Proposed PWV Website Document Identification Policy

The need for document identification

There are hundreds of documents on the pwv.org website that should be identified with information as to who prepared the document, as to which PWV committee owns the document, and the date that the current version of the document was prepared. A standard process for document identification will facilitate PWV members knowledge of the latest date of a document and enable them to contact the appropriate person, committee, or officer for the following purposes:
1. To update document with latest information.
2. To communicate correction of any errors observed in a document.
3. To request additional information or clarification on the content of a document.

The recommendation is that going forward, new and updated documents shall be submitted to the Web Team including this Recommended Practice.

Motion for Board approval: That PWV adopt a Policy as stated below for creation of new documents and updates of current documents that are posted on pwv.org website. Status of Policy shall be "Recommendation". The Policy shall be added to the Policies section of the *Poudre Wilderness Volunteers Organization Handbook* which is posted on the pwv.org website.

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Policy
Document identification practice for creating new documents and updating current documents on pwv.org website

1. Document identification is provided in one of two locations on the document:
   a. Top right of first page of document
   b. Bottom right of last page of document
2. Identification to be provided in small font size.
   a. First initial and last name of person who created or modified current version of document
   b. PWV committee or officer responsible for the document
   c. Date current version of the document was created or updated using MM/DD/YYYY date format
3. Format of documents on PWV.org should be PDF
   a. Provides consistent format of documents in a widely used format that can be readily displayed on PWV.org website

> b. Provides documents in a read-only format
4. Document record
> a. The original document (not in PDF format) is to be stored on PWV Google Drive in one of the formats supported on Google Drive. The document is to be stored in the Folder of the committee that owns the document. Purpose of storing documents on PWV Google Drive is to facilitate future changes to the PDF document on pwv.org website which cannot be readily done if only the PDF version of the document is available.

Example of *PWV Policies Related to Patrols* document identification on top right of first page of document:

<div align="center">

PWV Policies Related to Patrols

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<div align="right">

J Corbin, Trail Patrolling Committee
Revised 11/29/2021

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Introduction

PWV maintains a list of formal policies that have been approved by the Board over the years. These policies are recorded in the PWV Organization Handbook that can be found on the PWV website under the About Us menu in the Governing Documents. What follows is the list of policies that relate to PWV patrolling activities. It would be good if all AGLs and Mentors were familiar with these policies in order to better educate and answer questions from our recruits.

<div align="center">…</div>

Example of *Regulations & Report-Writing Details that Often Confuse Folks* document identification on bottom right of last page of document:

<div align="center">

Regulations & Report-Writing Details that Often Confuse Folks

…

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- Where USFS official (pre-established) fire grates exist (Emmaline Lake, Mt. Margaret) do not count these as fire rings under Established Campsites nor Discovered Campsites. Only count visitor-built fire rings with or without stones.
- Official vehicles (e.g. USFS, DOW) and PWV vehicles are not counted in vehicles or trailers.
- When a USFS trail goes through private land or other public land, the trail is still managed by the USFS. We patrol the same way, interacting with visitors and documenting them, reporting and/or clearing down trees, picking up litter, etc.

- Most errors in reports are omitting the listing of a violation under the VIOLATIONS or CAMPSITES and FIRE Rings tabs. Even if we discuss the violation in other sections, it should be listed in the appropriate data field.

Questions regarding patrolling or report writing may be sent to the Trail Patrolling Committee at patrol@pwv.org