

# Colorado Division of Wildlife Volunteer Handbook

Rev. February 2010

## Volunteer for Wildlife!





# WELCOME

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Dear Division of Wildlife Volunteer:

Welcome to the Colorado Division of Wildlife! On behalf of the Volunteer Program, thank you for your interest and desire to contribute your time, energy, enthusiasm and talents for the benefit of wildlife and the citizens of Colorado!

Whether you are a new or veteran volunteer, the Division of Wildlife (DOW) extends its appreciation to you for your interest in becoming a part of our agency. We are committed to recognizing your time as important and worthwhile. We recognize that you have special interests and abilities to share as well as an interest in learning. Our goal is to provide you with an environment where you can build relationships with staff and other volunteers, and gain knowledge about wildlife and wildlife management.

This *Volunteer Handbook* is designed to introduce you to our agency and to explain some of our policies and procedures. We suggest that you use this *Handbook* as you begin your work and continue to use it as a reference guide.

We look forward to working with you and thank you for joining our team!

Sincerely,

DOW Regional Volunteer Coordinators



STATE OF COLORADO  
DEPARTMENT OF NATURAL  
RESOURCES  
COLORADO DIVISION OF WILDLIFE  
[www.wildlife.state.co.us/volunteer](http://www.wildlife.state.co.us/volunteer)

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# ABOUT THE DOW

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***The mission of the Colorado Division of Wildlife is to protect, preserve, enhance, and manage the wildlife of Colorado for the use, benefit, and enjoyment of the people of Colorado and its visitors.***

## **A Brief History - A Wild Time**

In the midst of the Civil War, Colorado's territorial government was established. The first law addressing wildlife issues was passed Nov. 6, 1861. It simply stated, "It is unlawful to take trout by seine, net, basket or trap." Five years later, Colorado was invaded by millions of grasshoppers, and lawmakers recognized the ecological benefit of insectivores. Consequently, Orioles, flycatchers, finches, sparrows, robins, and other birds were protected.

The present-day *Operation Game Thief*, which provides rewards to people who report poachers, dates back to the Preserve Game Act of 1867. Several other game laws went into effect around 1872. Despite these early measures, wildlife management was in its infancy, and enforcement was virtually non-existent.

As Colorado's population grew, people were more concerned with their own survival than wildlife's. Little money was available to protect wildlife until Colorado became a state in 1876. In 1877, Colonel Wilson E. Sisty assumed the role of Colorado's first fish commissioner. By creating this position, the state made a commitment to help feed its growing population by propagating fish in state-run hatcheries. <sup>1</sup>

On April 16, 1897, Colorado Governor Alva Adams signed House Bill 129, to create the Department of Forestry, Game and Fish. Immediately afterward, the governor appointed J.S. Swan to be the state's first official State Forest, Game, and Fish Commissioner. This legislation established a comprehensive framework for protecting the state's wildlife. Over the next century, this newly established agency would evolve to become the Colorado Division of Wildlife, as we know it today. <sup>2</sup>

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<sup>1</sup> Pat O'Connor Adam, *The First 100 Years of the CDOW*. Special edition of *Colorado Outdoors*

<sup>2</sup> John Mumma, *The First 100 Years of the CDOW*, special edition of *Colorado Outdoors Magazine*. p. 4-7

# ABOUT THE DOW

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## **Managing Your Wildlife for the Future**

The Division of Wildlife manages Colorado's 965 species of wildlife and more than 256 public use areas. Through sound management, the Division provides recreational opportunities while protecting and preserving Colorado's wildlife.

As the largest division in the Department of Natural Resources, the DOW provides many services to the citizens and visitors of the State of Colorado, and it touches the lives of nearly all citizens.

## **Wildlife Commission**

The Wildlife Commissioners are appointed by the Governor and approved by the Legislature. The wildlife commission sets DOW policies for hunting, fishing, watchable wildlife and non-game, game damage, threatened and endangered species, purchase or lease of property, the budget and long-range planning. There are nine voting and two non-voting members. The non-voting members are the Executive Director of the Department of Natural Resources and the State Agricultural Commissioner. Commission members are unpaid volunteers, appointed from each of the following groups: livestock producers, agricultural or produce growers, sportsmen or outfitters, wildlife organizations and boards of county commissioners. Three commissioners are appointed from the public-at-large.

