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HANDBOOK

2022

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Overview

Welcome

We extend our warmest welcome to you as a member of the Five Rivers MetroParks volunteer family. By becoming a MetroParks Volunteer Patrol (MVP) member, you play a part in achieving MetroParks' **mission to protect the region's natural heritage and provide outdoor experiences that inspire a personal connection with nature**. By volunteering, you will enhance MetroParks' ability to foster understanding and enjoyment of the natural and cultural heritage of our area.

Most importantly, THANK YOU for taking the time to volunteer!

Mission

The mission of the MetroParks Volunteer Patrols is **to support Five Rivers MetroParks in the protection and stewardship of the Miami Valley's natural and paved trail systems and nature world by patrolling on a regular basis**. Patrol volunteers educate users with information on proper trail use and safety, communicate pertinent details about trail conditions to MetroParks staff, and foster positive public interactions along the trails and within the parks.

Purpose

MetroParks Volunteer Patrol members aid both MetroParks Rangers and Park Services staff by **providing trail visitors a service of safety and trail integrity through their presence on the trails**. MVPs give information to users, offer maintenance, assist with basic first aid needs, alert staff to potential hazards or problems, and relay visitor comments and concerns to staff.

Role

MVPs are the "eyes and the ears" of the trails and in our parks. They are NOT law enforcement officials. They **should educate park users and share insight about the park or trail**, but if there is confrontation, they **should report rather than solve the problem**. MVPs are encouraged to patrol on a regular basis to increase the presence of safe trails.

Being a MVP

Requirements

All MVPs must meet the following requirements:

- Be at least 18 years old
- Comply with the following Volunteer Onboarding steps:
 - Create an account in Get Connected, MetroParks' online Volunteer Management platform
 - Complete your volunteer profile
 - Submit your emergency contact name and phone number
 - Review and sign the Volunteer Policy Handbook
 - Submit and receive an eligible background check
- Be interviewed and invited to become part of the MVP program
- Attend the Annual MVP Training (encouraged)
- Shadow a current MVP a minimum of 2 times
- Attend patrol specific training(s)
 - **Bike:** Pass the MetroParks Bicycle Skills Course
 - **Hike (including Adopt a Campsite):** Pass the MetroParks Hike Patrol Training
 - **Mountain Bike:** Pass the MetroParks Bicycle Skills Course
 - **Pond Patrol:** Pass the MetroParks Hike Patrol Training
 - **Conservation Caretaker:** Pass the MetroParks Hike Patrol Training
- Ability to communicate positively with MetroParks staff, visitors, and adjacent landowners at all times
- Ability to communicate effectively using the cell phone
- Ability to patrol for 2-4 hour shifts in **varying weather conditions**
- **Ability to submit regular detailed patrol reports.**
- **Exhibit enthusiasm & sense of responsibility towards the program**
- Be aware of trail/environmental issues
- Orienteering/ wayfinding skills
- Know and follow Five Rivers MetroParks' policies & procedures
- CPR/First Aid is optional but **highly encouraged**—renewal annually

Patrol Hours

The **key goal** of the MetroParks Volunteer Patrol program is to have **MVPs patrolling the trails on a regular basis**, being the eyes and the ears throughout the parks.

Volunteers must **log a minimum of 25 hours per year specifically patrolling the trails for the MVP program** to remain an active MVP.

Patrolling:

You are actively patrolling on the trails or at events. It is required to have a cellphone with you AND be wearing your volunteer name badge while patrolling in order to log your hours. It is also recommended to have a first aid kit on you. **A minimum of 25 hours patrolling on the trail and in our parks per year is required.** Volunteers should patrol during trail use hours, during daytime, evenings, and weekends or even holidays.

Trainings:

New MVP volunteers are required to complete New MVP onboarding and virtual training. All MVPs are encouraged to attend the Annual MVP Training. All MVPs are required to attend patrol specific training (s):

- **Bike:** Pass the MetroParks Bicycle Skills Course
- **Hike (including Adopt a Campsite):** Pass the MetroParks Hike Patrol Training
- **Mountain Bike:** Pass the MetroParks Bicycle Skills Course
- **Pond Patrol:** Pass the MetroParks Pond Patrol Training
- **Conservation Caretaker:** Pass the MetroParks Hike Patrol Training

Others:

This includes volunteer opportunities **directly related to your patrol:** Sustainable Trail Building Workshop, Annual Conservation Kick-Off, Patrolling when requested by staff or the Ranger, etc.

*Hours spent attending Trainings do not count towards your volunteer service hours. Miles traveled and/or time spent driving to and from a volunteer shift does not count towards your volunteer service hours.

Tracking Hours

Volunteer hours are recorded and tracked in Five Rivers MetroParks volunteer management platform, Get Connected. Because volunteer patrols are unscheduled, MVP members will need to add their volunteer patrol hours to their Get Connected account.

*Hours spent attending Trainings do not count towards your volunteer service hours. Miles traveled and/or time spent driving to and from a volunteer shift does not count towards your volunteer service hours.

The screenshot displays the 'Get Connected' volunteer management platform. The 'Track Hours' section is active, showing a table of logged hours. A red circle highlights the 'ADD NEW' button. Below the table, there is a form for 'Hour Type' and 'Hour Details'.

DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
May 21, 2021	Creedside Trail Individual	GC	2.00	0	✓
May 15, 2021	Park Ambassador	GC	3.00	0	✓

Hour Type
Are these hours in reference to an opportunity you responded to on this site?
☐ Yes
☒ No

Hour Details
Date Worked: MM/DD/YYYY
Hours Worked: Example: 3.5
Miles Traveled
User Groups

Individual Details
Where did you volunteer? Volunteer Location
Who can verify these hours? Location Contact
What email address can be used to confirm these hours? home@example.com

Description
Brief Description

Buttons: SUBMIT HOUR ENTRY, CLEAR FORM

Annual MVP Training

The purpose of the Annual MVP Training is to provide all of the MVPs with an opportunity to **review policy changes and goals**, provide MVPs an opportunity to meet members of other patrols and new patrollers, and offer training information pertinent to volunteering.

All MVPs are **STRONGLY ENCOURAGED** to attend the Annual MVP Training. New MVPs are required to attend the training.

CPR/First Aid

While not required, it is **STRONGLY ENCOURAGED** that MVPs become First Aid and CPR certified. This will put you in a better position to assist those on the trail while patrolling.

Five Rivers MetroParks will provide trainings (free of charge) that you are encouraged to take advantage of; as scheduled.



