

## **Trail Sentinel Program Standard Operational Guideline**

SOG: 02-001

### **Trail and Preserve Incident Reporting**

This is an overview for operations of Trail Sentinels at incidents that have occurred and are occurring in their presence. At no time should any trail sentinel put himself or herself in harms way.

#### 1. Past Incidents

Past incidents include graffiti, tree limbs down, garbage on the trail or preserve, or any other type of maintenance concerns.

- A. Record the incident on the trail sentinel timesheet
- B. Report the incident to maintenance via maintenance sheet
- C. Contact the District Office at (815) 727-8700 (8:00 a.m. – 4:00 p.m.)  
Monday through Friday  
Be sure to identify yourself as a trail sentinel

#### 2. Property Crimes in Progress

Property crimes include Unauthorized Vehicle Access, ATV's, Snowmobiles Found Property, and Damage to Forest Preserve District Property

- A. Record the incident on the trail sentinel timesheet
- B. Report the incident to the District Office by phone at (815) 727-8700  
(Do this first if the activity is still in progress)  
Monday through Friday (8:00 a.m. – 4:00 p.m.)
- C. Contact the Forest Preserve Police at (815) 727-6191  
(When contacting the Police, please identify yourself as a Forest Preserve Staff and give as much information you can obtain safely. This should include Location of Incident, Nature of Incident, Vehicle Description, Direction of Travel, clothing, hair color, gender, or any other descriptors)

#### 3. Public or Life Safety Problems

Any incident that causes danger to life, or severe property damage, such as fire, violent acts, or medical emergencies.

- A. Ensure Trail Sentinel Safety and Call 9-1-1
- B. Submit a written report as soon as possible

When calling 9-1-1, give as many details as you can safely, without placing yourself in harms way. Do not get involved in the incident if it is a violent act. Do not attempt to extinguish fires, render first aid, or do things that are out of your scope of training. Be a good observer.

If you have any questions regarding this SOG, please contact your Volunteer Coordinator or Liaison