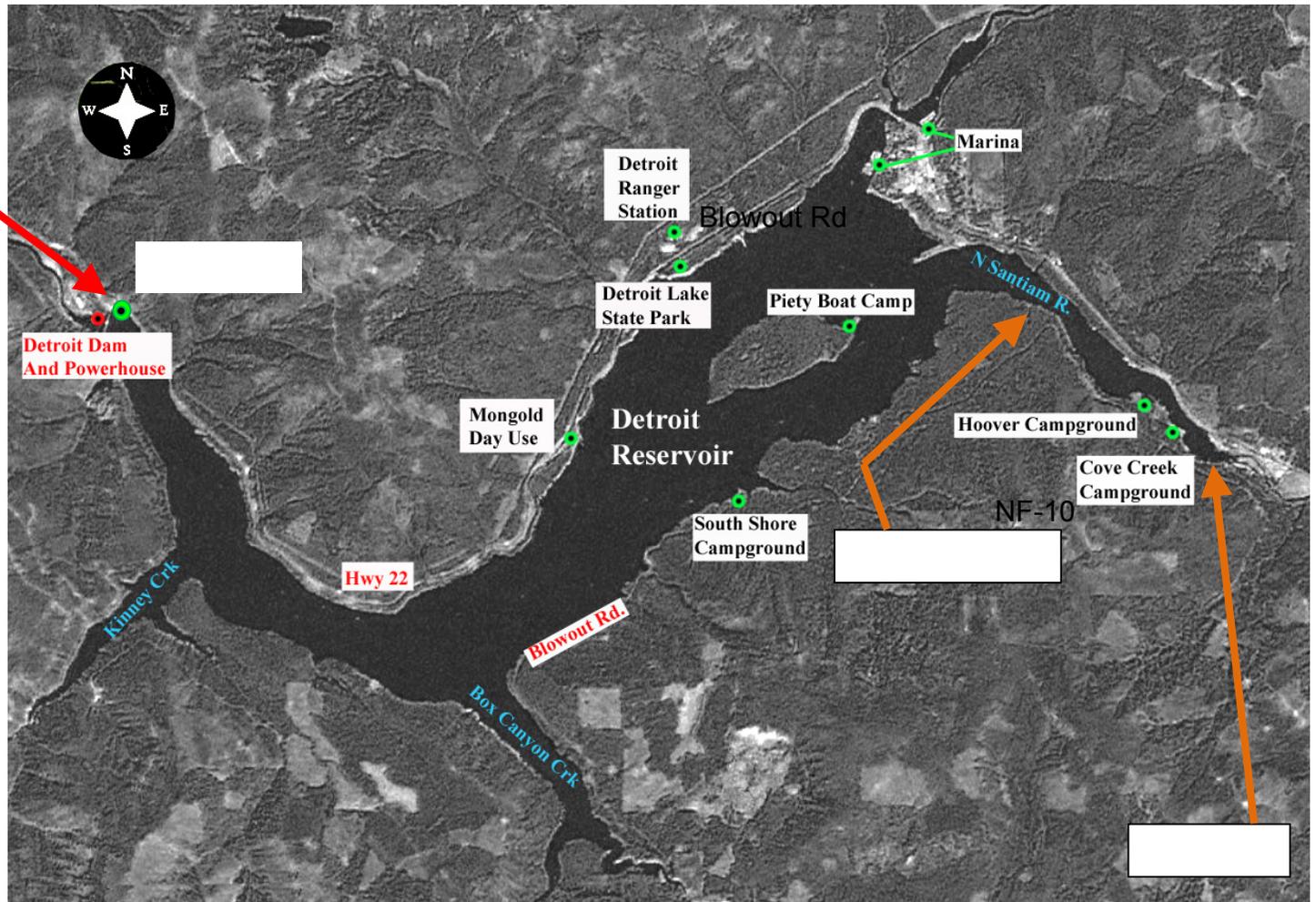
From the intersection of I-5 and OR-126 in Eugene

- Drive east on OR-126 E for 6.4 miles.
- Turn left onto OR-126 E/Main St. Continue to follow OR-126 E for 39.1 miles.
- Halfway between mile post 45 and 46, turn right onto Cougar Dam Rd/NF-19. Travel 0.4 mile.
- Take a slight right onto Aufderheide Dr. Travel 2.8 miles. The viewpoint is located on the north and south sides of the road on the dam's left abutment.