Ride Along Procedures

The purpose of the ride along is to show the MVP how the rangers patrol the parks and for them to learn about park law enforcement by observing Five Rivers MetroParks' procedures and capabilities. During a Ride Along, MVPs will be riding in the front seat of a patrol cruiser, listening to radio calls, observing traffic and park visitors, observing the ranger make violator stops and contacts, and learning about problem areas in the parks, etc. **MVPs need to ride for 5 or more hours**



because making arrangements for pick-up and drop-off is not conducive to effectively patrolling the parks.

Ride Alongs are available seven days a week. If you want to do a Ride Along, then pick a date, and contact Officer Adam Gaby at Adam.Gaby@metroparks.org or 937-277-4823.

He will confirm the shift with you. MVPs will need to wear business casual clothing, which is a shirt with a collar and slacks or skirts. Blue jeans are **NOT** permitted. MVPs also need to bring money for lunch.

Please keep in mind that he is very busy with his Ranger duties, so please keep requests to him brief noting the date and times you are available to do Ride Alongs. Please avoid lengthy back and forth discussions with him rather, you can direct those types of questions to the Volunteer Coordinator.

Shadowing a MVP

All new MVPs are required to shadow an official MVP in their qualifying patrol area a minimum of 2 times before becoming an official MetroParks Volunteer Patrol member. It is up to the new MVP to contact a current MVP to arrange a time to shadow them. The shadow experiences must be when the mentor is specifically patrolling the trails with the exception that one of them can be shadowing Bike for the Health of It for Bike patrollers. **The first 2 times new patrollers shadow a current patroller, they must document it, and turn in the completed form to the Volunteer Coordinator.** First year MVPs are highly encouraged to patrol with another MVP, especially a veteran patroller thereafter. All MVPs are encouraged to patrol with at least a partner.

METROPARKS VOLUNTEER PATROL SHADOWING A MVP

All new MVPs are required to shadow an official MVP in their qualifying patrol area a minimum of 2 times before becoming an official MetroParks Volunteer Patrol member. It is up to the new MVP to contact a current MVP to arrange a time to shadow them. The shadow experiences must be when the mentor is specifically patrolling the trails with the exception that one of them can be shadowing Bike for the Health of It for Bike patrollers. The first 2 times new patrollers shadow a current patrol, they must document it, and turn in the completed form to the Volunteer Coordinator. First year MVPs are highly encouraged to patrol with another MVP, especially a veteran patroller. All MVPs are encouraged to patrol with a partner.

To be filled out by New Patroller

Name: _____ Patrol: _____

First Shadow Experience

Date: _____ Time Started: _____ Time Ended: _____

Location of Patrol: _____

Name of Current MVP Shadowed _____ Patrol: _____

Signature of Current MVP Shadowed _____

Second Shadow Experience

Date: _____ Time Started: _____ Time Ended: _____

Location of Patrol: _____

Name of Current MVP Shadowed _____ Patrol: _____

Signature of Current MVP Shadowed _____

Please submit this completed form to
mvp@metroparks.org
Five Rivers MetroParks
c/o Allie Zimmerman
409 E. Monument Ave. 3rd Floor
Dayton, Ohio 45402
or fax 937-262-7106

MVP Leadership Team

In recent years, the MVP Leadership Team had been a selected core of patrollers from different areas that helped communicate group needs, ideas, and mentoring for the MVP members at large. This group checked-in as needed with the Volunteer Coordinator, and brainstormed new trainings, discussed necessary policy changes, and requests for locker maintenance. This Leadership Team would set the precedent of what it meant to be an enthusiastic and responsible MVP for the agency.

If you are interested in joining the leadership team, you may submit a letter of request to the Volunteer Coordinator outlining your skills, demonstrated leadership, and role modeling of a standout MVP. All letters will be reviewed and you will be notified for an interview thereafter. There is a limit of 8-12 spots available on the MVP Leadership Team and it must consist of representatives of each patrol area.



MVP Leadership Team

The MVP Leadership Team consists of representatives from each patrol and meets with the Volunteer Coordinator on an adjusted monthly basis. The Volunteer Coordinator selects these members to help increase enthusiasm and provide guidance for the MVP program and to provide the Volunteer Coordinator with a way to connect to each of the patrols on a regular basis.

Representatives from the MVP Leadership Team will help be liaisons from members to the Volunteer Coordinator, so members will be hearing from the MVP Leadership Team representatives from time to time. This by no means says members can't contact the Volunteer Coordinator directly with questions; however, please feel free to bring discussion points to the MVP Leadership Team representatives for discussion at future meetings.

Resignation

You can resign from the MVP program at any time by notifying the Volunteer Coordinator. The notification may take place verbally or in writing. In order to maintain a successful MVP program, the Volunteer Coordinator may conduct a brief exit interview to determine the volunteer's satisfaction with the program and suggestions for improvement.

MVPs can be terminated from the MVP program at the sole discretion of Five Rivers MetroParks. A volunteer may be removed by Five Rivers MetroParks for any violation of the *Volunteer Policy Handbook*, *MVP Handbook* or Five Rivers MetroParks Rules and Regulations.

MVPs who resign or are terminated are **REQUIRED** to return all uniform items, keys, and issued equipment to the Volunteer Coordinator.

Probation

There are two types of probation:

1. New MVPs

New MVPs are on probation (in training) until they complete the required steps to become an Official MetroParks Volunteer Patrol member. This includes but is not limited to attending the annual MVP training, shadowing an official MVP a minimum of 2 times, and successfully completing the patrol specific training. Once they become an Official MetroParks Volunteer Patrol member, they will be issued a uniform pieces and keys (if needed).

2. Current MVPs

In the event you are unable to fulfill the 25 hour per year minimum, then you will be on probation for the following year. During the next year, you MUST meet the required hours. If you don't meet these requirements two years in a row, then you can be terminated from the MVP program. This doesn't mean you will be terminated from volunteering within Five Rivers MetroParks. If you meet the requirements the next year, then you start with a clean slate of being an active MVP.

If you find you will not be able to meet the 25 hour per year minimum due to serious health or family issues, please contact the Volunteer Coordinator as the situation arises and we will work with you.

