

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 new area site stewards have signed the Forest Volunteer Service 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. Transfers 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 Heritage Program Manager (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 proposed 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 chair 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 transferred to the new ATL.

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 proposed 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. Ensures ad hoc stewards receive comparable training
3. After training, ATL provides field orientation/training in accordance with the Santa Fe National Forest Site Steward Manual.

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

1. Report Out

The site visit leader must contact the ATL prior to the proposed site visit date to determine the ATL's availability to be the report contact. If the ATL is not available on that date, he/she will determine if the AATL is available. If not, and there is no other available certified steward who is familiar with the site, an alternative date must be negotiated.

On the agreed-upon date, the site visit leader, must report out prior to departure by phone, e-mail, or text to the pre-arranged contact identifying the site(s) to be visited, the agreed upon access route (and sequence if more than one site) the persons participating, the vehicle(s) and the expected time of return.

The group will not deviate from the agreed-upon access route, as accidents are never foreseeable, and the group's designated person must know where the ATL Dispatch (see below) should look if the group does not return within the agreed-upon time-window. .

2. Report In

- a. Upon returning, the steward will report in to the ATL (or designate) to inform her/him of their safe return.
- b. In the event a site visit leader does not Report In from a site visit within the agreed-upon time-window,
 - 1) The ATL (or designate) calls/texts the site steward's cell phone number.
 - 2) If no contact is made, the ATL (or designate) calls/texts the cell phone number(s) of other team member(s) known to be on the site visit.
 - 3) If no contact is made, the ATL (or designate) calls (if available) the home/landline number(s) of overdue stewards, beginning with the team leader.
- c. If no contact is made via 2 a-b, the ATL (or designate) completes the following steps:
 - 1) Contact the SFNF Dispatch at 505-438-5600 and
 - a) Advise Dispatch that SFNF site stewards, a volunteer group affiliated with the SF National Forest, went to check on cultural sites and were due back by [TIME]. As of now, they have not reported back in as required
 - b) Describe your attempts to contact them by cell or home landline
 - c) Be prepared to provide Dispatch with the following information about the overdue individuals:
 - Names, basic physical description, and description of the vehicle they were driving if known.

- Ranger District
 - Forest Service Site Number and Site Name
 - Likely route of travel including major and Forest Service names/number
 - GPS coordinates or Township/Range/Section for likely parking spot and sites planned to be visited
- 2) SFNF Dispatch, in coordination with the ATL will initiate appropriate procedures for locating the overdue stewards. The ATL/AATL or designate must remain available by phone for any follow-up questions. Notify SFNF Dispatch immediately if the overdue stewards make contact and are safe and sound
 - 3) Notify the HPM (or designate) via cell or home landline of the overdue stewards and the actions taken thus far.
 - 4) Notify the stewards' emergency contacts (listed on their volunteer agreement) of the measures you have taken.

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 this Manual and, if needed, the Site Steward Manual and/or the Council Manual.