



New Mexico

SiteWatch

Protecting the Enchantment

Site Steward Handbook & Guidelines



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NM Historic Preservation Division
Department of Cultural Affairs



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Protecting the Enchantment

New Mexico Department of Cultural Affairs

Secretary of Cultural Affairs: Veronica Gonzalez

Deputy Secretary: Michael Delello

Historic Preservation Division

State Historic Preservation Officer: Dr. Jeff Pappas

State SiteWatch Coordinator: Norm Nelson

Questions about DCA/HPD activities and programs may be directed to the NM SiteWatch Coordinator:

Norm Nelson

Historic Preservation Division

407 Galisteo St.

Santa Fe, NM 87501

(505) 827-6320

dca-hpdsitewatch@.state.nm.us

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I. INTRODUCTION

New Mexico's citizens know that our state is very special. Our people, land, and history come together to create a truly unique place that we are proud to call home and others are excited to visit. We also know that a large part of New Mexico's character is derived from its old places and things – its **cultural resources**. Through a combination of dry climate, low population density, and unique history, New Mexico is blessed with thousands of heritage resources that remain in extraordinary condition: from one-of-a-kind archaeological sites to unique historic buildings, and extensive National Historic Trails.

New Mexico, however, is not immune to the pressures of development, increased public access, and fluctuating economies. Indeed, there has been real tension between our state's progress toward the future and the conservation of its past. Periodically, we have witnessed growth in the illegal market for prehistoric antiquities, in which a single Mimbres pottery vessel may be sold for more than many of our citizens might make in a year. The result has been the willful destruction of New Mexico's special heritage.

SiteWatch exists to promote and assure the protection of our valuable and irreplaceable cultural resources. As a volunteer organization, it exemplifies that most valuable of alliances: the ongoing cooperation of governing bodies and ordinary citizens. As our volunteers work to protect individual sites, they automatically serve as citizen examples of how people of all backgrounds and viewpoints can understand and promote historic preservation.

A. SiteWatch Mission Statement

The SiteWatch organization is:

- all over the state;
- all volunteers (except for our state coordinator, whose job is partially funded specifically to administer SiteWatch);
- coordinated by the State Historic Preservation Division; and
- funded by public and private partnerships.

SiteWatch is founded upon the belief that the preservation of New Mexico's cultural heritage is essential to our state and nation's knowledge and quality of life. The following statement has been developed to encapsulate this principle:

Mission Statement: SiteWatch seeks to conserve and protect cultural properties by coordinating the efforts of New Mexico's agencies, citizens and landowners as they serve as stewards and educational docents of their own cultural resources.

By reducing the degradation of cultural treasures due to vandalism, theft, and natural processes through monitoring and education, SiteWatch ensures that irreplaceable heritage resources can be appreciated by current and future generations of New Mexicans.

This handbook provides a summary of the New Mexico SiteWatch program and guidelines, and serves as a basis for expanding partnerships between agencies, potential stewards, and SiteWatch.



B. Statement of Purpose

New Mexico SiteWatch conducts its mission for the following purposes:

Prevention of cultural resource destruction due to acts of nature, theft, or vandalism;

Utilization of the knowledge, skills, and abilities of New Mexico's citizens;

Raising public awareness of the value of historic preservation through education and outreach;

Promoting cooperation between communities, agencies, and individuals throughout the state;

Organizing citizens into a group that makes a measurable difference in their own quality of life;

Stewardship of an irreplaceable resource in perpetuity;

Enhancing knowledge of New Mexico's unique history.

C. Basic Program Organization

New Mexico SiteWatch is a confederation of locally operated site steward groups. Each area or chapter represents a community-based regional application of the common SiteWatch stewardship concept. Certain elements are common to all: mission, code of conduct, training, working on behalf of administrators for land-managing government agencies, or private landowner; and following the guidelines and principles of the *Site Steward Handbook* and manuals. Each group faces unique issues and challenges while fulfilling its commitments. The archaeological resources, geography, population density, and community resources are vastly different from one area to the next, as are the land managers and their own preservation objectives.

The program is characterized by a number of semi-autonomous chapters based mostly on geographic area operating across the state. The State SiteWatch Coordinator ensures that all data are available and provided to partnering agencies, that each chapter adheres to the common standards of the program, and that resources are being properly distributed and utilized. Chapter coordinators organize and assist SiteWatch activities within their own geographic areas. Individual site stewards perform site monitoring activities under the direction of, and with the assistance of, the chapter coordinators.