Recreation areas are managed by the US Forest Service

Viewpoint

Detroit Reservoir



To Detroit Dam Viewpoint (adjacent to dam's right abutment):

From I-5

- Take exit 253 for OR-22.
- Turn right onto OR-22 E/N Santiam Highway SE. Travel 41.1 miles. The viewpoint is on the right.

Recreation areas are managed by the US Forest Service.

USACE Park Rangers occasionally travel to this location, typically on the north side of the lake on Hwy 22, NF-10 and on the east end of Blowout Rd.

How to Perform Monthly Vehicle Inspections

ndix H

Each month, the Vehicle Program Manager will assign rangers vehicle inspections. This inspection includes:

- inspecting the vehicle for proper functions to ensure operator safety
- inspecting equipment assigned to vehicles
- vehicle cleaning

Inspectors are to complete the assigned vehicle inspection sheet. Each vehicle has a specific inspection sheet.

All deficiencies for vehicle safety (example: burnt-out taillight, chipped window, etc.) will be reported to the CTG Vehicle Program Manager immediately and noted on the inspection sheet.

If any equipment is missing from a vehicle, it is the inspector's responsibility to replace the item.

- Many items can be replaced with supplies found in the CTG Ranger shop. If you are unsure of where to find an item, ask a co-worker or the CTG Vehicle Program Manager. Once corrected, check the 'Yes' column and make a note of your replacement in the 'Notes' column.
- If it is an item that cannot be replaced easily (example: garage door opener) check the 'No' column.

Do not return these forms to the CTG Vehicle Program Manager without making correctable actions (example: stating that there are no rags in the vehicle when extra rags are available). Doing so will result in the incomplete form being returned to the inspector.

Vehicle Cleaning:

The exterior of the vehicles will be washed at the Elite Car Bath in Springfield. See *Attachment No. 1* for driving directions. Inspecting rangers are not to drive to Springfield with the single purpose of washing a vehicle unless specifically instructed by the Shift Lead. Exterior vehicle washing can be completed by any ranger driving in the Springfield area. Vehicles can be washed a maximum of two times per month. Use the GSA vehicle card the same way one uses the card for gasoline. Place the receipt in the clear vehicle pouch. This will aid in prevent drivers from exceeding the two washes per month. The CTG Vehicle Program Manager will also track the frequency of vehicle washes.

- *Vacuum Interior & Remove Trash:* All vehicle operators are responsible for maintaining a clean, professional vehicle appearance. When returning a vehicle after each use, all trash and excess tools/equipment will be removed from the vehicle. However, these monthly inspections will help to ensure this is maintained. Use the shop vac in the shop to vacuum all small material on floors, seats, under fold-down-seats, in cup holder, door troughs, etc.
- *Windex Interior & Exteriors of Windows and Mirrors:* Use the window cleaning solution. Please use rubber gloves and make sure the solution is diluted to a concentration listed on the bottle's label. Wash the interior and exterior of every window. Wash the mirrors including the side mirrors and rear-view mirror. Also, wash the hard service faces of the instrument panels.

