



# MINNESOTA DNR STATE TRAIL VOLUNTEER MONITOR AGREEMENT

**Notice of Intent to Collect Private Data:** Data about you as a DNR volunteer is classified as Personnel Data, Minnesota Statutes, section 13.43, subd.1. Volunteers are asked to provide private data, including address, telephone number, and email address, in order to facilitate your volunteer placement. You are not legally required to provide private data. However, if you do not provide the data we may not be able to contact you, you may not receive important documents, and we may not be able to place you appropriately for volunteer activities. Those who are allowed access to your private data include DNR staff who have a business need to know and anyone authorized by law.

Volunteer's Name (LAST)		(FIRST)		Daytime Phone Number ( )	
Address (number and street)				Email address	
City		State	Zip	Volunteer Job Title/Type of Project <b>State Trail Volunteer Monitor</b>	
State Trail Being Monitored			Specific State Trail Segment Being Monitored		
Purpose <b>The purpose of volunteer monitoring on State Trails is to support the DNR in maintenance of the trail, specifically by reporting maintenance needs to the DNR, and when appropriate, assisting with maintenance as duties identified below.</b>					
Duties (authorized work and restrictions) <b>Checked below are the duties that are AUTHORIZED for the trail monitors to do (the volunteer is not required to do all of these tasks):</b> <ul style="list-style-type: none"> <li>• <b>Travel the trail regularly (once a week if possible), especially after a weather event that may have deposited debris on the trail.</b></li> <li>• <b>Watch for trees, branches, rocks, gravel, or other debris on the trail. Remove any trail obstructions when the debris is easily removed, such as small branches, and only if it is within your capacity.</b></li> <li>• <b>Non-motorized tools, such as small hand saws may be used to assist in removing trees, but NEVER attempt to lift or move items beyond your capacity. Natural debris removed from the trail treadway may be placed within the State Trail corridor but, if possible, should be placed on the side of the trail and out of the way so as not to be an obstruction for mowing.</b></li> <li>• <b>When addressing an obstruction upon the trail, always be aware and courteous of other trail users, keeping in mind the safety of all on the trail.</b></li> <li>• <b>Contact the DNR when significant obstructions or debris or other hazardous situations upon the trail are discovered, and put minimal caution tape to mark the issue until the DNR is able to address it. When possible, take a digital picture of the obstruction and email it to the DNR contact.</b></li> <li>• <b>Pick up litter along the trail. If litter is sharp or unsafe, such as broken glass, be cautious and use the appropriate safety equipment, such as gloves.</b></li> <li>• <b>Contacting local law enforcement is an option if you observe a trail violation, DO NOT engage in conversation or confrontation if a law enforcement issue arises.</b></li> <li>• <b>Be safe along the trail. If using a bicycle on the trail, make sure it is good working condition, and make sure to wear proper protective gear, such as a helmet. Wear gloves and eye protection when handling any debris or non-motorized hand tools.</b></li> <li>• <b>Be courteous and friendly to other trail users.</b></li> <li>• <b>Keep a log of time spent conducting your volunteer monitoring, which should include the location, date, hours, and number of miles of trail monitored. Report your hours to your volunteer group leader or, if none, the DNR contact person.</b></li> </ul>					
<b>Below are a list of things that the trail volunteer monitor is NOT AUTHORIZED to do:</b> <ul style="list-style-type: none"> <li>• <b>Do not attempt to move any trail obstruction that is above your capacity, such as fallen trees. Instead, contact the DNR.</b></li> <li>• <b>Do not use motorized equipment on the trail, such as chainsaws, power tools, golf carts, or other vehicles not permitted upon the trail.</b></li> <li>• <b>Do not make a hazard more dangerous than it already is, such as breaking off a branch that creates a sharp point.</b></li> <li>• <b>Do not "police" the trail. Trail volunteer monitors are the eyes and ears of the DNR regarding maintenance only. Law enforcement agencies could be contacted if a volunteer observes a violation of law or rules.</b></li> </ul>					

Division/Bureau/Unit <b>Parks and Trails Division</b>	Region <b>3</b>	Name of Volunteer's Supervisor/Contact Person <b>Rachel Hintzman</b>	Title <b>Area Supervisor</b>
Volunteer Supervisor's Address (DNR facility name, number and street) <b>Central Region Hdqts, 1200 Warner Road</b>			DNR Contact Telephone number <b>651-259-5875</b>
City <b>St Paul</b>	State <b>MN</b>	Zip <b>55106</b>	

**DNR Staff:** Some of the data collected on this form are classified as private data. Only those with a business need to know may have access to the data and it may only be used for activities related to volunteering. Data on this form may not be released to others without first consulting the Human Resources Bureau. This agreement is used to officially register your volunteers for liability coverage. **Keep this in YOUR files.** Provide a copy of "Notice of Enrollment in a Certified Managed Care Plan for Workers' Compensation Injuries and Illness" to volunteer to read (found on DNR Intranet under forms).