II. BECOMING A SITE STEWARD

A. Adhering to the Volunteer Code of Conduct

The primary objective of the SiteWatch program is to prevent the destruction of heritage resources in New Mexico. To do this effectively in the long-term, it is essential that each program participant understands and agrees to follow the code of conduct outlined here. These ethical considerations are a summation of the values this program strives to maintain as well as a guideline for how we act on those values. It is important that each participant keeps these values and guidelines in mind at all times.

Compliance with Preservation Laws

Stewards are to comply with all Federal, state, and local historic preservation (antiquity) laws and regulations. In any activity not regulated by law, stewards are guided by this Code of Conduct, the Site Steward's Handbook, and by procedures established by the agency of jurisdiction, the SiteWatch Coordinator, and the Historic Preservation Division (HPD).

Respect for the Public and Partners

Stewards provide a service for the federal, state, and local agencies with whom we work. Therefore, stewards shall respect the specific rules of the agency on whose behalf they are monitoring a resource. Likewise, stewards shall respect the right of the public to utilize our public spaces as well as the rights of private landowners at all times.

Confidentiality of Information

All information provided to and generated by SiteWatch volunteers, including, but not limited to, site location information, site descriptions, reports, maps, and photographs, are the property of the agency administering the site. Moreover, the information used and generated by this program can be of tremendous value to individuals and groups who do not subscribe to the SiteWatch Code of Conduct. It is imperative that stewards hold program data in strict confidence.

Collecting

Collecting artifacts is outside the scope of the SiteWatch program, as the participants do not have authority or proper permits. Site Stewards, therefore, cannot collect any artifacts from public or private lands they will be monitoring unless explicitly directed to do so by a land manager's representative prior to removal. In all instances when human remains are found, the steward shall notify the land manager as soon as possible. If artifacts obtained from public lands are surrendered to a steward in the course of their duties, those artifacts and a report detailing the surrender shall be delivered to the appropriate land manager.

Firearms Policy

It is expressly not the purpose of this program to conduct law enforcement activities. The use of a firearm on behalf of New Mexico SiteWatch or during

execution of SiteWatch duties is strictly prohibited. Violation of this policy is grounds for immediate dismissal from the program.

Publicity

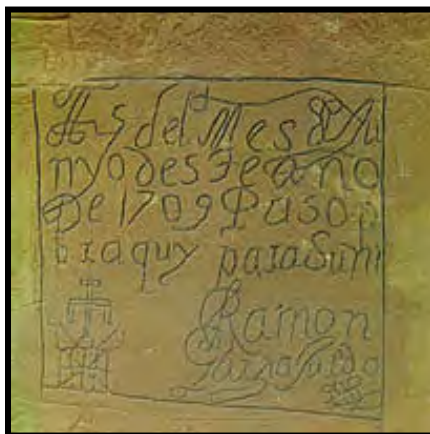
Information related to the location and/or condition of sites shall be kept out of the public domain at all times. If a steward is approached for an interview, we ask that they inform the State SiteWatch Coordinator to insure the appropriateness of the interview as well as insuring that our records of public outreach activities are kept current.

Conflicts of Interest

For the duration of their involvement with NM SiteWatch, stewards will not engage in any activities or accept any positions that represent conflicts of interest with the goals and aims of the program. Questions regarding conflict of interest should be referred to the State SiteWatch Coordinator.

Transfer of Stewardship

Upon termination of stewardship, each steward shall transfer to the Area/Chapter or State SiteWatch Coordinator all data related to that steward's SiteWatch work. Should this process not be completed, NM SiteWatch reserves the right to retrieve such material. In addition, the departing steward agrees to cooperate to the fullest extent possible with his/her successor.



B. Training and Accreditation

Getting Started

To become a NM SiteWatch Site Steward, an individual must submit an application and volunteer agreement (pending a background check), and should complete the “Introduction/Orientation to Site Stewardship” class. Due to the irregular schedule of this class an approved alternative method of self-study can be used until the steward can get to a class. The self-study will include use of this Handbook, the CD’s of the class PowerPoint programs, and field orientation by the Chapter Coordinator and/or Agency Representative. Acceptance and/or termination from the program rest upon an individual’s willingness to fulfill each element of the Site Steward’s Code of Conduct. The State SiteWatch Coordinator, land managers and area/chapter coordinators approve all stewards, and other program positions.