Incentives

In addition to volunteering while doing what you love, MVPs receive:

- MetroParks issued volunteer apparel or uniform pieces
- Access to MVP locker with resources and tools
- Training led by experts in the field

Gear

Equipment provided by Five Rivers MetroParks:

- MetroParks issued volunteer apparel or uniform pieces.
- Name i.d. badge & keys
- First aid kit, CPR mask, and incident report forms
- Patrol specific tools



Equipment provided by volunteer:

- Patrol Specific items:
 - Qualifying helmet for activity
 - Bike (in good working condition)
 - Proper footwear
- Water bottle/hydration pack

While on duty, each MVP member is REQUIRED to wear/have with them all of the above items.

Other items to bring on patrol:

- Maps, brochures, or MetroParks literature to distribute
- Volunteer Services business cards
- Snacks

***MVPs are prohibited from wearing any uniform apparel when not volunteering.**

***When you check the items in and out of the locker, be sure to check that all items are accounted for and in working condition.**

Any lost or damaged MetroParks-issued items must be reported immediately. Members may be required to replace certain items.



Cell Phones

All MVPs are REQUIRED to have a cell phone while on duty because it is the quickest and most direct way to contact a Ranger.

Cell Phone Procedures

Checking in of a shift

It is important that you check in of your MVP shift by calling or texting 937-313-8770. This is the Ranger's Supervisor on Duty phone. Checking in on this number will let the Rangers know you are on duty. When calling or texting, please identify yourself as an MVP with your last name and MVP number, as well as the park and trail you will be patrolling.

It is not required that you contact a Ranger to check out of your patrol shift.

Ranger Response Needed

Should you have an issue arise during your patrol that requires the presence of a Ranger, you will call Ranger Dispatch at 937-225-HELP. Please be prepared to provide the following information when communicating with County Dispatch:

- That you are in a MetroPark facility
- Nature of the call i.e. injury theft, suspicious person, etc.
- You need to SEE a MetroParks Ranger at ____ (location)
- You are a Volunteer Patroller
- Leave your name and cell phone number in the event they need to call you back



Important Notes Regarding Cell Phones

Supervisor on Duty Phone should only be used for Checking In for a Patrol (937-313-8770)

Don't call the MetroParks Main Office or the Volunteer Coordinator to report suspicious or emergency situations. You relay information to them afterwards

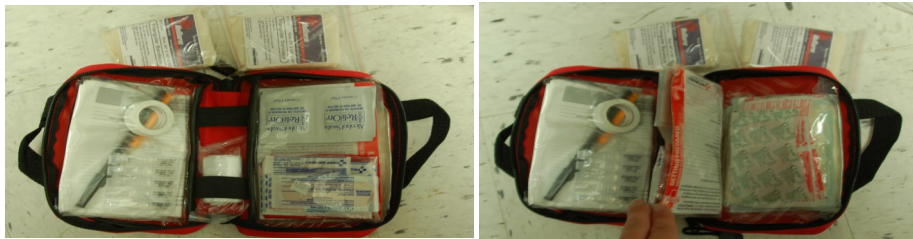
Some locations may have dead zones where cell reception is limited or sketchy. Please be mindful of locations as much as possible and adjust your position accordingly

MVP Lockers

Equipment

*In each locker, you will find the following items:

First Aid kit: It is optional for every patroller to carry this even if they aren't first aid certified. For those who are not certified, you should not administer first aid to anyone; however, you can give the kit to whoever is hurt and have them treat themselves. Each first aid kit is secured with a tag in the zippers. This lets you know that it is full and ready to go. If a first aid kit is missing the tag, it means something has been used out of it. Don't be afraid to take the tag off. If you need items from the kit, PLEASE use them. I have attached pictures to give you a better understanding of the contents of the first aid kits and how they're organized without opening them as well as a list of the contents. Should you need to use it, just pull on the tag and it will open easily. Please complete a Maintenance Request Form when you use anything out of the first aid kits, so they can be replenished. All first aid kits have incident report forms in there. The contents and pictures of each of the first aid kits are below. Please make sure you are familiar with the first aid kit you will be carrying.



First Aid Kit Items:

- Sterile gauze dressing pads
- Sterile eye pad
- Trauma pad
- 2" conforming bandage
- Medium vinyl gloves
- Folding scissors
- Adhesive tape
- Tweezers
- Triangular bandage with safety pins
- Alcohol swabs
- Small and large adhesive bandages (few of each)
- Bio bag
- Incident report forms, pencil
- Medical Zip to secure zipper
- Sam Splint Junior (not in bike because close access to EMS)
- Sam Splint Finger (not in bike because close access to EMS)

Bike kits: Each locker will have extra tubes of various sizes, tire levers, a multi-tool or wrench set, and a tire patch kit. Some lockers have hand pumps but not all of them. If you use or distribute tubes, please fill out a Maintenance Request Form so they can be replenished.

Binder: Please familiarize yourself with the binder as it contains important information and forms.

-Contact information, Volunteer Services business cards, helpful tips, and other relevant information.

Box full of brochures:

-Each location has brochures that are relevant to that area. Please choose some brochures to take with you while you patrol. After each patrol, replace all brochures back in the box, so the next patroller can choose which ones he/she wants to distribute that day.

Other items that are patrol specific are also in the lockers.

You should use the keys issued to you to access the items in each locker, *if that locker requires a key*. If the locker is a combination lock, you will be issued the passcode to the locker once onboarded. Make sure you keep the issued keys on the yellow key ring, so if you accidentally lose them, they can be returned.

The MVP locker locations and an updated contact list will be Issued separately. Please contact each other, and set up times to patrol in small groups (2-4 people).

Maintenance Request Form

Please use the online Locker Maintenance Request form (partially pictured below) to document any non-emergency issues: <https://forms.office.com/r/Y1NVzZCnBY>. This form can be found on the MetroPark Volunteer Patrols (MVP) page on Get Connected.



Locker Maintenance Request Form

Hello MVP,

Please complete the following form to request Locker Maintenance. Your Volunteer Coordinator may reach out to you requesting additional information.

If you have any questions, please don't hesitate to reach out to Volunteer Services at Five Rivers MetroParks.

Sincerely,
Volunteer Services
Five Rivers MetroParks
Volunteer.Services@metroparks.org, MVP@metroparks.org
(937) 275-PARK (7275)

...

* Required

1. Which MVP Locker needs maintenance?

Patrolling Supervision

- The Volunteer Coordinator assists the staff leads (Trail Specialist, Conservation Manager, MoMBA Park Manager, and Conservation Technician in supervising the MVP Program. MVP communications for upcoming opportunities (opportunities, events, trainings) and updates will come from the Volunteer Coordinator.

MVPs requiring assistance should contact mvp@metroparks.org or 937-274-3176.