Updated: 6-5-14

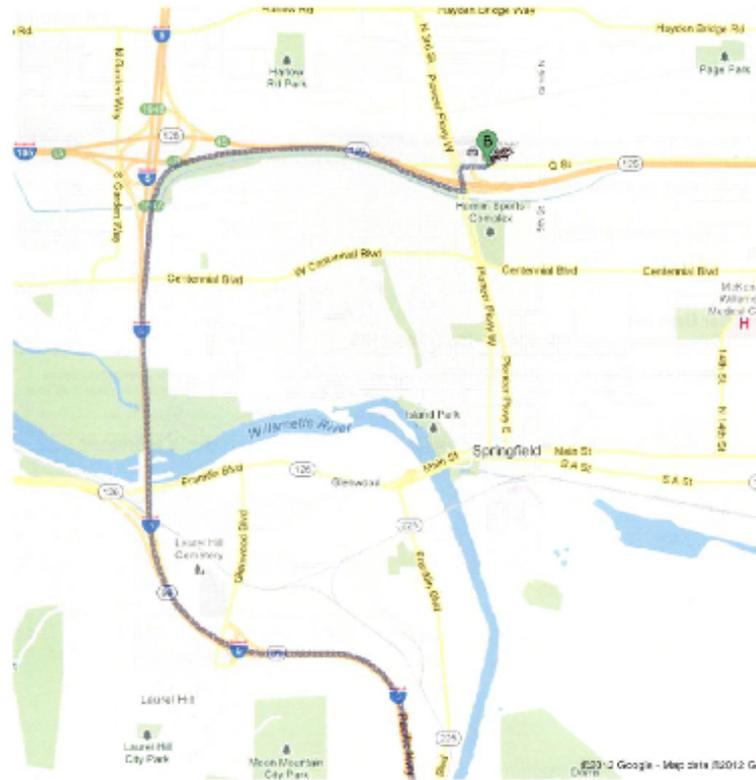
- *Wipe Down Hard Interior Surfaces:* Dust hard surfaces including the dashboard. Wash any hard surfaces that have dirt/grime on them, including the dashboard, center counsel, door frames and door panels, etc.
- *Clean Truck Bed (sweep out debris & remove trash):* If your vehicle has a truck bed, throw away any trash in the bed. Park the vehicle at a location that will allow you to sweep out any organic material in a gassy location, NOT into the garage or pavement outside the garage.

Updated: 6-5-14

Attachment No. 1

6/8/15

Directions to Elite Car Bath Inc
192 Q Street, Springfield, OR 9747
(541) 746-7123
26.9 mi – about 36 mins



75819 Shortridge Hill Rd, Cottage Grove, OR 97424

1	Head north on Shortridge Hill Rd toward London Rd	go 0.2 mi total 0.2 mi
2	Continue onto London Rd About 10 mins	go 3.7 mi total 3.8 mi
3	Merge onto I-5 N via the ramp to Eugene About 22 mins	go 21.6 mi total 25.4 mi
4	Take exit 194A to merge onto OR-126 E toward Springfield About 1 min	go 1.0 mi total 26.5 mi
5	Take the exit toward Springfield City Center About 1 min	go 0.3 mi total 26.8 mi
6	Turn left onto Pioneer Pkwy E	go 400 ft total 26.8 mi
7	Take the 1st right onto Q St Destination will be on the left	go 0.1 mi total 26.9 mi



Elite Car Bath Inc
 192 Q Street, Springfield, OR 97477 - (541) 746-7123

Updated: 6-5-14

Proper Use of a Vehicle GSA Card

Gas Purchases

- Ask before filling up if the gas station takes GSA, not Government, but GSA credit cards, there is a difference. Using gas stations that do not accept GSA will result in you being personally responsible for payment. You will not be reimbursed. Talk to your Shift Leads on suggested gas stations in areas throughout the valley.
- Most places scan the card first. Two numbers will need to be entered:
 - *Vehicle ID*: It is the first six numbers of your license plate number, no letters, just numbers. So G11-0587K would be 110587. This number is also located on the bottom of the credit card. (**Special Note**: The Frontier pick-up truck is a little different. See the Frontier section at the bottom).
 - *Mileage*: This is the mileage of the vehicle at time of fill-up. Be careful not to confuse mileage with a trip mileage.

In the event you are at a station that runs the card after fill-up and the card won't accept, then have the vendor call 1-866-842-0071, on the back of your card and they will give them authorization over the phone to get paid. Do not use your own personal card or cash to pay unless you aren't expecting the money back.

- Do not retain receipts for gasoline.
- The GSA card is only good for the vehicle you are driving and only for the type of fuel, oil and fluids for that particular vehicle.

Car Washes

- Exterior car washes will be performed at Elite Car Bath in Springfield. Use the GSA vehicle card the same way one uses the card for gasoline. The attendant will ask for the vehicle ID and mileage. Place the receipt in the clear vehicle pouch. This will aid in prevent drivers from exceeding the two washes per month. The Vehicle Program Manager will also track the frequency of vehicle washes.

