

# **SANTA FE NATIONAL FOREST SITE STEWARD AREA TEAM LEADER MANUAL**

## **I. MISSION STATEMENT**

Site Steward Area Team Leaders (ATLs) are committed to leading and monitoring heritage resource preservation activities within a defined area of the Santa Fe National Forest (SFNF) to minimize damage caused by vandalism, theft or natural forces.

## **II. SITE STEWARD AREA TEAM LEADER**

### **A. Description**

1. Certified in accordance with requirements in Santa Fe National Forest Site Steward Manual
2. Acquainted with defined area
3. Served as site steward in the Santa Fe National Forest
4. Acquainted with every assigned site in defined area within one year of appointment

### **B. Responsibilities**

1. Provides leadership for area team
2. Assures that all area site stewards have signed the Forest Volunteer Agreement (U.S. Department of Agriculture Forest Service Agreement for Individual Voluntary Services) and the Job Hazard Analysis (JHA) form prior to beginning field work
3. Provides initial site orientation and field training for new site stewards. Site location, site map, and site description information is given to provisional stewards to permit independent monitoring of assigned sites. It is the ATL's decision when provisional stewards may monitor field sites without being accompanied by a certified steward
4. Provides continuing orientation/training for both provisional and certified site stewards as needed
5. May consult with the Heritage Program Manager (HPM) regarding transfer of complete site files to provisional stewards when the steward has
  - a. Demonstrated continued commitment to the preservation ethic
  - b. Demonstrated a strong interest and enthusiasm for the Site Steward Program
  - c. Completed two or more site visits without the ATL accompanying the steward on those visits
  - d. Submitted complete and timely site visit or Heritage Resource (HR) reports to the HPM
  - e. Complied with all aspects of the site steward code of conduct
6. Assigns provisional site stewards to designated site/s. Where possible, team with a certified steward

7. Instructs and assists new site stewards in completion of required reporting
8. Participates with HPM and district archaeologist in identifying new sites to be monitored
9. Develops site file for each assigned site
10. Develops plan for site monitoring frequency in collaboration with HPM and district archaeologist
11. Confirms that assigned sites in area are being monitored
12. Identifies limitations that may restrict site visits including safety concerns
13. Communicates with team members regarding site visits, associated activities, etc.
14. Responsible for team records; duties include:
  - a. Reviews online records and activities of team members for accuracy and completeness
  - b. Ensures that all team members gain proficiency in online reporting
  - c. Sends corrections to web reporting system as needed
15. Communicates with HPM and district archaeologist on field activities as appropriate
16. Presents quarterly summary report of sites' condition/activity to the site steward council
17. Responsible for recommending for council approval and mentoring an assistant area team leader/s (AATLs) as appropriate
18. Assigns duties to the AATL/s as appropriate. At a minimum, the AATL acts on behalf of the ATL when the ATL is not available to members of the team
19. ATL reports AATL resignation/s and replacement/s to the council
20. Recruits potential new site stewards
21. Reviews site steward conflict of interest per code of conduct
22. Responsible for discipline in monitoring operations in accordance with the Site Steward Manual
23. Reports site steward resignations to the Archives Committee for removal from the roster

### **C. Site Steward Area Team Leader Appointment**

1. Assigned by appointment of the council
2. Line of command
  - a. Santa Fe National Forest Supervisor
  - b. Forest Heritage Program Manager
  - c. Santa Fe National Forest Site Steward Council
  - d. Site steward ATLs as members of the council
  - e. AATLs
3. Upon validation by the HPM, new ATL appointments are approved by the council

#### **D. Resignation**

1. Resignation is submitted to the council
2. All ATL records MUST BE turned in to the council

### **III. ASSISTANT AREA TEAM LEADER**

#### **A. Selection and Appointment**

1. ATLs may recommend to the council one or more certified site stewards as AATLs
2. Council votes to confirm membership on council

#### **B. Duties and Responsibilities**

1. Field –Assists the ATL as requested by that ATL
2. Council
  - a. Is a voting member and may hold a council office
  - b. May participate in and lead council projects
3. Accountability
  - a. Is accountable to ATL for team roles and responsibilities
  - b. Is accountable to council for meeting and attendance and assumed roles
  - c. Is governed in his/her operations by the ATL Manual and the Site Steward Manual

#### **C. Resignation**

1. Resignation is submitted to the ATL
2. ATL reports resignation/s and replacement/s to the council

### **IV. TEAM AREAS**

#### **A. Area/Site Assignments**

1. HPM and district archaeologist identify important sites
2. ATL assigns site stewards to site(s)

#### **B. Record Keeping**

1. Manages site files
  - a. Site File Contents
    - (1) Site map with legal and UTM grid locations
    - (2) Survey data
    - (3) Exploration or excavation reports, if available
    - (4) Access and exit routes using annotated topo maps
    - (5) Documentation photos, if available
    - (6) Historical documents
    - (7) Safety considerations
    - (8) Review Site Stewards' online reporting
    - (9) Copies of HR reports

- b. Distributes site files to stewards according to II.B.5 (pg. 1 this document)
2. Maintains team records
  - a. Records of assigned sites by priority
  - b. ATL site monitoring plan

## **V. RELATIONSHIP TO SITE STEWARDS**

### **A. Site Steward Assignments and Reassignments**

1. ATL assigns or reassigns site stewards to specific sites within their area
2. Reassignment of steward to a new area requires concurrence of the sending and receiving ATLs and the site steward
3. A site steward may serve in more than one area

### **B. ATL Role in New Site Steward Training**

1. Participates in new site steward training and may participate in training committee
2. After classroom training, ATL provides field orientation/training in accordance with the Santa Fe National Forest Site Steward Manual
3. ATLs can provide interim training to new stewards. These interim-trained stewards will attend next scheduled official training

### **C. Team Organization**

1. ATL prepares a team plan to cover assigned area
2. Site visits are conducted in accordance with the Site Steward Manual

### **D. Exceptions to Site Visit Participants**

Any and all observers on an official site steward visit **MUST** be approved by the HPM

## **VI. SITE FUNCTIONS**

### **A. Site Monitoring Plan**

The ATL organizes site visits with the following priorities in mind:

1. Relative priority as assigned by the HPM
2. Safety of site steward
3. Visibility of site
4. Public awareness of site

### **B. Site/Area Reports/Logs**

1. Ensures that stewards complete site visit reports and maintain activity logs
2. Communication between the ATL and site steward takes place as defined by the ATL
3. Heritage resource reports are completed according to the procedure in the Site Steward Manual

4. Heritage resource reports are completed only if significant change has been noted at the site, whether by human or natural causes
5. Site steward submits HR report to HPM with guidance from ATL, if needed

### **C. Report-out/Report-in Procedure**

1. Reports are made to ATL, including information about planned site visits, time of return, change in route, people going, etc. (Report Out)
2. In the absence of the ATL, reports are made to the AATL. In the absence of both, reports are made to the HPM
3. In the event a site steward or team of site stewards does not Report In from a site visit:
  - a. The ATL calls the site steward's home and (if known) their cell phone
  - b. If no contact is made, the ATL contacts the HPM on home or cell phone to determine further action
  - c. The forest dispatcher should NOT be called prior to consultation with the HPM

## **VII. Amendments**

Amendments may be proposed by any steward, then discussed and adopted/rejected by the council in concert with the HPM. Any changes will be inserted into the Site Steward Manual and Council Manual