- **Officer Adam Gaby** also coordinates MVP programming, Adam.Gaby@metroparks.org is the best way to reach him.
- While patrolling, volunteers may need to contact a Ranger to assist them. **Once a Ranger on duty makes contact, the MVP member will take direction from that Ranger responsible for the immediate situation.**
- While working other MVP projects, volunteers will take direction from the Five Rivers MetroParks staff person on site.



Pre-trail Procedures

- Always try to patrol in pairs (2-3 people)
 - New patrollers are encouraged to patrol with another MVP, especially a veteran patroller the first year
- Gather items to take with you on patrol (Pg 14-15)
- Check in with a Ranger.

On-trail Procedures

- **Be an ambassador for Five Rivers MetroParks**
 - Get talking points at Continuing Education Opportunities
 - Discuss upcoming programs/events
 - Discuss the trail, parks, wildlife, etc.
 - Answer questions, *"I'm not sure, but I can find out..."*
- **Be the "eyes and ears" on the trails and in the parking lots**
 - Report suspicious behavior to the Rangers
- **Look for trail maintenance needs**
 - Fallen trees on trail, water damage
 - Vandalism/graffiti, illegal activity
- **Provide CPR/First Aid if trained**
- **Provide assistance and customer service as needed**



Post-trail Procedures

- Record volunteer hours online in Get Connected.
- Submit an email patrol report to mvp@metroparks.org.

Notifying Rangers

What Should I Report?

- Alcohol or drug abuse
- Assault
- Hiking/riding off marked trail
- Trail user conflicts (Example: Hikers on horse trails, four wheelers on bike trails, etc.)
- Dogs off their leash
- Disorderly conduct
- Murder/Suicide
- Public indecency/sexual deviant behavior/rape
- Suspicious vegetation
- Suspicious activity
- Threats
- Vandalism

*If in doubt or questioning, REPORT IT.

Why Should I Report It?

- As a MVP, you are the eyes and ears in our parks and on our trails. If the community breaks the rules in front of you, and you do not respond, then they will assume it is okay for them to continue to break the rules.

- However, if you respond, they will know it is not okay to break the rules no matter what, thus limiting them from breaking the rules. **This will help make our parks safer.**
- There may be times that you consider it pointless to report something because Rangers will be unable to respond quick enough (dog off leash). **However, still report it, so they have it in their records. This will allow them to look at trends and determine what needs to be done.**

Can I Solve It Myself?

- Depending on the circumstances, and if you feel comfortable, you may **approach the suspecting party in a polite manner and educate them about the rules they are breaking.**
- If they didn't realize they were breaking the rules and accept your information, great! Well done!
- **However, if they become confrontational, dismiss yourself immediately. When you are far enough away, call a Ranger.**
- Your job is **NOT enforcement, but information.** You are NOT expected to enforce laws and regulations. If you see violations of the law, report them to a MetroParks Ranger **immediately. Never try to intervene.**
- Report the incident (including your location), description of those involved, and the direction of travel.
- **Under no circumstances should you try to be a hero and "save the day!" Always contact a Ranger.**
The most important rule is that YOU go home SAFE.

When Should I Report It?

- When there is an injury severe enough that you'd call for help for a family member
- The person tells you to call a medic or police
- You know you are **unable to help the situation**
- Your instincts tell you to

Location

When contacting a Ranger, one of the most important things you need to know is the location.

Examples of location include:

- Park Name
- Park Entrance
- The address or name of the entrance
- Land Marks
- Trail Color
- Path Name
- Waypoint

Emergencies

If you should come upon an emergency, keep the following in mind:

- Remain calm and patient
- Put your plan into action
- **Check**
 - Analyze the scene
 - Secure area and block traffic (both ways)
 - Introduce yourself, obtain consent, and protect yourself
- **Call**
 - **For life threatening emergencies:**
 1. Call 911
 2. Call a Ranger (Pg 16-17)
 - **For non life threatening emergencies:**
 1. Call a Ranger (Pg 16-17)

•Care

- A-Airway
- B-Breathing
- C-Circulation
- Check for other injuries and provide assistance as necessary

• **Connect** with a Ranger so they can submit an Incident Report form.

***Refer media to a Ranger or full time staff person. Do NOT release names of persons or other private details.**

***All patrol members can become First Aid/CPR certified. Patrollers must only deliver treatment within their scope of training. If you're not certified, you shouldn't treat anyone.** You should still carry a first aid kit, so people can self treat themselves.

***Note: Medications, lotion, bug repellants, salves, etc. should only be provided, never applied by the patroller.**

The provided first aid kits don't include any of the above items, so you shouldn't have to worry about this. I wanted to make you aware of it should you carry additional items though.



Park Rules & Regulations

Overview

The Park Rules & Regulations below are simply an overview of some of the key Rules & Regulations you should know as a MVP. For the complete text of Rules & Regulations of Five Rivers MetroParks, please visit www.metroparks.org/rules.aspx or the Main Office at 409 E. Monument Avenue 3rd floor, Dayton, OH 45402.

- **Do not bring firewood** to any MetroPark facility because of the Emerald Ash Borer infestation
- Removal of property prohibited
- Pets (where permitted) must be on a leash at all times
- **Alcoholic beverages are prohibited** without permit
- Motorized vehicles are allowed on roads and parking lots only
- Solicitation prohibited
- Music must remain at a low volume so as to not disturb others
- Fires in grills and designated fire rings only
- **Dangerous weapons prohibited** without authorization
- **Release of animals prohibited**
- Do not approach or disturb any wildlife you may encounter
- Do not litter

Photo & Video

Five Rivers MetroParks may occasionally take photos or video of park visitors for use in publications or other promotional material. **Professional photographers and organizations must obtain a permit from MetroParks' prior to taking photos or video in any MetroParks.**

Fossils

Collecting a limited number of fossils by the general public is permitted with the following restrictions:

- Fossils cannot be collected using tools (hammers, picks, etc.)
- No more than 3 fossils per day per person may be collected from a MetroParks facility
- Collected fossils can be no larger than the palm of your hand
- Fossils cannot be collected from MetroParks for sale
- No climbing is permitted on rock ledges or outcroppings
- Fossils can only be collected from designated fossil collection areas OR under the direction of a MetroParks interpreter leading a public program
- Those wishing to conduct scientific research that does not comply with these restrictions may apply to the MetroParks office for a research permit

Fossil Collection areas are:

- Below Germantown Dam at Germantown MetroPark
- Below Englewood Dam at Englewood MetroPark
- Near stepping stones across Sugar Creek at Sugarcreek MetroPark

Geocaching

Geocaching is an outdoor treasure-hunting game in which participants use a Global Positioning System (GPS) receiver or other navigational techniques to hide and seek containers (called "geocaches" or "caches"). Go to www.geocaching.com/about to learn more about geocaching. **All park rules should be followed when searching for a cache, especially staying on official park trails.**

*MetroParks issues a limited number of permits for the placement of caches. Those interested in hiding a cache or learning more about geocaching in Five Rivers MetroParks should visit www.metroparks.org/geocache or call 937-277-4374.