Oil Changes

- Oil changes are performed every 7,500 miles. The Cottage Grove Vehicle Program Manager will monitor when vehicles are due for oil changes. Vehicles will then be taken to Brad's Chevrolet in Cottage Grove. The GSA vehicle card will be used for payment. When complete, the receipt will be turned into the Cottage Grove Vehicle Program Manager who will file a copy and send the original to Sheldon Carpenter.

Repairs

- Any and all repairs, fuses, parts or tires or other issues need to be pre-authorized by contacting the Cottage Grove Vehicle Program Manager who will then contact Sheldon Carpenter by e-mail. Sheldon will need to be provided the tag # and explanation of issues or request. Once approved Sheldon will reply by e-mail to proceed. Then and only then does one proceed. All receipts will be turned into the Cottage Grove Vehicle Program Manager who will file a copy and send the original to Sheldon.
- If your vehicle breaks down, first contact your Shift Lead. If a tow is needed in a warranty situation, there are number for that in your GSA package in the vehicle. Warranty for GSA is 3 years, 36,000 miles.

Accidents

- In the event of an accident, immediately contact your Shift Lead.

Updated: 6-5-14

For directions on the correct course of action, refer to the 'Accident & Incident Reporting' tab on the WVP Admin Page (<\\nwv-fs01\wvp\admin\AccidentProperty.htm>). Be aware many steps are time sensitive. Accident Packages are also located in each vehicle and will need to be completed appropriately.

6/8/15

Frontier Pick-up Truck

- The vehicle is ready for use. It has all of its supplies. It has side door ranger decals, they are magnetic.
- You will notice that the license plate is not a GSA plate but instead an OR state plate. This is because it is a rental car from Enterprise. We have this vehicle for the summer, then it gets returned. That being said, it still has a Fleet Credit Card. The difference, the number on the plate will not match the number on the credit card. The gas pumper will use the number on the bottom of the card (minus -0001). If you look at the card it has '106646-0001.' So the gas pumper will enter '106646' when it asks for ID number.
- Because this a short-term Enterprise rental, it has a temporary radio system. The radio is on what looks like a cutting board on the passenger side front seat. The radio is plugged into the cigarette lighter for power. There are two antennas for the outside roof that are magnetic. There are cords that get closed in the door. Just be careful not to pull/tug too hard on these cords.
- Because this different radio set up is using the cigarette lighter, it has a lower power than the other vehicle radios. This means that the call range is lower. So, I suggest only using this vehicle in non-remote areas. For example, I would not take the Frontier to GRP/FOS.
- Because the radio antennas are magnetic and the radio isn't bolted into the car, this vehicle will now be stored overnight in the 4th bay. E2 will now be stored outside next to the 2500. Which leads me to the next bullet...
- When parking at the office between patrols, please park the vehicle in front of the vehicle's bay. This will leave one space open next to the building for visitors.
- When taking this vehicle thru the car wash, place the two magnetic antennas inside the vehicle.

Updated: 6-5-14

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**CULTURAL DIVERSITY
STREET LEVEL SPANISH**

**NOTE : *GOOD COMMUNICATION IS EFFECTIVE
CONFLICT RESOLUTION.**

Appendix I

***DIFFUSE NOT CONFUSE**

**COMMON WORDS THAT YOU AND I
SHOULD KNOW OR UNDERSTAND...**

- | | | |
|----|----------------------------------|--|
| 1. | HABLA INGLES?
SI O NO. | DO YOU SPEAK ENGLISH?
YES OR NO. |
| 2. | BUENOS DIAS. | GOOD MORNING. |
| 3. | BUENOS TARDES. | GOOD AFTERNOON. |
| 4. | BUENOS NOCHES. | GOOD EVENING |
| 5. | HASTA LUEGOS | GOOD BYE.FOR NOW |

BUZZ WORDS

- | | <u>SPANISH</u> | <u>ENGLISH</u> |
|----|---------------------------|-----------------------|
| 1. | ESCONDA | HIDE |
| 2. | ESCONDA LAS DROGAS | HIDE THE DRUGS |
| 3. | CORRA | RUN |
| 4. | CORRA DE AQUI | RUN AWAY |