## **Director**

The DOW is headed by a director, under the guidance of the 10-member Wildlife Commission and the supervision of the Executive Director of the Department of Natural Resources. The director oversees all employees of the DOW and guides the activities of the Division en-route to its mission.

# ABOUT THE DOW

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## DOW Staff

Regional staff are led by a regional manager and assistant regional manager. Personnel include area wildlife managers, district wildlife managers, wildlife technicians, education specialists, public information specialists, volunteer coordinators, watchable wildlife coordinators, senior biologists and administrative support staff.

District wildlife managers and wildlife technicians are the uniformed employees you are most likely to encounter in the field. Their responsibilities include law enforcement, habitat protection and management, public information, education, property management, and wildlife management (e.g. wildlife counts and regulation proposals).

Additional staff includes hatchery personnel, aquatic, terrestrial, and conservation biologists and researchers, engineers, technology specialists, and criminal investigators.



# ABOUT THE DOW

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## **Funding Sources**

The DOW, unlike most other state agencies, is self-supporting. It receives no general state tax revenue. Roughly three-quarters of the Division's revenue comes from the sale of hunting and fishing licenses. The remaining funds are derived from a federal excise tax on the sales of hunting and fishing equipment, Great Outdoors Colorado grants from the lottery and earned interest. Other sources include donations to the non-game Income Tax Check-off. All revenue from the sale of hunting and fishing license fees are deposited in a game-cash fund. The state legislature has final authority over Division spending.

Without the support of hunters and anglers there would be no support for wildlife management. Many of Colorado's wildlife species were nearly extirpated at the end of the 1800s. Without the help of the sportsmen and women who purchase licenses, many of those species would have surely disappeared from the state.

# ABOUT VOLUNTEERING

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## **Overview**

The Volunteer Program is designed to help Division personnel accomplish their duties and to give volunteers an opportunity to participate in and learn about the management of wildlife in Colorado.

We also want you to see what the DOW does first-hand. As the public becomes more involved in managing wildlife, whether by influencing local land-use decisions, providing input to the Wildlife Commission, or even at the ballot box, an understanding of wildlife needs and management options by the public are critical and will promote informed decision making.

# ABOUT VOLUNTEERING

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## Contact Us

There are regional coordinators who manage and operate the Volunteer Program for DOW. You may contact them at any time to have your questions answered. Coordinators serve as liaisons between volunteers and DOW staff and provide the agency with volunteer resources to complete needed work.

Refer to the DOW Website and/or the Volunteer Newsletter for current contact information. (DOW email addresses are: [firstname.lastname@state.co.us](mailto:firstname.lastname@state.co.us)):

### **Northwest Region**

DOW NW Region Office  
711 Independent Ave.  
Grand Junction, CO 81505  
Phone: 970-255-6191  
Fax: 970-255-6111

### **Northeast Region**

DOW NE Region Office Service  
6060 Broadway  
Denver, CO 80216  
Phone: 303-291-7369  
Fax: 303-291-7114

### **Southeast Region**

DOW SE Region Office  
4255 Sinton Rd.  
Colorado Springs, CO 80907  
Phone: 719-227-5204  
Fax: 719-227-5297

### **Southwest Region**

DOW SW Region Office  
415 Turner Dr.  
Durango, CO 81303  
Phone: 970-375-6704  
Fax: 970-375-6705

**Website Address: [www.wildlife.state.co.us/volunteer](http://www.wildlife.state.co.us/volunteer)**

## Note to DOW Staff:

Paid employees, whether temporary or permanent, may “volunteer” during their off-duty hours. However, the work performed as a volunteer must be completely different in nature and location from the work performed as a paid employee. Non-exempt employees who perform their same duties as a “volunteer” do not meet the definition of a volunteer and must be paid overtime for work time that exceeds 40 hours per work week.