Aullwood Garden

- Dogs are not permitted unless they are guide dogs
- No picking flowers or removal of seeds, plants, or roots
- No bicycle riding in garden area
- Geocaching: Earth caches only

Carriage Hill

- Do not pick, collect, or disturb plant or animal materials of any kind
- Do not pet or feed the farm livestock
- Hunting, frog gigging, and swimming are not permitted
- Dogs allowed on leash only
- No bicycle riding on any of the trails
- No pets are allowed in the historic farm or Visitor Center, unless they are guide dogs
- Hikers and horseback riders must remain on their designated trails
- Geocaching: Not at the farm, developed areas, or on horse trails

Cox Arboretum

- Do not feed the wildlife or remove any wildlife from the Arboretum
- Do not pick flowers, fruit, vegetables, or seeds
- Do not stand or walk in the garden beds
- No pets are permitted unless they are guide dogs
- Geocaching: Only in natural habitat areas (trail on back side) not in gardens or developed areas

Deeds Point

- Dogs allowed on leash only
- Bicycles are permitted on marked bike paths only
- Geocaching: Only 1 permitted, and it is case by case

Eastwood

- Dogs allowed on leash only
- Bicycles are permitted on marked bike paths only
- Swimming and wading are not permitted
- Paddling/ Canoeing permitted on all waterways; wear a life jacket
- Geocaching: Not near water department equipment or developed areas

Englewood

- Dogs allowed on leash only
- Bicycles are permitted on marked bike paths or bike lanes only
- Hikers, bikers, and horseback riders must remain on their designated trails
- Geocaching: Not near shelters, none in North Park (near Pumpkin Ash area) or developed areas

Germantown

- Dogs allowed on leash only
- Bicycles are not permitted on trails
- Geocaching: Not on horse trails, dam, or developed areas

Huffman

- Dogs allowed on leash only
- Bicycles are only permitted at MoMBA; no hiking or dogs at MoMBA
- Geocaching: Not in developed areas or MoMBA

Hills and Dales

- Dogs allowed on leash only
- Bicycles are not permitted on trails
- Geocaching: Not on Monument, Tower, Dogwood Camp, shelters, or developed areas

Island

- Dogs allowed on leash only
- Bicycles are permitted on marked bike paths only
- Geocaching: Not south of band shell

Possum Creek

- Dogs allowed on leash only
- Pets are not permitted at the farm unless they are guide dogs
- Bicycles are not permitted on trails
- Hikers and horseback riders must remain on their designated trails
- Geocaching: Not on the farm, pastures, horse trails, or developed areas

RiverScape

- Dogs allowed on leash only
- Dogs are not permitted in the fountains
- DO ride the bikeway with your bicycle and roller blades, and DO remember to yield to slower moving users and DO remember to walk it inside the park. DON'T forget to pass other users on the left. Bicycle stands are available on the backside of the two pavilions inside the park. DO remember to bring your own lock.
- DO enjoy the reflecting pools, and DO remember they are not for wading
- DO bring a fishing pole to fish in the Great Miami River, and DO remember to bring your State of Ohio Fishing license
- DO call Five Rivers MetroParks at 937-274-0126 if you are interested in selling anything within the park or at one of our events as we DON'T permit any solicitation within RiverScape or at any of our events without a permit
- Geocaching: Earth caches only

2nd Street Market

- Pets are not permitted unless they are guide dogs
- Geocaching: Not in particular vendor booths

Sugarcreek

- Dogs allowed on leash only
- Bicycles are not permitted on trails
- Hikers and horseback riders must remain on their designated trails
- Geocaching: Not on horse trails or developed areas

Sunrise MetroPark

- Dogs allowed on leash only
- Bicycles are permitted on marked bike paths only
- Geocaching: Only 1 permitted, and it is case by case

Taylorsville

- Dogs allowed on leash only
- Bicycles are permitted on marked bike paths only
- Geocaching: Not on dam, developed areas, or Sunderland falls

Twin Creek

- Dogs allowed on leash only
- Bicycles are not permitted on trails
- Hikers and horseback riders must remain on their designated trails
- Geocaching: Not in developed areas or on horse trails

Wegerzyn Gardens

- Do not pick flowers, fruit, vegetables, or seeds
- Do not stand or walk in the garden beds
- Dogs allowed on leash only
- Dogs are not permitted in the garden
- Geocaching: Not in gardens, swamp trail, or developed areas

Wesleyan

- Dogs allowed on leash only
- Bicycles are permitted on marked paths only
- Geocaching: Not in developed areas

Twin Valley Backpacking Trail (TVT)

- No motorized vehicles, bicycles, horses, or pack stock are permitted on the TVT
- A Camping Permit is required for all overnight use and must be in the trip leader's possession at all times. Call 937-277-4314
- Camping is permitted only at designated locations
- Maximum stay per camp (Oak Ridge, Cedar Ridge, Pine Ridge) is two nights
- Backcountry campsites are limited to two small backpacking tents per site or six people
- Group camping areas are available
- Overnight parking is only permitted at the Boomershine Road (Sled Hill) and High View Trailheads
- Fires are not permitted in the backcountry camps (Oak Ridge, Cedar Ridge, Pine Ridge)
- Scouring the landscape for wood can be decimating. Fire scars are a long lived eyesore. Use a backpack stove or carry cold foods
- Fires are permitted in the group camps at the designated rings within Twin Creek
- Carry out your trash. Burning, burying, or leaving trash is prohibited
- Do not use any type of soap within 200 feet of a water source
- Let wildlife remain wild. Do not feed, touch, or interfere with wildlife. This kind of behavior is detrimental to animals.
- Please suspend food and garbage above ground to lessen the chance of theft by animals and holes in your tent or pack
- Stay on trail; shortcutting causes erosion
- If you must bring a dog, it should be leashed and under control at all times
- No alcohol
- Report emergencies to park rangers by calling 937-535-2580 or 911

Ethics

You are expected to set a good example at all times; language and attitude should be professional and represent Five Rivers MetroParks in a positive manner.