5.	SALTE ENCIMA DE EL	JUMP HIM JUMP ON TOP OF HIM
6.	MATA LO!	KILL HIM
7.	PISTOLA	PISTOL OR GUN
8.	CUCHILLO	KNIFE
9.	NAVAJA	PEN KNIFE
10.	DROGAS	DRUGS
11.	COCAINA COCA	COCAINE
12.	MARIJUANA	MARIJUANA

DURING INTERVIEW

1.	COMO TE LLAMAS?	WHAT IS YOUR NAME?
2.	MI NOMBRE ES POLICIA PHIL	MY NAME IS POLICE OFFICER PHIL
3.	QUIEN ES ESTO?	WHO IS THIS?
4.	MI ESPOSO	MY HUSBAND
5.	MI ESPASA	MY WIFE
6.	MI NIÑO	MY CHILD
7.	MI MADRE	MY MOTHER
8.	MI PADRE	MY FATHER
9.	MI VECINO	MY NEIGHBOR

- | | |
|-------------------------------------|-----------------------------------|
| 10. DIGAS SI O NO? | TELL ME YES OR NO |
| 11. CALMATE! | CALM DOWN |
| 12. TE GOLPEO? SI O NO? | DID HE HIT YOU? YES OR NO |
| 13. ES ESTA SU CASA? SI O NO? | IS THIS YOUR HOUSE?
YES OR NO? |
| 14. ESTA HERIDO? SI O NO? | ARE YOU HURT? YES OR NO? |
| 15. SIENTATE! | SIT DOWN! |
| 16. CALLATE!
(Silencio = Silent) | BE QUIET! ? Shut up? |
| 17. VEN ACA! | COME HERE! |
| 18. TIRALO! | DROP IT! |
| 19. HAZLO AHORA! | DO IT NOW! |
| 20. VEN CONMIGO! | COME WITH ME. |

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U.S. Army Corps of Engineers Talking Points
ODFW Fern Ridge Wildlife Area Parking Permits
 Updated: January 24, 2013

Beginning Jan. 1, 2013, an ODFW parking permit will be required for each vehicle parked in Fern Ridge Wildlife Area parking lots.

At what specific locations do I need to have a parking permit?

You must display a permit on your vehicle in parking areas located at Royal Avenue, Fisher Butte, East Kirk, KR Nielson, Cantrell, and Applegate. A permit will not be required at Shorelane because the Corps will continue to maintain that parking area. Some road pull-offs that provide wildlife area access are excluded from the permit system (example: West Coyote access.) ODFW will install signs at all locations that require the permit.

Why is the Corps allowing ODFW to charge for parking on their land?

The Corps of Engineers has a license agreement with ODFW to manage Corps lands within the Fern Ridge Wildlife Area. Revenue from the ODFW permit program will be used to maintain and improve the wildlife area.

Talking points below are derived from the ODFW talking points:

How much does the permit cost?

A daily permit is \$7 and an annual permit is \$22. Permits are transferrable between vehicles, but each vehicle must have a permit displayed on the dash while parked at a wildlife area.

Where can I buy a permit?

Permits are available where fishing and hunting licenses are sold (ex: BiMart) and on ODFW's website.

Do I have to buy a permit if I have hunting or fishing license?

- A free annual parking permit **is** included with the purchase of an annual hunting, Combination, Pioneer and Sports Pac license (adult and juvenile) and Habitat Conservation Stamp.
- A free parking permit **is not** included with an annual fishing license.

Why is ODFW requiring this permit?

- According to ODFW, revenue from the parking permit program will support habitat restoration and enhancement and infrastructure maintenance of the wildlife area.
- ODFW wildlife areas are primarily funded by hunters. This permit program will allow ODFW to collect revenue from non-hunters who use the wildlife area.

How will this permit program be enforced?

According to ODFW, OSP and local county sheriffs will enforce parking permit compliance on ODFW wildlife areas. Not having a parking permit will be considered a wildlife violation, not a parking ticket. The fine is \$75.

How can I get more information about this permit program?

Contact ODFW at 541-633-1111 or visit their website:

http://www.dfw.state.or.us/online_license_sales/parking.asp.

E

Appendix K

Last person off work needs to check doors, lights, windows and set alarm.

Clean your own dishes. Clean your stuff out of refrigerator regularly and label items you intend to keep.