Membership Eligibility

New Mexico SiteWatch is open to anyone who has an interest in the preservation of archaeological sites, historic buildings, and other cultural resources and is willing to abide by the Stewards’ Code of Conduct.

Minors (under the age of 18) may be volunteers, but only under the direct supervision of an adult who has qualified to serve as a site steward (e.g. parents/legal guardians), and there must be pre-approved written consent from that child’s parent or legal guardian.

No person, referred from a court-approved program, who has been convicted of a violent crime, crime against a person, crime involving the use of a weapon, or any other felony shall be utilized as a volunteer in any aspect of the program.

Mandatory Training: “Introduction/Orientation to Site Stewardship” (all volunteers)

Successful completion of this class is the prerequisite for participation in New Mexico SiteWatch. This basic training will consist of four hours of classroom instruction, followed by two to three hours of field orientation and training, depending on access/location. The primary goals of this basic steward training are:

- 1) to introduce the skills and awareness necessary to be a successful site steward, and
- 2) to provide familiarity with the history of the region/area where one will be volunteering.

Upon successful completion of this class, new site stewards will receive an interim ID card, issued by the Historic Preservation Division (HPD), as official evidence that this

prerequisite has been met. This basic training requirement can be waived at the discretion of the State SiteWatch Coordinator for the following reasons:

- 1) applicant furnishes legitimate evidence of extensive field experience in archaeology-related activities in the area where the individual will be volunteering;
- 2) applicant has served as a site steward in another, approved site steward program (current or disbanded); or
- 3) applicant has physical limitations that restrict program participation to administrative or other non-field duties.

NOTE: a temporary training alternative is described above under “Signing-Up.”

It is suggested that even the most experienced site stewards attend the “Introduction/Orientation to Site Stewardship”. The class is current, informative, and program coordinators can learn from your experiences. Each class features presentations given by the State SiteWatch Coordinator, land manager representatives, law enforcement, and professional archaeologists with diverse specialties.

Volunteer Agreements, ID Cards, Site Assignment, and Insurance

Upon completion of the “Introduction/Orientation to Site Stewardship” class, individuals who wish to become SiteWatch volunteers must sign the HPD Volunteer Steward Application & Volunteer Agreement in order to formalize their relationship with the Historic Preservation Division. This document will remain on file with the State SiteWatch Coordinator; copies are available at any time. All agreements are closed automatically when a steward leaves the program.

After the volunteer has completed “Introduction/Orientation to Site Stewardship”, submitted an HPD Volunteer Steward Application and Agreement, and has received an ID Card, a site in need of attention will be selected. This decision is based upon the needs and interests of both the volunteer and the land manager(s). Each volunteer will naturally have some preferences; some may have physical or logistical limitations; others may have a specific type of site in mind. As a rule, SiteWatch will make its best effort to accommodate our volunteers’ preferences – we realize that one should be comfortable with one’s assignment to be most effective. Final selection, however, will also account for the needs of the land manager. While agencies are asked to keep a variety of sites on their priority lists, there may be acute needs in certain areas. Cooperation is essential. In any case, finding the proper fit between steward and site is a goal of the New Mexico SiteWatch program.

When a site assignment is chosen, the volunteer shall sign a **separate volunteer agreement with the land manager** on whose land the site is located. If a steward has commitments on different lands, each agency will require a separate agreement.

Explanations of duties, access, equipment usage, and other details as defined in the land manager's volunteer agreement will serve as the steward's authorization while working as a volunteer. Each volunteer agreement will be signed and turned in to the State SiteWatch Coordinator and the respective land manager. Agencies will differ in their renewal intervals: some agencies require volunteer agreements to be updated annually; others are more or less frequent. It is up to each volunteer to make sure agreement(s) are current.

While working as a volunteer for a federal agency, stewards are covered by federal worker's compensation laws: assuming your volunteer agreement is valid and you are occupied in your defined duties. Federal compensation laws do not apply to volunteers on state lands, and separate agreements are to be signed with the appropriate state agency. Stewards should refer to their agency-specific volunteer agreements to understand what coverage is provided. Remember to carry copies of state and agency-specific volunteer agreements when in the field.

After successful completion of two required quarterly reports, SiteWatch stewards will be issued permanent identification cards by the State Coordinator. The ID card should be in the steward's possession when performing any site steward duties, including non-field activities such as educational outreach. These cards are the property of the HPD and shall be returned upon termination with the program. The steward is entitled to retain certificates of training.