# EXPECTATIONS

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## **Volunteer Expectations and Duties...**

- ✓ Be honest and open with staff regarding your intent, goals, needs and skills so that a good placement is possible.
- ✓ Review the ***Call Of The Wild*** newsletter or DOW website for projects that interest you. Contact the project contact for information.
- ✓ Understand the requirements of time and duties before accepting them
- ✓ While volunteering, stay within the duties of the project assignment.
- ✓ Consider your assignment a serious professional commitment and view the position as valid and important.
- ✓ Be aware of and abide by the policies and procedures of the DOW.
- ✓ Participate fully in training and meetings associated with the volunteer work.
- ✓ Be prompt and reliable in reporting for work. Notify your immediate supervisor or coordinator as soon as possible if you are unable to work the scheduled shift(s).
- ✓ Dress in an appropriate and professional manner for the position assigned.
- ✓ Give accurate information to the public and respect the confidentiality of the DOW and the public.
- ✓ Follow the volunteer assignment and accept supervision.
- ✓ Return DOW equipment at completion of assignment.
- ✓ Return project evaluations when requested.

## **Keep Us Informed...**

- ✓ Notify coordinator of any address or phone number changes as soon as possible.
- ✓ Provide adequate notice to your immediate supervisor or coordinator before terminating your position.
- ✓ Notify your immediate supervisor or coordinator within 24 hours of an accident during your volunteer work.
- ✓ Keep an accurate record of the hours you worked on a project and report those hours to the website database or to your volunteer coordinator at the completion of the project.

# EXPECTATIONS

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## **What You Can Expect of Us:**

### **A Positive Experience...**

- ✓ Support and effort of the DOW to make your experience satisfying and rewarding.
- ✓ Opportunities to expand your knowledge and skills and in a variety of geographic areas.
- ✓ To be thanked and recognized for time, effort, or materials donated to the agency.

### **A Fair and Safe Work Environment...**

- ✓ Non-discrimination in recruitment, selection, training, rewards or duties assigned, regardless of race, religion, national origin, age, sex, marital status, physical or mental handicap, providing it does not prevent performance of the assigned work.
- ✓ Orientation and training for the safe and successful performance of duties.
- ✓ Support from the Volunteer Coordinator to resolve conflicts between you and a staff member or other volunteer.
- ✓ Courteous treatment by DOW employees.
- ✓ To be informed in advance of any required equipment and/or skills needed.
- ✓ Liability and accident insurance while doing volunteer work.

# EXPECTATIONS

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## Volunteer Code of Ethics

As a Division of Wildlife volunteer I represent the DOW, but at no time during my volunteer duties am I allowed to act as an authorized Peace Officer for the State of Colorado. I will not represent myself as a DOW officer or any other law enforcement agency officer while conducting my volunteer duties. In addition:

- ✓ I may be asked to educate the public, anglers or hunters about wildlife related laws and regulations. But this at no time allows me to enforce such laws and regulations while conducting my volunteer duties.
- ✓ I work with the public and must be courteous, professional and respectful at all times.
- ✓ I will be mature, honest and ethical in my conduct, including but not limited to, handling of money, relationships with staff and other volunteers and interactions with the public.
- ✓ I will provide objective and accurate information to the public in a timely manner.
- ✓ I must respect DOW management's judgment, goals, and/or policies even if they conflict with my personal beliefs; however, if I feel very strongly about a particular issue, I will discuss it with my project leader.
- ✓ I am in a position of trust and to publicly criticize DOW management decisions and/or the Colorado Wildlife Commission decisions is to abuse that trust.
- ✓ I will use care and model appropriate behavior when using DOW equipment - vehicles, power tools, etc..
- ✓ I will keep safety as my primary priority and will report any accidents/injuries to my project leader or volunteer coordinator within 24 hours.
- ✓ I will never willingly put myself in potentially dangerous or threatening situations.
- ✓ I will abide by DOW laws and regulations even if they conflict with my personal beliefs.
- ✓ I will not participate in or condone illegal activities that could jeopardize me or the DOW in any way.
- ✓ I cannot accept money, gifts, favors, etc. from the public while volunteering with the DOW.
- ✓ I understand that I work in a diverse environment and therefore will treat people of all abilities, races, genders, sexual orientation, religions and cultures with respect and consideration.
- ✓ I understand any violation of this code may be grounds for dismissal.

