

**Forest Watch Lead**

**What to Do Checklist**

**(2) Weeks Prior to Patrol**

Lead to:

* Gain group consensus for desired patrol areas (subject to change based upon DNR needs)
* Submit a list of volunteers participating in scheduled patrol to Education and Enforcement Forester
* Confirm approval/denial of any proposed night patrol with Education and Enforcement Forester
* Contact Education and Enforcement Forester and submit a FWP Request Form

**24 Hours Prior to Patrol**

* Lead to contact Education and Enforcement Forester in case of cancellation
* Lead to review contents of FWP manual

**Day of Patrol, prior to Patrol (Safety Tailgate Session)**

Lead to ensure members have:

* FWP ID card
* FWP ID gear (hats and magnets or stickers for vehicle)
* Lead to sign in volunteers on group volunteer form.
* Lead to ensure everyone is present for safety tailgate session prior to patrol

**Day of Patrol, after Patrol is Complete (Debriefing Session)**

 Lead to ensure:

* Account for all FWP volunteer patrol members
* Ensure all FWP volunteers are present for debriefing session
* Sign out volunteers/capture volunteer hours before disbanding and provide hours to DNR staff
* All equipment used during patrol (not for long-term possession) is returned during debriefing session to DNR staff
* Provide patrol information and reports
	+ Incident information for DNR LEO follow-up
	+ Maintenance logs/needs

**Post Patrol- up to 5 (business) Days after Patrol**

Lead to:

* Provide patrol information and reports/forest conditions either via electronic communication or through hard copies (SASE provided).
	+ FWP Patrol Narrative
	+ FWP Patrol Communication Log
	+ Additional/Follow-up documentation regarding incidents (e.g. pictures)
* Provide feedback to Education and Enforcement Forester regarding patrols, procedures, etc. How is the process working for the volunteers? Do revisions and changes need to be made?
* Request FWP materials (e.g. – handouts, maps, or other public consumables)