Trainee Period and Final Accreditation

Upon completion of a site assignment and signing of the volunteer application and agreement(s), a new volunteer is almost ready to start! Each new site steward will begin by completing a probationary "trainee period". This probation is completed when each of the following requirements is met:

1. Complete 1-2 site visits or field trips with the Chapter Coordinator, an experienced site steward, or the recognized land management representative for their site/s; at least one of the visits is to be to one's own assigned site;
2. Demonstrate a willingness to make a site monitoring commitment, as well as to maintain that commitment by adhering to the standards of the Code of Conduct;
3. Send the Chapter Coordinator site visit reports for the two quarters of site visits (three months each, or one half of a calendar year). This is usually fulfilled through the Quarterly Service Report (Appendix II).

When these requirements are met, the site steward becomes a fully accredited member of the SiteWatch program (membership can be terminated at any time by either the steward or the SHPO). As an accredited program member, the steward is eligible to take on greater responsibility within the program if interested. The steward can take on additional sites or serve as a training instructor or chapter coordinator.

C. Site Steward Activities

The primary mission of New Mexico SiteWatch is to prevent the destruction of cultural resources in New Mexico. Site steward activities are always conducted under the direct supervision of leason agency staff and may include, but are not limited to:

- Site condition monitoring and reporting; evaluate natural and humanly caused changes or damage, documented in a site visit report;
- Assisting with surveys, mapping projects, and rock art recording under the direct supervision of an agency archaeologist
- Assisting with permitted data recovery activities, including excavation; under the direct supervision of an agency archaeologist
- Acting as a liaison between local communities and HPD in support of HPD-sponsored education efforts, Historic Preservation Month events, the annual New Mexico Archaeology Fair, and other public outreach events;
- Promoting information exchange and cooperation between government, archaeologists, collectors, and the public;
- Working on preservation and/or protection measures on or off-site such as erosion control, fencing, stabilization, or back-filling;
- Documenting/photographing private artifact collections when requested, to aid information-gathering efforts;
- Collecting, cataloging, and recording oral histories regarding local historic persons, families, activities, or places;
- Establishing contact and serving as community liaison for archaeologists and/or historians working in the community.

NOTE: For a description of regular site monitoring guidelines, see III. B. Field Operations and Appendix V.

Special Responsibilities of the Site Steward

In addition to the activities listed above, SiteWatch membership requires that stewards fulfill certain responsibilities to the organization, their land managers, and the public. They include:

- 1) Follow the site steward's Code of Conduct;

- 2) Do not serve, or create the impression of having the authority to serve, in any law enforcement capacity while performing any site steward activity;
- 3) Maintain frequent contact with your Chapter Coordinator, preferably once per month and at a minimum of once per quarter, four times per year via the Quarterly Service Report;
- 4) Be active and participate in the program by seeking commitments commensurate with the time and resources you can devote. If you lose contact with your chapter coordinator, contact the State SiteWatch Coordinator for guidance. If you are moving to a new community, contact the State SiteWatch Coordinator. He or she will provide all required information. It is the individual steward's responsibility to seek out, accept, and fulfill the new commitments they choose;
- 5) Submit a Quarterly Service Report to your Chapter Coordinator. The coordinator will send a copy to the State SiteWatch Coordinator each quarter (four times per year);
- 6) Maintain an established monitoring schedule for your site or sites. No minimum number of hours is required, but adherence to the prescribed monitoring frequency is important;
- 7) New Mexico SiteWatch has no, nor claims any, association or affiliation with any other organizations, political or tribal party, club or movement, nor does it support or align itself with any programs or causes not supporting the program's Statement of Purpose. It is important that you maintain this policy when acting on behalf of the program;
- 8) Assist the Chapter Coordinator or State SiteWatch Coordinator by introducing new stewards to sites, if you are asked, and if it is convenient for you to do so;
- 9) If a steward wishes to end involvement with New Mexico SiteWatch, he/she is to return any SiteWatch materials, including site files, folders, and kits to the Chapter Coordinator, and the ID card to the State SiteWatch Coordinator.

The Quarterly Service Report

Quarterly service reports are summaries of stewards' SiteWatch involvement for the previous three months. They are submitted to the Chapter Coordinator, who collects and submits them to the appropriate agency administrator's representative, or private land owner, and the State SiteWatch Coordinator, for processing.

