

# **Howard Buford Recreation Area Mount Pisgah Park Watch Program**

## **Management Statement:**

The Howard Buford Recreation Area (HBRA) management statement as described in the 1992 Howard Buford Recreation Area Management Plan:

*The purpose of the Howard Buford Recreation Area is to provide varied opportunities for primarily low intensity outdoor recreation and education activities while protecting, conserving, enhancing, and maintaining the natural, scenic, historical, rural, and recreational qualities of this large, strategically located regional park.*

## **Purpose:**

The Mount Pisgah Park Watch Program will fall under the guidelines of the management statement above. The Mount Pisgah Park Watch program consists of volunteers who want to help improve the overall user experience at the Howard Buford Recreation Area and **specifically, the safety of the three parking areas within the park.**

In an effort to decrease vandalism within the park, and specifically the three parking areas, the Mount Pisgah Park Watch Program was formed as a collaboration effort between the Lane County Parks Division, the Mount Pisgah Arboretum, and the Friends of Buford Park & Mt. Pisgah. In addition to the Park Watch Program, the Lane County Parks Division maintains signage, surveillance cameras, and a public education program on personal safety and deterring vandalism to personal property while visiting the park. These efforts are to help improve the overall user experience and safety at the Howard Buford Recreation Area.

## **Objectives:**

Mount Pisgah Park Watch volunteers:

1. Act as a visible presence in the three parking areas of the park to help deter vandalism.
2. Provide a communication link between recreation users and Park staff.
3. Report any suspicious acts or hazardous situations to the proper authorities.
4. Answer visitor questions as needed and provide basic any information they may need.

## **Expectations of Mount Pisgah Park Watch Volunteers:**

1. Follow roles as described in this handbook.
2. Be familiar with and follow all HBRA rules and regulations.
3. Be professional and courteous at all times.
4. Attend a training session prior to their first shift.
5. Sign the release form required by Lane County.  
*Lane County Parks is not liable for any injuries or damage to persons and/or animals or equipment while on shift. Signing the waiver takes signifies you take all responsibility for your actions before working your first shift.*
6. Attend a Mount Pisgah Park Watch Program annual meeting each fall. Volunteers will be informed of the meeting date by Lane County.
7. Do not use any controlled substance (unless prescribed by a physician) or anything that might impair judgment.

**Qualifications:**

1. Be 18 years or older.
2. Provide your own transportation to and from the site.
3. Use your cell phone while on shift as needed.

**Commitment:**

1. A 6 months commitment is requested.
2. A minimum of twelve 2-hour shifts over the course of the 6 months is requested.

**Expectations of Park Division Staff:**

1. Provide equipment listed.
2. Provide volunteers with current information on the conditions at the HBRA.
3. Respond to park watch member incident reports and/or communication.
4. Set up and facilitate the training sessions and annual meeting.

**Equipment Provided by Parks Division:**

1. Mount Pisgah Park Watch Vest & Hat
2. Combination to lock box with key for supply boxes.
3. First Aid Kit
4. Incident Report Forms
5. Citizen Report Forms
6. Brochures/Maps
7. Handheld Radios
8. HBRA Volunteer Parking Pass\*
9. Vehicle Placard

\*Once you have reached 15 hours in volunteer time you will receive a Lane County Parks All Parks Annual Pass.

**Training Session & Annual Meeting:**

Each volunteer is required to attend a training session prior to working your first shift. The Lane County Parks Division will facilitate each training session. All training sessions will take place at the Mount Pisgah Arboretum White Oak Pavilion. Lane County and the Mount Pisgah Arboretum will coordinate together on the date and time for each training session. Volunteers will make their best effort to attend Mount Pisgah Park Watch Program annual meeting each fall. Volunteers will be informed of the meeting date, place, and time by Lane County. The objective of the annual meeting is to evaluate the program, give feedback, and meet other volunteers. A roster of the Mount Pisgah Park Watch volunteers will be maintained by Lane County and shared with MPA and FBP.