Keep all areas visible from the door professional and clean and keep work areas clean.

Recycle center will be near the fax machine.

Check the fax for documents and get them to the right person.

Timesheet keeping paperwork is due every Thursday.

Don't use inbox as a HOLD box. Clean it out regularly.

Take Outbox mail on the clerk's desk to Lookout Point.

Post supply needs on the white board. A designated employee will email supply needs to the LOP

Warehouse who will put them on our shelf.

Check the two general voice mail boxes (x:10 and x:14) when the Office Assistant is not in.

Delete messages from general voice mail boxes and write down any that the Office Assistant may need in an organized way.

The Office Assistant's desk is not a junk space or dumping ground.

If you spill something, clean it up.

If you use something up – make sure it is replaced (paper towels, batteries, etc). If more needs to be ordered from the LOP Warehouse, add it to the Supply white board.

Answer phone when in office - professionally.

LES

If you get a vehicle out, you are responsible for putting it away (don't leave all of the vehicles out for the last person to go home to put away).

At the end of using the vehicle for your shift: Clean out all trash – including bed of truck. Remove all items that are not assigned to the vehicle. If you used something (fee envelopes, graffiti wipes, water safety giveaways, etc) replace them.

Shift leads will work out vehicle usage for work.

Please check around before you take a vehicle. We need to make sure appointments and mission needs are met.

Fill gas tank at half. Check oil. Check the fuel gage when going through town and top off as needed. We want to prevent trips into town JUST to get gas.

Clean windshield when fueling up. Clean inside of windshield as needed.

Vehicle cleaning duties will be assigned each month.

Anyone who drives a vehicle is responsible for cleaning up unusual messes (spilled drink, lots of mud, etc.) and cleaning out their own garbage.

Check vehicles every time you drive it and complete the Trip Ticket entries.

Repairs: Under \$100 can go on GSA card. Over \$100 let Andre know so he can get preauthorization through Sheldon.

Follow weather schedule during school year. During summer it is morning Seasonal Ranger's responsibility to perform the weather duty.

Put tools away when you get them out.

Keys are hung up in the shop closet on the correct hook. If you forget and take keys home with you, you will be asked to drive back to the office on your own time to return them.

Employees park below shop and leave office slots for visitors and govt. vehicles.

Leave slots by shop for late shift.

Don't just dump stuff in shop – put stuff away.

CORPS OF ENGINEERS OFFICES

Portland District Office

District Engineer
U.S. Army Corps of Engineers
PO Box 2946
Portland, Oregon 97208 (503) 808-5150

Bonneville Project

(Lake Bonneville)
Operations Manager
U.S. Army Corps of Engineers
P.O. Box 150
Cascade Locks, Oregon 97014 (541) 374-8442

The Dalles – John Day Project

(Lake Celilo and Lake Umatilla)
Operations Manager
U.S. Army Corps of Engineers
P.O. Box 564
The Dalles, Oregon 97058 (541) 296-1181

Willamette Basin Projects

(Big Cliff, Blue River*, Cottage Grove, Cougar*,
Detroit*, Dexter, Dorena, Fall Creek, Fern Ridge,
Foote, Green Peter, Hills Creek*, Lookout Point)

Operations Manager
U.S. Army Corps of Engineers
P.O. Box 429
Lowell, Oregon 97452
Cottage Grove/ Dorena: (541) 942-5631
All Others: (541) 937-2131

Rogue River Basin Projects

(Lost Creek and Applegate* lakes)
Operations Manager
U.S. Army Corps of Engineers
100 Cole M. Rivers Dr.
Trail, Oregon 97541 (503) 878-2255

* Lakes administered by U.S. Forest Service,
local District Ranger's office should be contacted.