Service reports are due to the Chapter Coordinators on the 15th day of January, April, July, and October for the previous three-months. The report's major purpose is to detail

the activities of a specific site steward, including where, when, and for what length of time. There is also a section for stewards to record any recommendations, concerns, or other thoughts they may have regarding the program. Stewards use these reports to notify the Chapter Coordinators and the State SiteWatch Coordinator of any change to personal information: name, address, telephone numbers, email addresses, etc.

The quarterly service reports are an essential part of the SiteWatch program. They allow the State SiteWatch Coordinator to make an accurate assessment of the program's growth and development. This information allows more effective advocacy for additional funding and volunteer support. The reports also provide land managers with a clear idea of how our service is benefiting them as they work towards particular agency goals.

Failure to submit a quarterly service report in four (4) consecutive quarters (i.e. one year) is considered a withdrawal from the program on the part of the site steward, and the steward would be considered no longer actively participating in SiteWatch.

D. Chapter Coordinator Responsibilities

While SiteWatch requires that each site steward comply with the aforementioned elements of the Code of Conduct, there is also a suite of obligations that volunteers can, and should, expect from those who administer the program (the State SiteWatch Coordinator, HPD, SiteWatch Advisory Council, and various State and Federal partners). These administrative standards are no less critical to the success of this program; and it is imperative that volunteers hold NM SiteWatch to them (see also Appendix I). The standards include:

1. Provide vision, leadership, and the means to achieve program goals;
2. Provide thorough and relevant training;
3. Provide clear and consistent guidance for volunteers;
4. Provide a viable support structure;
5. Identify and/or create new learning opportunities;
6. Recognize the contributions made by volunteers;
7. Maintain an awareness of the needs of individual stewards and local groups.

III. ADMINISTRATION OF THE SITEWATCH PROGRAM

As outlined above, the State SiteWatch Coordinator, SHPO, SiteWatch Advisory Council, chapter coordinators, and land managing partners provide guidance on all aspects of the program. Chapter coordinators will annually reaffirm common goals, and subsequently receive consultation, ideas, and other aid for solving their own challenges from this confederated partnership. In order to keep SiteWatch in operation, both administrative and field tasks must be accomplished, as described below.

A. Selecting Sites to be Monitored

The process of designating sites to be monitored by SiteWatch has three main steps, the identification, the initial site review, and the development of a site information file:

- 1) **Identifying Sites:** land managers typically identify sites for monitoring (although stewards are encouraged to forward suggestions to their local land managers or the area/chapter coordinator). There are many reasons for putting a site under watch: size, state of preservation, uniqueness/value, criminal pressure, accessibility, etc. All archaeological sites nominated for SiteWatch monitoring are to be registered with ARMS. To place a site under SiteWatch monitoring, a land manager will complete an internal site vulnerability and resources-at-risk evaluation process, which includes a complete and viable logistical procedure outlined for the site. These procedures will include such things as: multiple ingress/egress options; contact phone numbers/radio frequencies for law enforcement and emergency medical service: whom to call, when, and how; check-in/check-out procedures; type of vehicle needed for routine access; etc. (Note: this need not be exhaustive, but should clearly demonstrate that the site's context can accommodate volunteer safety, accurate observation, and various mitigation or interdiction actions for natural damage, looting, etc).

- 2) **Initial Site Review:** the purpose of the initial site visit is to:
 - a) confirm viability of the ingress/egress options and other logistical elements described in the nomination;
 - b) determine amount of physical effort needed to access site; and
 - c) provide a realistic assessment of the site's potential for incorporation into the area/chapter's existing commitments.

Following the initial field visit, the land manager representative or owner will meet with the area/chapter coordinator. With adequate resources, there is rarely a question of acceptance. However, the determination of "adequate resources" is sometimes a critical one.

As a rule, NM SiteWatch takes a very cautious approach in determining whether resources are adequate. An area/chapter needs to be able to absorb any potential drain on its resources given a worst case scenario. An area/chapter should be able to address cases of vandalism, or significant natural damage, and all that these situations entail (cooperation with law enforcement, stabilization, significant increases in visitation, etc). If an area/chapter cannot marshal the resources for all eventualities, the site should not be accepted as a SiteWatch commitment. As previously noted, there is no advantage for this program's participants in monitoring a site that cannot be adequately protected.