**Mount Pisgah Park Watch Volunteer Roles:**

The main purpose of the Mount Pisgah Park Watch is to be visible in the three parking areas of the park to help deter vandalism. This will help keep the crime rate low at HBRA and help prevent vehicle break-ins.

1. Act as a Visible Presence
  - Your safety is the first priority of the program.
  - Remain seen in the parking areas.
  - Wear the vest and hat.

- Place the placard in your car.
  - Work the duration of your shift in the parking area or parking areas you are assigned.
  - Feel free to sit in your car, bring a chair, and/or walk around as you feel comfortable.
2. Provide a Communications Link
    - Act as a communications link if you spot an emergency or hazardous situation.
    - Record an incident log to track noteworthy situations observed while on shift.
    - Hand out Lane County Sheriff's Office Citizens Report Forms to park users as needed. The form is for crimes against property only.
    - If a park user approaches you about an incident such as a car break-in, give a Citizens Report Form to the park user and note it on the incident log.
    - In 911 incidents, use your own cell phone to contact emergency personnel.
    - Note hazardous situations on the incident log.
    - If immediate attention is needed to the hazard, notify a Parks Leadworker. Refer to the list of contacts on page 7.
  3. Answer Visitor's Questions
    - Act as an information resource as needed.
    - Answer questions for park users.
    - Hand out park brochure/map.
    - Hand out MPA and FBP event listings and information.
  4. In a Hazardous Incident
    - Note minor hazardous situations on the incident log. Examples: board missing from portable restroom surround, trail gate not working properly, tree down in parking area, etc.
    - Call the appropriate authorities as warranted. Examples: A syringe/needle found in parking area call Parks Office or Parks Leadworker, dog attack taking place call Sheriff's Office, etc. Refer to list of contacts on page 7.
    - In 911 incidents, please use your own cell phones to contact emergency personnel.
  5. In a 911 Emergency Situation
 

Examples: a medical emergency or witnessing a car break-in.

    - Please do not to get involved in an incident.
    - Call the appropriate authorities as warranted.
    - In 911 incidents, please use your own cell phones to contact emergency personnel.

## **Signing Up for a Shift**

You may sign up for the minimum of twelve 2-hour shifts over the course of the 6 months as requested or for as many shifts you would like. Shifts will be available for the North, West, and East trailheads. If signing up for the East trailhead, the entire shift worked will be at the East trailhead. If signing up for the North or West trailhead and both are available, you may rotate between the two trailheads while on shift. Otherwise your shift will be in the parking area signed up for. The Parks Division will maintain the shift schedule and will fax/email the schedule to MPA and FBP weekly to keep all parties informed. Please contact the Parks Division at 682-2000 or email [laneparks@co.lane.or.us](mailto:laneparks@co.lane.or.us) to sign up for a shift. You will receive a call back or email confirming your shift on the schedule.

## While Working a Shift

1. Bring your own food and water supply.
2. Bring your Lane County/Mount Pisgah Park Watch hat to wear.
3. If you bring your dog(s), the dog must be kept on a leash no longer than 6ft. in length at all times.
4. At the beginning of your shift, obtain supplies from the supply lock box located at the Mount Pisgah Arboretum Administrative office. This includes:
  - A clip board
  - Incident Report Forms
  - Citizen Report Forms
  - Brochures/maps
  - A first aid kit
  - A handheld radio
  - Mount Pisgah Park Watch vest
5. At the end of your shift:
  - Return the supplies to the supply lock box.
  - Put filled out Incident report forms in the envelope marked "Filled out Incident Report Forms" inside the box. MPA staff will fax/mail copies to both the Parks Division and FBP weekly to keep all parties informed on what volunteers are observing.

