

# United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



**In Reply Refer to:**  
9230 (OR-931) P

March 23, 2004

EMS TRANSMISSION 03/26/2004  
Information Bulletin No. OR-2004-101

To: All District Managers

From: State Director

Subject: Timber Trespass Training

DD: April 15, 2004

Timber trespass training has not been provided by the Oregon State Office in several years. Although many of the past policies and procedures are still in effect for maintaining an effective timber trespass program, requests from District Forestry Leads indicates that it is an appropriate time to conduct timber trespass training. The Oregon State Office Timber Trespass Specialist will organize a one-day (six hour) training session. The target audience is comprised of: foresters, forest technicians, law enforcement staff, special forest products specialists, resource assistants, and natural resource specialists. District Managers have the discretion to send employees with other specialties if they feel it would be beneficial to the management of their trespass program. Information presented in the first hour would be beneficial to Field Managers if they would like to attend from 9:00 a.m. to 10:00 a.m.

To reduce travel expenditures and provide the most cost effective training, the Oregon State Office Timber Trespass Specialist will conduct training during May 2004, in three districts. Training will be hosted in the following districts: Medford, Eugene, and Prineville. Employees from Coos Bay, Medford, and Lakeview District are encouraged to attend the session held on May 13, 2004, in Medford, Oregon. Employees from Burns, Prineville, Vale, and Spokane District are encouraged to attend the session held on May 18, 2004, in Prineville, Oregon. Employees from Salem, Eugene, and Roseburg District are encouraged to attend the session held on May 26, 2004, in Eugene, Oregon.

Facility and limited administrative support is requested from the Medford, Eugene, and Prineville Districts. The training will require a conference/meeting room capable of seating 40 people. A view screen, power point projector, electrical extension cord, meeting room tables, and chairs should be set up by the hosting district by 7:30 a.m. the morning of the training.

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Each district may send ten employees to the training session. If a district desires that more than ten of their employees attend, the District Forestry Lead should coordinate with the Oregon State Office Timber Trespass Specialist. If an employee is unable to attend the session prescribed for their geographic area, coordinate with their District Forestry Lead to attend a session at one of the other locations. District Forestry Leads are requested to compile a list of attendees from their district and submit the list to the Oregon State Office Timber Trespass Specialist by April 15, 2004. Districts that are hosting the training will be able to utilize any unfilled seats.

For additional information, contact Bill Hatton, Forester, Timber Trespass Specialist, Oregon State Office, at (503) 808-6015.

**Districts with Unions** are reminded to notify their unions of this Information Bulletin and satisfy any bargaining

obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
Judy Ellen Nelson  
(Acting)

Authenticated by  
Mary O'Leary  
Management Assistant

1 Attachment:

1 - [Course Schedule](#) (1p)

Distribution

WO-270 (204 LS)  
OR-014 (Rodney Johnson)  
OR-020 (Jon Reponen)  
OR-035 (Marc Pierce)  
OR-050 (Steve Castillo)  
OR-082 (Jeffrey Gordon)  
OR-090 (Dave DeMoss)  
OR-100 (Steve Niles)  
OR-110 (David Roche)  
OR-120 (Jon Menten)  
OR-130 (Allen Gardner)

## **Timber Trespass Procedure Training**

<b>Time</b>	<b>Subject</b>	<b>Instructor</b>
9:00 – 9:15	Welcome, Introductions, Housekeeping	Bill Hatton
9:15 – 9:30	Timber Trespass Program Overview	Bill Hatton
9:30 – 10:00	Difference in Civil and Criminal Trespass	Bill Hatton
10:00 – 10:15	Break	
10:15 – 10:45	Sample Trespass Cases	Bill Hatton
10:45 – 11:30	Trespass Processing – Paperwork	Bill Hatton
11:30 – 12:00	Trespass Case Tracking, Accounting	Colleen McBeth
12:00 – 1:00	Lunch	
1:00 – 2:00	Timber Trespass Cruising and Appraising	Mike Finegan
2:00 – 2:15	Break	
2:15- 3:00	Role of Criminal Investigators (schedule permitting)	Jim Huff
3:00 – 3:30	Questions and Answers/Summary	Instructors