If staffing is limited, a new recruiting effort may be required. If access requires a four-wheel drive vehicle, and none is available, arrangements with the land manager may be required. If there is no ready solution and priority for monitoring the site is high enough, another site may have to be dropped (at least temporarily). Coordination with neighboring areas/chapters could result in a temporary agreement to swap sites until the situation can be alleviated. The State SiteWatch Coordinator should be involved in the process.



3) Site Information Development consists of the physical preparation of the working information folder by the area/chapter coordinator and the archaeologist for the agency of jurisdiction, if applicable. Determinations to be made include: primary and alternate access to the site, secure off-site observation point, communications-points, datum point for mapmaking, and proper parking. In addition, a baseline condition assessment will be made (form available). The **Site Field Information Folder (SFIF)** is a high-security item. **It is absolutely imperative that the contents of the folder stay together at all times in a secure place.**

In contrast with the SFIF, there may be multiple copies of a Field Information Folder. The master folder is the original reference information that is securely held on file by the land manager. The SFIF is a copy of the master folder and is entrusted to the area coordinator who conveys it to the appropriate Site Steward.

The SFIF is the property of the land manager, not the steward or NM SiteWatch. When a steward change occurs, the SFIF must be turned over to the area coordinator, who will assign it to a new site steward on behalf of the land manager.

If a SFIF is lost or stolen, the land manager should be notified immediately.

When not in use, the SFIF's steward shall ensure the safety of the SFIF in at home or office.

Moving from Identification to Fieldwork

Once a site or set of sites had been identified as appropriate for the program, the land manager and chapter coordinator must develop an understanding of logistical needs, the details of which will be provided to the site steward assigned to the site/s. They must determine:

- Frequency of site visits—Depending on the known risks to the site and the needs of the land manager, along with the schedule and availability of the site steward, the consulting program managers should decide how often a chosen site will be visited;
- Appropriate route to site and length of average fieldtrip—It is imperative that the land manager and chapter coordinator determine an appropriate route for visiting a chosen site and that they make a visit using this route to be sure that a site is accessible in terms of personal safety, vehicle accessibility, and the physical capabilities of the chosen site steward. Unless vehicles can be provided by a land managing agency, the route should be appropriate for a site steward's personal vehicle ;

Once these decisions are made, the land manager and/or the chapter coordinator must take time to **orient the new site steward to the chosen site.**



B. FIELD OPERATIONS

This section describes a typical site visit, and contains guidelines for consistent field practices across areas/chapters. The field visit is typically the most exciting and rewarding activity for site stewards, but concomitantly, it requires the greatest care in terms of preparation and safe conduct.

List of Equipment and Supplies for Site Visits

The following items are recommended for all field visits, and can be stored together as a convenient field kit:

1. SiteWatch steward ID Card, HPD Volunteer Steward Agreement, land manager volunteer agreement (for each jurisdiction to be visited on the trip)
2. Site Information Folder with copy of Lab of Anthropology Site Record, site map- clearly showing Public Land Survey System and/or UTM locations, historical records: survey reports, excavation reports, site photos, etc.
3. Impact reporting forms for natural damage and vandalism (human caused).
4. Agency-approved list of emergency contacts for incidents and situations, and instructions for non-emergency incident reporting.
5. Access/exit route instructions including vehicle requirements and any other special considerations specific to the site(s). Contact information for landowners at and near the site.

Other Useful Field Items

6. USGS topographic map(s)
7. Compass (and/or GPS)
8. Paper and pad for notes and/or small tape recorder.
9. First aid kit, drinking water, appropriate clothing, and a full tank of gasoline in your vehicle (spare tire, jack, lug-wrench; a shovel for some locations).
10. Camera, film/disc, photo log form(s)
11. Binoculars
12. Brochures for public distribution (from land manager or SiteWatch)
13. Fully charged cell phone, CB, two-way radio, or other contact instrument. In many areas cell phones do not work – in such cases, do not rely exclusively on this form of communication.

Personal Responsibilities in the Field

For safety purposes, NM SiteWatch strongly suggests that volunteers work in teams of two (2) or more, except where the land managing agency administrator provides an exception (usually easily-accessed and known sites open to the public). Members of a field team should be able to fulfill the following stipulations:

- a. any trainees should be accompanied by at least one accredited site stewards ;
- b. each member should have previously completed a site orientation;
- c. each member is responsible for the assuring proper site orientation, safety, personal conduct, visit outcome, and reports of visit; everyone should be aware of, and confirm the adequacy of, the clothing, provisions, and equipment of all persons participating in the trip prior to departure
- d. each team member should be briefed on all aspects of the site and its history in the program (site information folder, previous damage, events, etc);
- e. team members have the authority to refuse another member's participation if it is believed that person is not properly prepared for the day's responsibilities. If this results in only one person being available, the trip will be postponed;
- f. if special equipment or experience is needed for the trip, the team members will ensure that an individual with the necessary skills is a part of the trip team;
- g. each member must conduct themselves appropriately as representatives of NM SiteWatch and the land manager for whom the site is being monitored.