GENERAL PROVISIONS

1. Seaplanes may be operated seven days a week between sunrise and sunset at all Portland District lakes with the exception of Big Cliff, Applegate and Willow Creek lakes.
2. Once on the water seaplanes shall be considered powerboats and must be operated in accordance with marine rules of the road. Seaplanes in the water may taxi to any area of the lake subject to the powerboating restrictions for those lakes described under Specific Provisions. Under both Coast Guard Rule 18 (d) and Federal Aviation Regulation 91.115 "A seaplane on the water shall, in general, keep well clear of all vessels and avoid impeding their navigation."
3. Commercial operation of seaplanes at Corps lakes is prohibited unless authorized by the District Engineer.
4. Seaplane operators planning to land on Corps lakes are strongly encouraged to notify the Operation Manager's office beforehand (see addresses in this brochure). Fluctuating lake levels or heavy recreational activity may necessitate use of alternative landing areas.
5. Seaplanes on project lands and waters in excess of 24 hours shall be securely moored at mooring facilities and at locations permitted by the District Engineer. Seaplanes may be temporarily moored on project waters and lands, except in areas prohibited by the District Engineer, for periods less than 24 hours provided that (1) the mooring is safe, secure, and accomplished so as not to damage nor endanger the rights of the Government or members of the public and (2) the operator remains in the vicinity of the seaplane and reasonably available to relocate the seaplane if necessary.
6. Seaplanes are prohibited within 500 feet of dam structures or as otherwise restricted under Specific Provisions.
7. Seaplanes are prohibited within 200 feet of any marked swimming area.
8. Seaplanes are prohibited within 200 feet of lake shorelines except when taxiing to and from the shoreline. Taxi speed shall not exceed 5 mph.
9. Prior to using any designated public boat ramp, the seaplane operator must have permission from either the Operations Manager or the specific boat ramp manager if ramps are within areas managed by other entities.
10. These provisions are based upon the Oregon State Marine Board's "Oregon Boating Regulations" and modified to meet individual lake needs and operational requirements. Provisions are enforceable by the Corps of Engineers under the code of Federal Regulations (Title 36, Chapter III part 327). For more information, visit the web sites listed below:
Code of Federal Regulations (Title 36 Chapter III Part 327)
<http://cfr.vlex.com/source/code-federal-regulations-parks-forests-public-property-1085/toc/03>
Oregon Revised Statutes/Oregon Administrative Rules
<http://www.boatoregon.com/OSMB/BoatLaws/ORS.shtml>
U.S. Coast Guard Inland Navigation Rules (33 CFR Chapter 1)
<http://www.navcen.uscg.gov/>
Washington State Boating Laws
<http://www.boatwashington.org/>
11. Specific provisions or restrictions are enacted for a variety of management reasons which involve, but are not limited to conflicting recreational activities, floating debris, underwater hazards, fluctuating water levels. Specific lake restrictions also are based on: location within winding mountain valley, exposed areas during low lake levels, heavy boating and skiing use, existence of power lines and bridges. Pilots should remain aware of unmarked obstacles.



US Army Corps
of Engineers®
Portland District

6/8/15

Appendix L

Seaplane Operations

at Corps of Engineers Lakes



SPECIFIC PROVISIONS

Columbia River Basin

CAUTION: Tribal commercial fishing nets throughout the lake could be a hazard during landing and take-off. Be aware of river currents.

Lake Bonneville (Bonneville Lock and Dam)

- Seaplanes are prohibited within 1,000 feet upstream of the powerhouse and the spillway dam. Signs indicating this restricted area are located on the Washington shore, Bradford Island, and the Oregon shore.
- Downstream of the dam, seaplanes are prohibited upstream of a line between the western tip of Robins Island and the boat ramp on the Washington shore. Large red signs indicate the "Boat Restricted Zone" which also applies to seaplanes.

Lake Celilo (The Dalles Lock and Dam)

- Seaplanes are prohibited within the area downstream of the dam to the Hwy 197 Wasco County Bridge, including the waters between the powerhouse and the Oregon shoreline.
- Seaplanes are prohibited within the area upstream of the dam to a line projected from the upstream end of the lock guide wall to the junction of the upstream end of the powerhouse with the earth fill section.
- Seaplanes are prohibited on Horse Thief and Spearfish impoundments.

Lake Umatilla (John Day Lock and Dam)

- Seaplanes are prohibited within 3,000 feet upstream and downstream of the dam (the downstream restricted area is marked by orange and white monuments on the Washington and Oregon shorelines).
- Landings and take-offs are prohibited on the John Day River system.

Willow Creek Lake

- Seaplanes are prohibited on this lake.

Rogue River Basin

Lost Creek Lake

- No restrictions.