## Frequently Asked Questions and Answers

1. **What are the park hours?**  
*The park is open dawn to dusk.*
2. **What are you doing here?**  
*I am a volunteer of the Mount Pisgah Park Watch program. I am here to just observe the parking lot in hopes of deterring possible vandals. The program is jointly sponsored by Lane County Parks, Mount Pisgah Arboretum, and Friends of Buford Park & Mt. Pisgah*
3. **What is the difference between Lane County Parks, Mount Pisgah Arboretum, and Friends of Buford Park & Mt. Pisgah?**  
*All organizations help take care of the Howard Buford Recreation Area and work together to steward the park. **Lane County Parks** is the landowner and manages the overall Howard Buford Recreation Area. **Mount Pisgah Arboretum** is a non-profit organization who manages a 209-acre leased area within Howard Buford Recreation Area. **Friends of Buford Park & Mt. Pisgah** is a separate organization formed to protect and enhance the remaining 2,100 acres in Buford Park and advocate for acquisition of the adjacent 1,200-acre Wildish lands.*
4. **Where is the nearest bathroom?**  
*The north and east trailheads each have a portable toilet. The west trailhead restrooms are located inside the Mount Pisgah Arboretum.*
5. **Where is the nearest drinking water?**  
*The only drinking water available within the park is located inside the Mount Pisgah Arboretum.*
6. **Why is there a parking fee?**  
*The parking fee was enacted in order to generate revenues for the entire Lane County parks system*
7. **What parking passes are valid within the park?**
  - *Lane County Parks All Parks Annual Pass*

- *Lane County Parks Howard Buford Recreation Area Annual Pass*
  - *Lane County Parks Daily Parking Pass*
  - *Mount Pisgah Arboretum Member Pass – Valid only within the Mount Pisgah Arboretum Parking Lot (the bottom three levels at the West trailhead and not along the upper road).*
  - *Howard Buford Recreation Area Volunteer Pass*
  - *Lane County Parks Daily Group Admission Pass*
8. **Does my dog need to be on a leash?**  
*Dogs need to be kept on a leash no longer than six feet in length on trails 1 and 2. On all other trails, dogs need to be under the owner's voice command.*
7. **Do I need to clean up after my pet?**  
*Dog owners need pick up and properly dispose of their dog's waste matter while in park.*

## **Common Occurrences and Suggested Responses**

Here is a list of situations that may occur frequently and how to respond.

In case of:

1. Overflowing trash cans:  
 Radio Tom LoCascio, Site Manager for Mount Pisgah Arboretum, with which parking lot the trash cans need to be attended to.
2. Vehicle car glass broken in the parking lot:  
 If there is no vehicle present, make note on incident log in which parking area the glass is and time observed. If a vehicle and owner are present, make note on incident log and hand the vehicle owner a Citizen Report Form. If owner is not present, note on incident log. Try to make contact when they arrive back and hand them a Citizen Report Form.
3. Broken HBRA parking pass vending machine:  
 Weekdays (M-F, 8-5) call the Lane County Park Office, weeknights and weekends call a Parks Leadworker or Parks Superintendent. Refer to contact list on page 7.
4. Loose dog in the parking lot:  
 If the dog is aggressive and you witness or a park user informs you of one of the following, call the Sheriff's Office at 682-4141. The incident has to be one of the following for the Sheriff's Office to respond:
  - Injured animal
  - Attack in progress
  - Dog bite(s) with animal still at large
  - Animal in traffic
 If the dog is not aggressive and is not engaging in one to the above incidents, then do what you feel comfortable doing. Your safety is our first priority. If it is during the week, call the Arboretum Office at 747-3817 (M-F, 10-4) or radio Tom to let him know about the loose dog. Owners tend to go to the Arboretum Office if their dog is loose and they are trying to find it. If you believe the animal is a stray and needs assistance call Lane County Animal Service at 682-3647.
5. Dog or pet left in a person's vehicle:  
 An animal owner must provide "minimal care" which means care sufficient to preserve the health and well being of an animal according to Lane County Animal Services. This is a personal judgment decision that each volunteer will need to make. Lane County Animal Services will respond if animal neglect is taking

place however you will need to describe the situation and the duration that the neglect has occurred. Lane County Animal Service can be contacted at 682-3647.