Trail Etiquette

Five Rivers MetroParks has rules and regulations to make our trails a safe and enjoyable place for users. When patrolling, the “Shared Trail” concept and “Leave No Trace principles” should be taught to all trail users. The shared trail concept promotes the courteous use of the trails. As you patrol the trails, remind visitors in a courteous manner of the following:

- **Pass on the left:** Remind them to give an audible sign when passing. Example: “Passing on the left.”
- **Walk and ride single file:** The trails are not wide enough for others to safely pass walkers or riders side by side.
- **Keep Right:** Bicyclists yield to all other users on the trail. Everyone yields to horses.
- **Do not block the trail:** When in a group with a pet, use no more than half the trail. Do not block the flow of other users. Pets must be on a leash no longer than eight feet long in any MetroPark.
- **Be predictable:** Travel in a consistent and predictable manner. Always glance behind you before changing positions on the trail.
- **Slower traffic has the right of way:** Faster traffic is responsible for yielding to slower and oncoming traffic.
- **Keep the trail clean:** “Pack it in. Pack it out” is encouraged. You make the strongest impression by picking up litter as you see it.
- **Offer alternate trail ideas, where possible:** This will be helpful when users complain about overcrowding, want to travel at a different pace, or want a new experience. Take note of their concerns and be ready to offer alternate trails as an option.

- **Ride on open trails only:** This makes the trails more sustainable.
- **Uphill person has the right of way:** When you are going uphill, you’ll understand why.
- **Plan ahead:** This can alleviate future problems.
- **Stay on trails unless being passed:** This reduces erosion and the widening of trails.
- **Be considerate of others:** Everyone enjoys the parks in different ways, so be mindful that you are not disturbing someone else, especially with loud music.
- **Leave what you find:** If you take items from nature, you are robbing someone else of the wonderful experience you just had. Imagine the smile on a young child’s face when they see a feather next to the trail.
- **Respect Wildlife:** Discourage people from feeding the animals as it leads to humanization, which can lead to the animal’s death.
- **Control your bicycle/horse:** Being in control keeps everyone safer.

Public Interaction

As a MVP, expect to be questioned about many facets of Five Rivers MetroParks. You will be representing MetroParks and will be expected to present our agency in a positive light. Here are some guidelines to increase your effectiveness on trail:

- **Always identify yourself as a MetroParks Volunteer**
Patroller: We don’t want the public to mistake you for a Ranger.
- **Dress for success:** Wear the required uniform and make sure your name badge is clearly visible to trail users.
- **Know your resources:** Know where you are on the trails and how to describe your location not only to visitors, but also to MetroParks Rangers in case of emergencies. Use cross street signage, trailheads, bridges, mile markers, waypoints, and other signage on the trail. If near a house, give the adjacent street address nearest the trail.

- **Keep your gear in good condition:** Inventory gear before leaving for patrol. Fill water bottles. Clean items after each patrol.
- **When on patrol, go slowly, and stop often:** Be approachable. Remember, **you are not there solely for exercise but to inform, educate, and assist users in any way you can.** Stop and sit in parking lots and busy trailheads to provide people with as much assistance as possible. If you're asked a question you don't know the answer to, direct the person to a full time staff person if possible, or have them **call 275-PARK** or e-mail **marketing@metroparks.org**.
- **First Aid:** Report all first aid you provide using the *Incident Report Form*. Don't forget to complete a *Maintenance Request Form* to restock first aid kits, if needed. If the injury is serious or requires more advanced care, contact a MetroParks Ranger who will then respond to the scene. If you need an ambulance, call 911.
- **Safety Hazards:** Large branches that you cannot safely move, loose boards in the bridges, and low hanging hornets nests are all examples of safety hazards that should be taken care of as soon as possible. Contact a MetroParks Ranger who will notify responsible parties. Less serious hazards need not be called in. Report these using the *Maintenance Request Form*.
- **Damage to MetroParks Property:** Your presence will deter many illegal activities. If you see any evidence of damage, contact a MetroParks Ranger as soon as you are out of site of the person causing the damage. Try to get a good description of the person, his/her direction of travel if they leave the area, and mode of travel. **Never follow the person, and do not try to prevent him/her from leaving.**

Things to Remember

- You will follow all of the laws and rules which are applicable in the State of Ohio and within Five Rivers MetroParks.
- Stay within your limits.
- Dress for the weather conditions; be prepared for the unexpected.
- Carry extra water and food.
- You may be asked to assist MetroParks Rangers with crowd/traffic control during an emergency or special event.
- You may be asked to assist MetroParks Rangers with observations, recording, and reporting activities that may be in violation of laws, regulations, or policies; however, you will not perform law enforcement duties.

Concealed Weapons Policy

Volunteers are prohibited from the wearing, transporting, storage, presence, or use of a dangerous weapon on MetroParks property, regardless of personal licensing to carry a weapon. Dangerous weapons (handguns, firearms, explosives, and knives) may not be brought onto MetroParks property by staff or volunteers. This includes buildings, parking lots, and surrounding lands under MetroParks management or control.

This policy also applies to volunteers' personal vehicles which come onto MetroParks' property. Any volunteer who violates our "No Weapons" policy is subject to disciplinary measures, and may be terminated from volunteering.

Patrols

Multiple Patrols

To be a MVP, you must be part of one of the 5 patrols: Bike, Hike, Mountain Bike, Pond Patrol, and Conservation Caretakers. Additional details about each patrol are outlined.

During your first year as a MVP, you can only join one of the patrols. Each year after that, you can join additional patrols as desired as long as you meet the training requirement for each patrol and

- Have a minimum of 25 MVP hours per year. Hours can be combined from multiple patrols to get 25 hours; however, having 25 hours of patrol time for each patrol is encouraged.



Bike Patrol

The bike patrol is responsible for patrolling the Miami Valley Bikeways; focusing primarily within Montgomery County.