# GETTING STARTED

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## **Volunteer Application and Profile**

All volunteers are required to complete a Volunteer Application prior to service. The DOW volunteer application is now online. All personal information that you provide will be kept confidential. A record check of your driving history will be conducted if you are to operate a state vehicle as part of your volunteer duties. Also, a criminal background check and/or fish and game violations check may be conducted if warranted by the assignment.

### **As an active volunteer, you have agreed to the following:**

I agree to complete and turn in a self-test from the volunteer handbook (online), attend a New Volunteer Orientation, or contact my regional volunteer coordinator.

I offer and agree to volunteer my services without compensation to assist the Colorado Division of Wildlife (DOW) in accordance with the following:

- I understand that although this volunteer service will not confer on me the status of a State employee while acting within the scope of this agreement, I will be covered by the Colorado Governmental Immunity Act (CGIA) which protects a State employee from liability for injury or damage to others while the employee is acting within the scope of his or her duties.
- The CGIA sets forth situations in which the State will not be liable for acts of a volunteer. If I suffer an injury from an act or omission of action occurring during volunteer responsibilities, the State will provide coverage. If the injury occurs while I am acting outside the scope of volunteer responsibilities, or I cause injury through acts of gross negligence, or intentional willful or wanton misconduct, the State will not afford coverage. Also the State will not be liable if I compromise or settle a claim without the consent of the State. Lawsuit notification must be submitted to the DOW within fifteen days after the commencement of lawsuit. Finally, when a volunteer fails to notify the DOW of an incident within a reasonable time afterwards, the State will not be liable.
- I am at least 18 years old, or if I am less than 18, my parent or guardian consents to this agreement by signing below.
- I understand that Volunteer projects may be out of doors in hazardous conditions (including high elevation) and that I will need to be in the proper physical condition for the assigned tasks. I will notify the Volunteer Coordinator of any significant change in my ability to do work or physical activity. If special skills are required for a project, I will be trained before being assigned to that project and I will be expected to use proper safety equipment.
- If an injury occurs while performing duties within the scope of this agreement the State will not be liable for medical coverage beyond the Volunteer Insurance Policy. If I feel this coverage is not sufficient, I will provide the excess coverage

through a personal medical plan.

- This agreement does not entitle me to operate a state vehicle unless specifically authorized. I understand that if I or my minor son/daughter drive my personal vehicle to a volunteer project, I certify that the vehicle is properly insured according to Colorado State Law. My insurance is the primary insurance. The State will not pay for damage to my personal vehicle while it is being used for State business.
- By accepting this agreement, I understand that my application may require a criminal background investigation and driving history check through state and local law enforcement agencies. All information will be held confidential.
- I understand this agreement may be terminated at any time without cause, by either party, upon advance written notice. The DOW may terminate this Agreement immediately upon good cause.
- I have \_\_\_ OR have not \_\_\_ been convicted of a misdemeanor, felony, or any hunting or fishing violations. If yes, explain charge(s) and date(s):

## **Orientations**

An in-person volunteer orientation may be required. Volunteer orientations are held in various locations around the state. Contact your coordinator for upcoming dates. Orientations cover the procedures and policies within this *Handbook*. They also offer you the opportunity to learn about upcoming local projects. If a volunteer lives in remote or rural areas, a self-test can take the place of an in-person orientation.