Time Commitment: Negotiable?  Yes  No Dates of Project: From :  On-going

Minimum volunteer time commitment acceptable for this project: **As volunteer is able, but weekly during the bicycle season is preferred**  Weekdays  
 Evenings  Weekends  
 Training Available?  Yes  No Reimbursement for Expenses: Mileage:  Yes  No Meals:  Yes  No  
 Does volunteer hold a valid driver's license? **N/A** Does volunteer have current auto insurance on personal vehicle? **N/A**

**WORK EXPECTATIONS:** Volunteers are expected to follow the same rules and regulations as employees concerning use of computers, email, Internet use, phones, workplace behaviors, alcohol and drug use, violence prevention, harassment, discrimination, and code of ethics (M.S. 43A.38).

**INTELLECTUAL PROPERTY RIGHTS:** All right, title, and interest in all intellectual property which may be conceived or originate, either individually or jointly by others, and which arises out of the performance of my activities with the DNR, will be the property of the State of Minnesota and are hereby assigned to the State. I also agree, upon request of the State to execute all papers and perform all other acts necessary to assist the State to obtain and register copyrights and patents on such materials. Works of authorship created by me in the performance of my activities with the DNR shall be considered "works made for hire" as defined in the U.S. Copyright Act.

**AMERICANS WITH DISABILITIES ACT (ADA):** The Americans with Disabilities Act (ADA) prohibits discrimination against persons with disabilities in hiring, employment, access to facilities, programs, and other areas. It is important that you are aware that the ADA exists, and how it relates to your volunteering with the DNR. If you feel you have been denied access to any DNR program, activity, or service, contact the Human Resources Bureau.

**CODE OF ETHICS:** Because of the special nature of public employment, there are specific legal guidelines for ethical behavior by state employees. The Code of Ethics for Employees in the Executive Branch (M.S. §43A.38) forbids those of us working for state agencies from using our jobs for personal benefit. This means we may not use equipment or information available to us because of our jobs for personal gain. In addition, we may not accept gifts, favors, or any other compensation offered to influence or as additional payment for performance of our job duties. Volunteers are expected to follow the same code of ethics as employees.

**HARASSMENT AND DISCRIMINATION:** The DNR strives to create and maintain an environment where mutual respect and dignity of, and by, all employees and volunteers is an expected work behavior. Our policy is that any work-related harassment is unacceptable and will not be tolerated. If you believe you have been harassed or discriminated against, contact your supervisor immediately.

**EMPLOYEE/VOLUNTEER SAFETY AND WORKER'S COMPENSATION:** Worker's compensation provides payment of reasonable medical and rehabilitation costs and partial replacement of lost wages to employees/volunteers who suffer a work-related injury or illness. If you are injured at work, report the injury as soon as possible to your supervisor. If medical attention is required, go to the managed care clinic designated for your worksite. If you are injured in the field and are not near your designated managed care clinic, call CorVel corporation at 1-866-399-8541 to find the closest managed care clinic. Call 911 or go to the nearest emergency room if the injury is life threatening.

**VIOLENCE PREVENTION:** Whether you are working at a desk or meeting with the public, the DNR is firmly committed to ensuring that you are provided with a safe work environment. Verbal and nonverbal threats or acts of violence by DNR employees or volunteers towards coworkers or the public, or by the public towards you as an employee or volunteer, are not tolerated. If you are the victim of, or witness an act or threat of physical violence or one that jeopardizes your personal safety, contact your supervisor and 911 immediately.

**ALCOHOL AND DRUG USE:** Drug dependencies and alcoholism are significant social problems that can make your worksite less safe and productive. The DNR has a responsibility to maintain a workplace that is drug-free. Reporting to work or operating state equipment or vehicles while under the influence of drugs or alcohol is not permitted. If you are taking medically-authorized drugs that will affect your ability to work, notify your supervisor.

**WEATHER AND OTHER EMERGENCIES, USE OF STATE VEHICLES:** Talk with your supervisor about emergency notification procedures in your work unit. If you will be using a state vehicle, talk with your supervisor about procedures and guidelines for its use.

I have read, understand and agree to abide by these policies. If I am unable to meet this commitment, I will contact my DNR supervisor.

Volunteer's Signature	Date
If under 18 years, parent/guardian must approve and sign Parent/Guardian's Signature	Date