6. Lost hiker reported:  
Call 911.

### **Handheld Radios and Cell Phone Protocol:**

- Hand held radios will be used to communicate between parking areas with other volunteers and staff on-site. The Site Manager for Mount Pisgah Arboretum will have a radio for monitoring and if needed, to help volunteers.
- Personal cell phones will be used for emergency purposes only.
- Contact the Parks Division to inform them of any hazards or situations that need immediate attention. The Parks Division number is 682-2000 (M-F, 8 am to 5 pm). On weeknights and weekends, contact a Parks Leadworker or the Parks Superintendent listed below in the contact phone list.
- For non-emergency that requires a police response but is not life-threatening contact either the State Police at 726-2525 or the Sheriff's at 682-4150. Contact emergency services at 911.

### **Safety Procedures:**

- For safety reasons, volunteering in pairs is required. In an emergency situation, this will allow one of volunteer to make contact for help and the other to stay with the victim or make observations.

### **Injury:**

- Your safety comes first
- Please use good judgment while on shift.
- If a situation is not comfortable and you feel unsafe then remove yourself from the situation.
- If a volunteer is injured while on shift, contact the Parks Division within 24 hours of the injury to fill out the appropriate forms. The Parks Division number is 682-2000.

*Lane County is not liable for any injuries or damage to persons and/or animals or equipment while on shift. The forms filled out after an injury has occurred are only to document the injury however does not make Lane County liable.*

### **Emergency Procedures:**

Your safety is the Parks Division top priority.

If an emergency situation is too great to handle (fire, angry people, etc.)

1. Please do not get involved.
2. Find a reasonable escape route.
3. Contact with the proper authorities that can handle the situation.

For non-emergencies call the Lane County Parks office. See list below.

For all emergencies contact 911, then call the Lane County Parks office.

## List of Contacts:

Lane County Parks Office	682-2000 (M-F, 8-5)
Parks Leadworker	Todd Bowen, 954-2567
Parks Leadworker	Keith Grossman, 285-8696
Parks Superintendent	Phil Guyette, 206-4481
Arboretum Site Manager	Tom LoCascio, 954-5463
Mount Pisgah Arboretum Office	741-3817 (M-F, 10-4)
State Police	726-2525 (non-emergencies)
Sheriffs office	682-4150 (non-emergencies)
Lane County Search & Rescue	682-8544
Friends of Buford Park & Mt. Pisgah	344-8350 (M-F, 9-5)

## Howard Buford Recreation Area Visitor Code of Conduct (Rules and Regulations):

1. Please observe park hours: Dawn to Dusk. There is no overnight camping within Howard Buford Recreation Area. Lane Code 6.565
2. Visitors shall observe the hiker only or hiker/equestrian trail designations. Please refer to the trail map posted at trailhead or take a brochure.
3. Motorized vehicles and bicycles shall not be operated on trails. Lane Code 6.530
4. Dogs must be kept on a leash no longer than six feet in length on trails 1 and 2. On all other trails, dogs must be under the owner's voice command. Lane Code 6.540. Dog owners must pick up and properly dispose of their dog's waste matter while in park. Lane Code 6.585. Both these rules are in place to ensure the safety of all park visitors and their animals.
5. Users shall not disturb or remove any vegetation, wildlife, or natural features. Lane Code 6.520.
6. Unauthorized signing or trail marking is not allowed.
7. Users are encouraged to stay on designated trails. Users are not to use trails, which have been closed or are being renovated. Off trail use causes erosion, which then becomes unsafe for use.
8. No person may discharge any weapon capable of harming persons, wildlife, or property. Lane Code 6.510
9. Please keep all valuables within your car out of sight while using the park.
10. No fires, charcoal or portable cooking stoves are allowed within park. Lane Code 6.505
11. All trash, garbage or other refuse must be placed in the receptacles provided. Lane Code 6.535
12. No person may operate a concession nor engage in the business of advertising, soliciting or selling of goods or services. Lane Code 6.525

A copy of the HBRA Visitor Code of Conduct (Rules & Regulations) is posted on each trailhead kiosk within the park. In no situation is the Parks Division asking you to rule remind or enforce these Rules & Regulations. The list here is provided as a reference only if a park user has a question.

**Have Fun and Thanks for Volunteering for Lane County Parks!**