## **Signing Up for Projects**

***Due to the large number of DOW volunteers and projects, coordinators are NOT able to contact individual volunteers about each project. It is up to you to call or email the DOW staff contact when you see a project that interests you. All active volunteers receive the newsletter, either by regular mail or e-mail, unless they have requested otherwise.***

Projects are listed in our quarterly newsletter, *Call of the Wild*. This newsletter includes a list of current volunteer opportunities throughout the state and has articles updating you on procedures, training opportunities, useful information and the status of ongoing volunteer projects. ***It is up to you to contact us when you see a project that interests you.***

Call or e-mail the project contact if you would like to be considered for a project that is listed in *Call of the Wild*. Your name will be put on that project list. As the time for the project approaches, you will be contacted with orientation and scheduling information. Occasionally, a project cannot be announced because of short notice. In that case we may contact you directly, depending on the skills and interests you noted on your application, to see if you might wish to help. For current project listings go to [www.wildlife.state.co.us/volunteer](http://www.wildlife.state.co.us/volunteer) and check out **Opportunities**.

# SAFETY

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It is the policy of the Division to provide and maintain safe work areas, work methods, equipment, materials, and practices for volunteers. Alcohol and illegal drug use are prohibited while representing the DOW.

Volunteers are asked to consider their own safety and that of those around them at all times. Your supervisor will give you any necessary safety training for using equipment and advise you of safety procedures that must be followed. Just as our employees are required to follow safe procedures, so are our volunteers.

If you will be working with power tools and heavy equipment, your supervisor will evaluate you on the equipment operation before you begin, regardless of your previous experience. You may be asked to attend safety meetings or trainings.

Work at some sites may require you to work on uneven, loose or rough surfaces such as slippery stream banks, wet concrete, snow, ice or mud. Be sure to wear appropriate footwear or boots for these conditions. You are responsible for the proper personal gear and outerwear appropriate to the conditions of the project.

## **Accidents**

A volunteer involved in an accident of any kind while working for the DOW must notify a regional coordinator within 24 hours of the incident by phone or in person. This also includes accidents involving serious injury, death, or that might cause criminal charges to be filed against the volunteer.

For all accidents, reporting forms must be submitted within 5 days. Your coordinator will provide the necessary documentation and, if applicable, medical insurance forms. Forms include: Volunteer Accident Report, Vehicle Accident Report or a Non-Automobile Accident Report. Volunteer coordinators will keep these on file.

# LIABILITY AND INSURANCE

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## **Liability**

The state will provide coverage for a volunteer who causes an injury which arises from an act or omission occurring during the performance of his or her duties and within the scope of his or her volunteer assignment. "Coverage" means the state will assume the costs of the defense of any legal action against the volunteer, as well as for judgments and settlements of claims against state volunteers.

If you are notified of a lawsuit, you must notify your coordinator within 15 days after the notification of suit. Prompt notification to the state of an incident or claim is a requirement to assure the volunteer's rights to protection. Refer to the services agreement section of your application for more detailed information.

If the act occurs while the volunteer is acting *outside* the scope of his or her job, or is done willfully and wantonly, the state will not afford coverage.

## **Insurance**

Secondary accident insurance is provided to volunteers. This insurance is administered through a separate Volunteer Insurance Program and provides coverage beyond your personal insurance. Coverage provides up to \$25,000 for medical treatment as a result of an accident, an additional \$2,500 accidental death and dismemberment coverage, and \$1,000,000 excess liability coverage for a personal injury or liability arising from performance of the volunteer's duties (\$500,000 if not associated with a vehicle, boat, or aircraft). Your coordinator can provide you with a brochure that further explains this insurance coverage.

# GENERAL INFORMATION

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## **Clothing and Uniforms**

***Uniforms are important and necessary so that you may be recognized as a representative of the DOW. Uniforms should be worn only when working on an assignment.***

Some assignments may require a uniform. Volunteers will be informed of these requirements before the start of the project. Uniform items provided by the DOW may include hats, T-shirts, patches, vests or nametags. Volunteer patches are to be displayed on the left shoulder of a blue work shirt (such as a chambray shirt provided by the volunteer). Vests or jackets, provided by the DOW, must be returned at the end of the project.