Applegate Lake (USFS 541-899-1812)

- Seaplanes are prohibited on this lake.



Willamette River Basin

Big Cliff Lake

- Seaplanes are prohibited on this lake.

Blue River Lake (USFS 541-822-3381)

- No restrictions.

Cottage Grove Lake

- Seaplanes are limited to 5 mph south of a line marked by buoys across the lake from the east shoreline near Wilson Creek Park to the west shoreline near Cedar Creek.

Cougar Lake (USFS 541-822-3381)

- No Restrictions.

Detroit Lake (USFS 503-854-3366)

- Seaplanes are limited to 5 mph in the area northeast of an east west line through the northwest tip of Piety.
- WARNING:** *Extremely heavy boat traffic might be encountered east of the Blowout Arm of the reservoir.*

Dexter Lake

- Seaplanes are prohibited within 50 feet of the causeway crossing the reservoir.

Dorena Lake

- Seaplanes are prohibited south of a line between Humphrey Point and the northeast shore as marked by buoys on the lake.

Fall Creek Lake

- Seaplanes are limited to 5 mph on the Big Fall Creek arm above a buoy line about 200 feet downstream of the Big Fall Creek Road Bridge.
- Seaplanes are limited to 5 mph 1,800 feet upstream from Winberry Creek Road Bridge on Winberry Creek arm.

Fern Ridge Lake

- Seaplanes are prohibited south of a line projecting from the mouth of Coyote Creek to the northern tip of Perkins Peninsula, including Coyote Creek Channel.
- Seaplanes are prohibited on the small body of water north of the dam.

Foster Lake

- Seaplanes are prohibited upstream of highway bridges over Middle and South Santiam arms, and within posted areas around Gedney and Lewis Creek boat landings.

Green Peter Lake

- Seaplanes are prohibited between the log boom and the dam.

Hills Creek Dam (USFS 541-782-2283)

- Seaplanes are prohibited on the Larison Creek arm, west of the Rigdon Road Bridge.

Lookout Point Lake (Corps and USFS)

- Seaplanes are prohibited in Bannister Cove as marked by buoys, adjacent to Ivan Oaks County park.

www.nwp.usace.army.mil





**US Army Corps
of Engineers**



Appendix M
n of this aircraft is
manner that permits
approved wildlife

**U.S. Army Corps of Engineers
Operational Protection Division
Directorate Contingency Operations**

18 September 2014

OPERATIONAL PROTECTION MESSAGE

(U) An operational protection message may contain raw, unevaluated information and does not indicate an imminent or credible threat. This message is provided as a way to disseminate information and advice concerning protection of USACE assets and personnel.

(U) Over Flights of USACE Projects by Unmanned Drone Type Aircraft

(U//FOUO) There have been 10 reported incidents in 2014 of aircraft observed flying over USACE projects. Five of these were unmanned drone type aircraft. In some of these incidents, the drone filmed their flights over the project and posted the film on social media.

(U) There has been some question if these type aircraft are covered under 36 C.F.R. Part 327. Our regulation at 36 C.F.R. § 327.4 provides in relevant part:

- (a) This section pertains to all aircraft including, but not limited to, airplanes, seaplanes, helicopters, ultra-light aircraft, motorized hang gliders, hot air balloons, any non-powered flight devices or any other such equipment.
- (b) The operation of aircraft on project lands at locations other than those designated by the District Commander is prohibited. This provision shall not be applicable to aircraft engaged on official business of Federal, state or local governments or law enforcement agencies, aircraft used in emergency rescue in accordance with the directions of the District Commander or aircraft forced to land due to circumstances beyond the control of the operator.
- (c) No person shall operate any aircraft while on or above project waters or project lands in a careless, negligent or reckless manner so as to endanger any person, property or environmental feature.

(U) The Operational Protection Division (OPD) office coordinated with the IIQ Operations and IIQ Office of Counsel who agree that unmanned drone type aircraft are covered under 36 C.F.R. § 327.4. Drone type aircraft are prohibited from flying over USACE projects, except over project lands designated by the District Commander. See 36 C.F.R. § 327.4(b).

(U//FOUO) Overflights should continue to be reported in ENGLink as a Suspicious Activity Report (SAR).

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