Requirements

In addition to meeting the MVP requirements (Pg 4),

MVP Bike patrol members must:

- Pass the MetroParks Bicycle Skills Course
- Practice safe biking skills while patrolling
- Know your personal limitations
- Provide their own bike and qualifying helmet for the activity. Both must be well maintained
- Make sure your bike fits you properly
- Do a Pre-Patrol Bicycle Quick Check
 - Check tire inflation
 - Check quick releases
 - Check chains
 - Be sure that the brake is connected and properly adjusted
 - All friction points should be lubricated
 - Check the tightness of all fasteners
- Be able to perform trailside bike repairs
 - Flat tire repair
 - Chain repair
 - Derailleur repair
 - Saddle adjustment
 - Brake adjustment
 - Basic spoke and wheel repair

Offering Assistance

- When you encounter a disabled cyclist, introduce yourself as a MetroParks Volunteer Patrol member.
- Briefly explain that you are there to help; then offer assistance.
- **Do not touch any trail user's bicycle until the owner has given you permission.** This is a factor why you should patrol with a partner.
- Assess the problem. Use your best judgment, and don't attempt a repair you believe is beyond your ability.
- Explain how to do the repair to the owner.

***Warning:** Performing mechanical repair on another person's bike could lead to legal action if that person were to injure themselves as a result of a patrol member's actions. It is advised that you simply provide the rider with tools and advice on how to fix his/her bike, use common sense, and abide by MetroParks policies.



Patrol Specific Items

- MetroParks issued volunteer apparel or uniform pieces.
 - The following are Bike specific items you **should** have with you when you patrol:
 - Multi-tool
 - Patch kit with tire levers
 - 2 tubes: 26" & 700c
 - Pump
 - First Aid kit
 - CPR Mask
 - Junior Sam splint
 - Finger Sam splint
- *These items can be carried in the red stuff sack or Dyno hip bag in the MVP locker.



Mountain Bike Patrol

The Mountain Bike Patrol is responsible for patrolling MoMBA (MetroParks Mountain Biking Area). Mountain Bike Patrol members may also conduct basic trail maintenance using MetroPark provided tools when trained.

Requirements

In addition to meeting the MVP requirements (Pg 4),

MVP Mountain Bike patrol members must:

- Pass the MetroParks Bicycle Skills Course
- Attend a Mountain Bike Patrol training
- Practice safe mountain biking skills while patrolling
- Know your personal limitations
- Provide their own bike and qualifying helmet for the activity
Both must be well maintained
- Make sure your bike fits you properly
- Do a Pre-Patrol Bicycle Quick Check
 - Check tire inflation
 - Check quick releases
 - Check chains
 - Be sure that the brake is connected and properly adjusted
 - All friction points should be lubricated
 - Check the tightness of all fasteners
- Be able to perform trailside bike repairs
 - Flat tire repair
 - Chain repair
 - Derailleur repair
 - Saddle adjustment
 - Brake adjustment
 - Basic spoke and wheel repair



Offering Assistance

- When you encounter a disabled cyclist, introduce yourself as a MetroParks Volunteer Patrol member.
 - Briefly explain that you are there to help; then offer assistance.
 - **Do not touch any trail user's bicycle until the owner has given you permission.** This is a factor why you should patrol with a partner.
 - Assess the problem. Use your best judgment, and don't attempt a repair you believe is beyond your ability.
 - Explain how to do the repair to the owner.
- *Warning:** Performing mechanical repair on another person's bike could lead to legal action if that person were to injure themselves as a result of a patrol member's actions. It is advised that you simply provide the rider with tools and advice on how to fix his/her bike, use common sense, and abide by MetroParks policies.

Patrol Specific Items

- MetroParks issued volunteer apparel or uniform pieces.
 - The following are Mountain Bike specific items you **MUST** have with you when you patrol:
 - Multi-tool
 - Patch kit
 - 2 tubes: 26" & 29"
 - First Aid kit
 - CPR Mask
 - Junior Sam splint
 - Finger Sam splint
 - Radio holster
- *These items can be carried in the red stuff sack in the MVP locker.

Things to Know

National Mountain Bike Patrol (NMBP)

IMBA's (International Mountain Bicycling Association) Mission:

IMBA creates, enhances, and preserves trail opportunities for mountain bikers world wide.

- NMBP maintains and promotes trail opportunities for mountain bikers worldwide through promotion, education, and support of local mountain bike patrol units.
- Mountain Bike Patrollers are eligible to join NMBP Association through IMBA if they wish, but it is not required.
- Patrollers are responsible for paying their own dues.
- You must be certified in CPR/First Aid to qualify.
- www.imba.com/nmbp



Hike Patrol

Adopt a Campsite

The hike patrol is responsible for patrolling the many miles of hiking trails within Five Rivers MetroParks including the Twin Valley Backpacking Trail (TVT); hiking trails exist in almost every park. Extensions of Hike Patrol include the Conservation Caretakers, who are responsible for patrolling the Conservation Areas, Pond Patrollers, who are responsible for patrol the fishing ponds, and Adopt a Campsite, which is responsible for patrolling the campsites throughout MetroParks.

Requirements

In addition to meeting the MVP requirements (Pg 4),

MVP Hike patrol members must:

- Pass a MetroParks Hike Patrol Training
- Practice safe hiking skills while patrolling
- Know your personal limitations

Patrol Specific Items

- MetroParks issued volunteer apparel or uniform pieces.
- The following are hike items you should have with you when you patrol

- First Aid kit
- CPR Mask
- Junior Sam splint
- Finger Sam splint

*These items can be carried in the red stuff sack in the MVP locker.



Things to Know

11 Essentials System

- Navigation
- Sun Protection
- Insulation
- Illumination
- First Aid Supplies
- Fire
- Repair kit and tools
- Nutrition
- Hydration
- Emergency Shelter
- Communication



Leave No Trace: Front Country

- Know before you go
- Stick to trails and camp overnight right
- Trash your trash and pick up poop
- Leave it as you find it
- Be careful with fire
- Keep wildlife wild
- Share our trails and manage pets

Pond Patrol

Improperly discarded fishing line, tackle, and trash is an ongoing issue at many of our parks. It causes numerous issues including being harmful to the wildlife inhabiting our parks. Staff will often receive notifications from patrons observing wildlife being entangled in discarded fishing line and tackle. Often it is not possible to assist injured animals as they can be situated in an inaccessible area and rarely allow staff to get close enough to help. Improperly discarded line is also detrimental to park aesthetics and can become entangled in mowers, string trimmers, and other equipment causing maintenance issues. The most effective means to solve this problem is through prevention. Volunteers are needed to increase the capacity of Parks and Conservation staff by monitoring popular fishing area shorelines for discarded line, tackle, and trash.