Generally, only qualified site stewards are allowed to participate in a SiteWatch site visit. **Any exceptions must be pre-approved by the land managing agency administrator.**

On-Site Conduct

Stewards are to be properly clothed, provisioned, and equipped for site trips and have in their possession the needed elements, listed above under the heading List of Equipment and Supplies for Site Visits (listed above, plus see also the Outdoor Safety Quicksheet at the back of this Handbook- Appendix III). **REMEMBER, YOUR SAFETY IS THE FIRST PRIORITY FOR SITEWATCH!**

The COP, and accompanying stewards, will review the weather-related aspects of the trip before departing. If there is more than a slight possibility of trouble or restricted access due to weather, the trip should be rescheduled.

Stewards shall “sign-out”, in person or by phone, with some designated person immediately before departure by giving the location of the site/s to be visited, the name of person/s participating, the route/s to be taken, and the expected time of return. The actual person to whom the steward is signing in/out should be reliable and preferably constant (i.e. use the same person every time if possible).

It is preferred that the contact be the area/chapter coordinator, an assistant or designee, or a representative of the land managing agency administrator (archaeologist, ranger, dispatcher, etc)- some people use a neighbor or friend. If the sign-in/out contact person is not the area/chapter coordinator or land manager, the stewards should make sure that the land manager knows whom that contact person is, and that the contact knows how to notify the land manager and chapter coordinator if needed.

In case of accidents (with or without injury) or vehicle breakdown, the person/s involved should stay on the established route until help arrives. As accidents are by definition unforeseeable, the steward will not deviate from the established route – emergency personnel must know where to look for you.

When the trip is finished, and you are out of the field, “sign in” with the same person with whom you “signed out”.

Note: The "sign-in" should be made at the same location the sign-out was made – or at a location of equal security. Do not sign back in until you have returned to your point of origin. **Signing in and out is critical**; NM SiteWatch and the land managers cannot accept responsibility for volunteers who do not follow this safety precaution.

Stewards must not confront or openly observe persons involved in suspicious activity. Any actions that might provoke confrontation or pursuit shall be avoided. Each steward should have a credible reason for being at/near the site in the event that interaction with suspected criminals is unavoidable. Suspicious activity or vandalism should be reported to the authorities as soon as safely possible and recorded on appropriate forms.

Obvious natural or human-made damages occurring since the last visit will be reported, using the appropriate forms, without any disturbance to potential evidence. Damage done during investigation harms the site and hinders the proper investigation and prosecution: be conservative in your movements if new damage is suspected. Do not pick up “litter” until you are positive that no new/recent human-caused unauthorized damages have occurred (that litter might be evidence if a criminal case is filed concerning site damage).

New natural or human-made damage is to be recorded on the site map (or other relevant forms). The steward is responsible for ensuring that this information is given to the proper authorities.

On-Site Procedures

The program's initial training is sufficient to prepare site stewards for the basic site visit. This section presents guidelines for stewards who encounter natural or human-made damage.

It is important to have a systematic plan for surveying the site. Stewards can use a grid or any other "style" they choose – as long as that style allows a systematic and complete overview of the site. A site should be observed in its entirety at every visit, and those observations should be consistent and comparable from one visit to the next.

Awareness of the Different Forms of Impacts

As noted above, it is imperative to remember that the business of the SiteWatch Program is not law enforcement, but deterrence and monitoring.

When working in and around a site, each steward should be aware that any of their actions can affect the program's ability to counter or neutralize problems. Each SiteWatch volunteer has a responsibility not to endanger evidence or impair the investigation that may follow. It takes months, sometimes years, of study and experience to train a skilled criminal investigator. It can take as many months of painstaking discipline to collect and maintain an unbroken chain of evidence that can be used in court. A site steward, without such a background, who moves, touches, covers, or in any way alters evidence, is acting against the best interests of SiteWatch.