Your personal appearance is very important; a professional image must be maintained. Your dress should be consistent with good hygiene, safety and what the agency and your supervisor consider appropriate attire. If volunteers report for work improperly dressed or groomed, their supervisor may instruct them to change clothes or ask them to leave the work site..

DOW projects take place in a variety of work settings and weather conditions. Take necessary precautions for weather extremes. Regardless of the season or project, please come prepared with proper food, water and gear. If you are not sure what kind of clothing is best to bring, please ask your project supervisor.

## **Driving State Vehicles**

You may be asked to drive a state vehicle in the course of your duties. If so, you must be in possession of a valid driver's license. A Vehicle Use Authorization form must be filled out and signed by both the volunteer and DOW Staff before such use. Driving records are checked for any volunteer who drives a state vehicle as part of the volunteer service. If your driving history shows unacceptable driving behavior you may be offered another assignment.

# GENERAL INFORMATION

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Anyone riding in or operating a state vehicle must wear a seat belt at all times. Before operating any vehicle, be sure you are familiar with the controls and safety features and check that the lights are working. The vehicle should be returned clean and with a full tank of gas. State vehicles may only be used for official state business. Spouses and friends who are not volunteering for the DOW may not accompany you in the vehicle. Smoking and pets are not allowed in state vehicles. Volunteers are expected to abide by the same Fleet Management rules as staff.

## **Personal Vehicles**

In accordance with state law, when driving a personal vehicle during the course of a work assignment, mandated liability insurance must be maintained.

## **Project Evaluations**

If you have comments to make regarding projects, please share this information right away with your project contact or your regional volunteer coordinator. Evaluations are used to improve projects and make your future experiences as enjoyable and worthwhile as possible. Evaluations may also be conducted by phone. All comments are shared with the project supervisor. Anonymous comments are acceptable..

Every few years, an evaluation is conducted of the DOW Volunteer Program and might cover recognition events, quality of the experience or suggested program improvements. Your participation in evaluations is the key to the success of the program.

# GENERAL INFORMATION

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## **Expense Reimbursement**

As a general rule, volunteers are not reimbursed for expenses. You will be notified before beginning work if you are eligible to receive any reimbursements.

## **Equipment**

Selected items may be borrowed through your coordinator, or project supervisor, for certain projects. Equipment must be returned in the same condition as when loaned and within 14 days of completion of work. Failure to return loaned equipment could result in charges being filed for theft of government property.

Individuals that wish to use their personal equipment for volunteer work are allowed to do so. The Division does not, however, cover personally owned items against theft, damage or other losses. Be sure your property is protected under your own private insurance coverage. Conventional homeowner's insurance may afford this coverage (confirm with your insurance agent).

## **Minors**

The DOW applies state and federal child labor laws to volunteer situations. Volunteers under 18 years of age will not be permitted to:

- ✓ work on or near explosives;
- ✓ operate power tools or other potentially hazardous equipment;
- ✓ drive a state vehicle, boats, ATVs and snowmobiles;
- ✓ work over 40 hours in a week or more than 8 hours in any 24-hour period.

Minor volunteers must be accompanied by an adult or guardian unless previously approved.

# GENERAL INFORMATION

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## Recognition

We thank you for your interest in supporting Colorado's wildlife. We may also show our appreciation by a small token of gratitude, an informal get-together after a project is completed, a summer barbecue or a formal sit-down banquet. Recognition levels are based on the amount of time volunteered in a year.

## TRACKING TIME

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### Time Sheets

It is the **volunteer's responsibility** to record, in a timely manner, total hours worked. It is preferred that you submit your time online at [www.wildlife.state.co.us/volunteer](http://www.wildlife.state.co.us/volunteer). Look for "online timesheet" under volunteer tools. Hours may also be submitted via e-mail, mail, fax or phone.

Essential information includes: your name, hours worked, including travel time, project name or work done and location of assignment.

Why keep track of your time? The Volunteer Program uses your time information in a variety of ways:

- ✓ to recognize you individually for your efforts;
- ✓ to determine how much time was contributed on a specific project as a partial factor of the project's success;
- ✓ to estimate value added to the DOW by the volunteers;
- ✓ for an annual report from the Volunteer Program;
- ✓ soft match for funding.