Locations with an identified need for Pond Patrol volunteer support include: Carriage Hill MetroPark, Eastwood MetroPark, Englewood MetroPark, Germantown MetroPark, Spring Run Conservation Area, Possum Creek MetroPark, Taylorsville MetroPark, and Twin Creek MetroPark.

Requirements

In addition to meeting the MVP requirements (Pg 4),

MVP Pond Patrol members MUST:

- Review the Pond Patrol Protocol
- Pass a MetroParks Hike Patrol Training
- Practice safe hiking skills while patrolling
- Know your personal limitations
- Submit the Pond Patrol Data Sheet after a patrol

Patrol Specific Items

- See Hike Patrol Specific Items (Pg 46)

Pond Patrol Data Sheet

Please fill out the data collection sheet and email it to both the Staff Lead (Ben.Crusoe@metroparks.org) and the MVP email address (MVP@metroparks.org).

MVP Pond Patrol Data Sheet

Please fill out the data collection sheet and email it to both the Staff Lead (Ben.Crusoe@metroparks.org) and the MVP email address (MVP@metroparks.org)

Name:

Date of Visit				
Park Location And Section				
Time In				
Time Out				
Amount Compressed Line Collected per Bucket -1/4 -1/2 -3/4 -Full				
Condition of Bin(s) (poor, fair, good)				
Is The Recycle Bin Nearly Full?				

Conservation Caretakers

The Conservation Caretakers patrol is responsible for patrolling the Conservation Areas, including:

North Locations (and size): Shiloh Woods (large), Shoup Mill (medium), River Ridge (small), Asbury (small), Pigeye (medium), Needmore (large), Dull Woods (small), Spring Run (extra large)

South Locations (and size): Sand Ridge (small), Medlar (extra large), Woodman Fen (medium), Upper Twin (extra large)

Requirements

Conservation Caretakers play an essential role in keeping the Five Rivers MetroParks Conservation Areas clean and safe. Conservation areas are the parks of the future, and we are still learning many things about each of the sites. As a caretaker, there are many opportunities within each of the sites. At first, we may check on boundaries for dumping or trash, encroachment issues, and general observations. Land stewardship is about understanding what is happening on the land and helping to bring these sites to their full potential.

In addition to meeting the MVP requirements (Pg 4),

MVP Conservation Caretakers members MUST:

- Review the Conservation Caretakers online training
- Pass a MetroParks Hike Patrol Training
- Practice safe hiking skills while patrolling
- Know your personal limitations
- Submit the Conservation Areas Inspection Sheet after a patrol

Patrol Specific Items

- See Hike Patrol Specific Items (Pg 46)

Conservation Area Inspection Sheet

Please fill out the Conservation Area Inspection Sheet and email it to both the Staff Leads and the MVP email address (MVP@metroparks.org).



Conservation Area Inspection Sheet

Conservation Caretakers

Date:

Name:

Phone Number:

E-mail:

Conservation Area:

Overview:

Conservation Caretakers play an essential role in keeping the Five Rivers MetroParks Conservation Areas clean and safe. Conservation areas are the parks of the future, and we are still learning many things about each of the sites. As caretakers, there are many opportunities within each of the sites. At first, we may check on boundaries for dumping or trash, encroachment issues, and general observations. Land stewardship is about understanding what is happening on the land and helping to bring these sites to their full potential.

General	Standards Met	Standards Not Met	Not Applicable	Comments
Public parking lots				
Bow Hunting Parking Lot				
Gates				
Split Rail Fencing				
Kiosks/Brochure boxes				
Bridges/Boardwalks/Steps				
Walkways/Sidewalks/Trails				
Trees/Tree Tubes				
Buildings/Barns				
Trash cans/Receptacles				
Boundary Signage				
General	Yes	No	Comments	
Litter Pick-Up?				
Infringement?				
Illegal dumping?				
Illegal Activity?				
Public Interaction?				

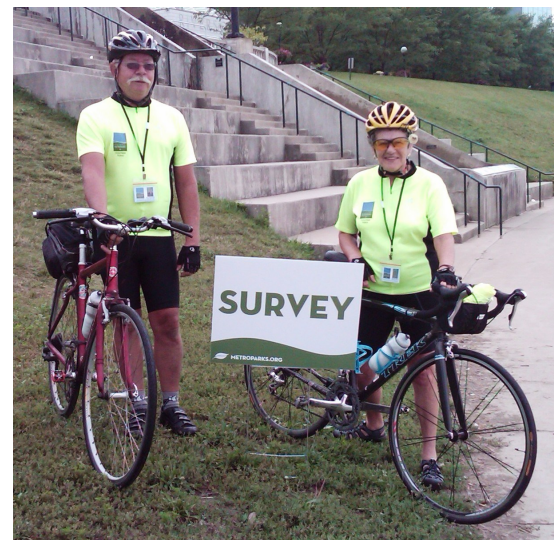
Leadership

10 Qualities of a Good Leader

- Exemplary Character
- Trustworthy
- Enthusiastic
- Passion, dedication, motivation, and inspiration
- Confident
- Act orderly and purposefully
- Remain calm
- Thinks analytically & keeps main goal in focus
- Committed to excellence
- Unwavering willingness to lead by example

Five Rivers MetroParks Mission

Five Rivers MetroParks is dedicated to protecting the region's natural heritage and providing outdoor experiences that inspire a personal connection with nature.



Why You Patrol

MVPs patrol for many reasons. Below are two experiences submitted to me to help you determine, "Why do I patrol?"

"While on the trail, I chatted with a couple of park patrons I hadn't seen in awhile, and I helped a mother and her three children plan their walk. They had just taken a brochure and had questions about the trails. It was their first visit to Sugarcreek MetroPark. The kids seemed very excited to be there.

-Allison Jewel, Hike MVP

"I gave directions to Lock 27 to a couple at RiverScape. I put a chain back on for a cyclist named Ryan in Taylorsville. I offered help with a flat tire to a father of three in Taylorsville, but his bike had hex nuts rather than quick releases. Fortunately, he was only 1/2 mile from his car. I talked with a family on a bridge over the Great Miami between Taylorsville and Rip Rap Park about the trail extensions and Taylorsville (the town) history."

-Earl McDaniel, Bike MVP

These are two of the many experiences; please reflect on...

Why do I patrol?

Year	Goals



Thank you for volunteering for MetroParks Volunteer Patrol!

Please direct questions to Allison.zimmerman@metroparks.org

Or 937-274-3176

Five Rivers MetroParks

c/o Allie Zimmerman

409 E. Monument Ave.

Dayton, OH 45402

Fax: 937-262-7106