# TAX DEDUCTIONS

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Volunteers may not deduct the value of their volunteer time or services. This includes any of the assignments in which you participate as a DOW volunteer. However, there are other tax benefits available to volunteers. You should consult a tax advisor for the current tax law.

Volunteers may deduct non-reimbursed out-of-pocket expenses directly related to their volunteer service if they itemize deductions. Volunteers may deduct automobile expenses at the IRS-approved rate or on an actual basis. You may not deduct auto repair or maintenance. Good record-keeping is a must if you intend to claim automobile-related deductions.

# VOLUNTEER POLICIES

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## **Disputes**

Disputes may arise whenever people work together. Conflicts can result from differences of understanding, whether between supervisors and volunteers or among volunteers. We prefer that disputes be resolved informally in the immediate work area. However, some conflicts cannot be resolved easily or without assistance.

Below are some options to handle a dispute:

- ✓ Try to work things out directly with the person involved. Perhaps have an outside person participate while you do this.
- ✓ Contact the project supervisor and let them know what the problem is.
- ✓ Contact your Regional Coordinator who will work with you and the other involved party(s) to reach a resolution.

# VOLUNTEER POLICIES

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## **Discipline Process**

Volunteers allow the agency to undertake many projects for the benefit of wildlife resources it could not otherwise pursue. Nonetheless, participation in the agency's Volunteer Program is a **privilege** and not a right. It is the intent of the Division of Wildlife to offer the following for dealing with volunteer behavior that is considered undesirable:

### **1<sup>st</sup> occurrence**

- ✓ Warning: Supervisor or coordinator will discuss the problem with volunteer in person or by phone
- ✓ Written documentation will be placed in the volunteers file

### **2<sup>nd</sup> occurrence**

- ✓ Volunteer will participate in a meeting to discuss the behavior/action and how it is to be avoided in the future . A letter will be sent to the volunteer concerning the situation and what the next disciplinary step will be. Written documentation will be placed in the volunteer's file.

### **3<sup>rd</sup> occurrence**

- ✓ Volunteer will be contacted in writing by the coordinator or supervisor to be informed that they will be dismissed from the project and possibly the program.

# VOLUNTEER POLICIES

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## Dismissal

The Division of Wildlife has the right in its sole discretion to terminate a volunteer without cause or for its convenience. The DOW, however, will always endeavor in good faith to consider the circumstances leading to the termination. The Division of Wildlife has the right to ask a volunteer to leave the project immediately. Grounds for dismissal include, but are not limited to:

- ✓ Failure to adhere to the policies of the State of Colorado and policies and procedures outlined in this *Volunteer Handbook*.
- ✓ Gross misconduct or insubordination.
- ✓ Reporting for a volunteer assignment under the influence.
- ✓ Theft of property or misuse of agency funds, equipment or materials.
- ✓ Falsifying statements on your application or during a screening or interview process or at any time volunteering with the DOW.
- ✓ Illegal, violent, unsafe or disruptive behavior.
- ✓ Abuse or mistreatment of the public, staff, or other volunteers.
- ✓ Releasing confidential information.
- ✓ Unwillingness to support and further the mission of the agency.
- ✓ Discontinuation of a project or reduced need for volunteer work.

If a volunteer's actions are grounds for dismissal, the volunteer will be notified in writing as soon as practicable after the Volunteer Program representatives become aware of the circumstances. No dismissal, disciplinary or any other adverse action will be taken against any volunteer on the basis of race, creed, color, national origin, age (other than minority), sex, marital status, religion, ancestry, or disability.

# VOLUNTEER POLICIES

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## **Political Activity**

Rules applying to state employees regarding political activity while on duty also apply to volunteers with the DOW. Volunteers may not wear campaign items or promote political positions when on duty.

## **Harassment/Discrimination**

If someone feels that they are being harassed or discriminated against, immediately contact your regional volunteer coordinator.

## **Sexual Harassment**

The Sexual Harassment Policy of the Colorado Division of Wildlife (DOW) states that “sexual harassment is an unlawful and unacceptable conduct, which undermines the integrity of the employment relationship, and will not be tolerated, whether it is directed toward coworkers or the public.”

Sexual harassment is prohibited in the workplace by federal and state law on any DOW property/facility and in any DOW programs and activities. The Division is committed to taking appropriate action against those who violate the Sexual Harassment Policy. A good rule of thumb is, “If in doubt, don’t.” Contact your coordinator if you would like a copy of the complete Executive Summary of the Sexual Harassment Policy and Procedures. The same discrimination and harassment policies that apply to Staff apply between volunteers and Staff.

# VOLUNTEER STATUS

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## **Volunteer Status**

Volunteers may be in either an **ACTIVE** or **INACTIVE** status. At the time of the initial application, all volunteers are placed in a “pending” status. An active volunteer will receive quarterly announcements, be considered for project work assignments and be invited to trainings, banquets. At the beginning of each year, we review and update our database of volunteers. Many volunteers are placed into an inactive status at this time:

**Active Status:** A volunteer will remain **ACTIVE** if, during the preceding calendar year, one or more of these criteria were met:

- ⇒ Became a new volunteer
- ⇒ submitted hours
- ⇒ request received from volunteer to remain in an active status

**Inactive Status:** A volunteer will automatically become inactive if one or more of the following occurs during the preceding calendar year:

- ⇒ no hours submitted in a calendar year
- ⇒ mail returned
- ⇒ request received from volunteer to change to inactive status

A volunteer in an inactive status will not receive newsletters, nor be contacted by a coordinator for volunteer opportunities. If you no longer receive volunteer information and wish to continue being a DOW volunteer, simply contact a coordinator to reactivate your status. You may be requested to submit an updated application.

**Acknowledgements:** Thank you to the following organizations and agencies for your invaluable help in completion of this *Volunteer Handbook*: Denver Museum of Science and Nature; Colorado’s Ocean Journey; Oregon Department of Fish and Wildlife; Knowledge Transfer; Denver Botanical Gardens.

# DOW TELEPHONE DIRECTORY

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## **Regional Offices and Service Centers**

Denver Headquarters .....	303/297-1192
Northeast Regional Office – Denver .....	303/291-7227
Southeast Regional Office – Colorado Springs .....	719/227-5200
Northwest Regional Office – Grand Junction .....	970/255-6100
Southwest Regional Office – Durango ( <i>not a service center</i> ) ...	970/375-6702

## **Area Service Centers**

Brush .....	970/842-6300
Durango .....	970/247-0855
Fort Collins .....	970/472-4300
Glenwood Springs .....	970/947-2920
Gunnison .....	970/641-7060
Hot Sulphur Springs .....	970/725-6200
Lamar .....	719/336-6600
Meeker .....	970/878-6090
Monte Vista .....	719/587-6900
Montrose Service Center .....	970/252-6000
Pueblo .....	719-561-5300
Salida .....	719/530-5520
Steamboat Springs .....	970/870-2197

## **Hatcheries and Rearing Units (R.U.)**

Bellvue Hatchery .....	970/482-1659
Buena Vista R.U. ....	719/395-2404
Chalk Cliffs R.U. ....	719/395-2378
Crystal River Hatchery .....	970/963-2665
Durango Hatchery .....	970-247-4755
Finger Rock R.U. ....	970/638-4490
Glenwood Springs Hatchery .....	970/945-5293
Las Animas Hatchery .....	719/456-0499
Monte Vista Hatchery .....	719-852-3078
Mt. Shavano Hatchery .....	719/539-6877
Native Aquatic Species Restoration Facility .....	719/587-3392
Pitkin Hatchery .....	970/641-0265
Poudre River R.U. ....	970/881-2187
Pueblo Hatchery .....	719/561-5355
Rifle Falls Hatchery .....	970/625-1865
Roaring Judy Hatchery .....	970/641-0190
Wray Hatchery .....	970/332-5382