Our goals: FIND IT, RECORD IT, AND REPORT IT – Our duty is to monitor and report on natural or human-made impacts to those authorities trained to deal with such eventualities. SiteWatch volunteers are the vital leading edge of a much larger process that includes land managers, archaeologists, investigators, district attorneys, judges, and more.

Approaching a Site

The Site Information Folder contains information regarding parking, how to find the trail to the site and any walking hazards. Review this information carefully prior to setting out. . Move cautiously and quietly, mute cell phones or radios. In some instances you are within hearing distance of the site before you can actually see it. If someone is there, you want to know that first. Ideally, stewards should look for a remote location near the site that allows for observation without being seen by persons on the site itself. If the initial observation point reveals the presence of anyone on the site, or suspicious activity (digging, probing, back hoeing, etc), the site steward should safely and quickly collect whatever information is possible, i.e. vehicle or suspect descriptions, license

number, etc. and then leave the site as soon as safe and practical to report to the prescribed authorities and fill out the proper forms.

Look for signs of activity in the parking area, on the access trail, and as you approach the site or observation point. If you see such signs, avoid them. If the site has been damaged, looted or vandalized recently, fragile tire tracks or footprints may be the only evidence. Do not pick up trash or other, seemingly unimportant items at the beginning of the monitoring session, as these can be potential evidence.

Observation Procedures

Use binoculars whenever possible to maintain a safe distance from any suspicious activity. However, be aware that the sun reflecting off the lens can signal your presence. If you are on foot, try to remain discrete in your actions. Always remember to record the most important information first: license numbers, vehicle description, suspect description, clothing, etc.

Do not alert subjects to the fact that you are observing them. Never place yourself, or your vehicle, on a hilltop or on the skyline (on an open ridge) – this makes you very easy to spot. If there is no good way to conduct observations safely, do not remain in the site location! Leave the area and report whatever you can once you are in a secure area. Stewards must never place themselves in potentially dangerous situations.

Preliminary Overview of Site and Protecting Evidence

If there is no activity on the site, “operationalize” your systematic site overview plan (or “style”) and approach. When the steward is confident of personal safety, he/she can begin to survey the site for both human-made and natural impacts. Be aware of three general items: natural hazards (loose walls, cholla, etc.), large-scale evidence (looters holes), and small-scale evidence (such as cigarette butts, soda cans/bottles). Don’t allow yourself to be distracted by a large wall collapse, for example when a shallow footprint or soda can (with fingerprints) is nearby and could provide more telling evidence for an investigation. On the rare occasions that there is evidence of human-made damage, the goal is to be alert and attempt to preserve such evidence by:

- Staying well out of the disturbed area;
- sketching what you see onto the site map including the paths where the stewards have walked;
- making notes so that the details can be recalled with accuracy; and finally
- Remembering to **find it, record it, report it – don’t intrude, investigate, or interpret.**

If other parts of a site can be observed without affecting damaged areas or potential crime scenes, proceed very cautiously. Usually it is best to stay out and secure the area, informing the authorities as soon as possible. If a site displays so much damage that stewards cannot walk through any area that has not been affected, this is clearly a crime scene. Do not continue with your observations, and exit the same way you came in.

Natural impacts occur much more frequently than human-made impacts. While the chain of evidence is not as crucial for natural damage cases, it is still important to document the “scene” for the land manager. The guidelines for natural damage are the same as those for crime scenes. Be aware of where you are at all times. Standing on the edge of arroyo embankments or under partially collapsed walls, for example, can be extremely dangerous and damaging.

Law Enforcement and Other Emergency/Immediate Response Situations

To a large extent, our primary objective is simply to bring natural and human-made impacts to the attention of the land manager, law enforcement authorities, and other relevant parties. At times, the activities, or damages, we witness will call for an immediate response by various agencies or individuals. In such circumstances, the steward has a few important obligations:

- Follow appropriate local protocol for contacting law enforcement (see also Appendices V and VI);
- Identify yourself to the responding agent(s)/law enforcement officers;
- Closely follow all instructions given (these may be more formal or deliberate in the case of a law enforcement response);
- Conduct yourself in a professional manner;
- Record the time and circumstances of the incident, names of all parties involved, the time of arrival/departure, and any other elements you find relevant.



Photographs

SiteWatch stewards are encouraged to take photographs of any and all impacts to the sites they monitor, assuming the photos can be taken without disturbing the impacted areas. The basics of outdoor/field photography will be addressed in the “Introduction/Orientation to Site Stewardship” class and by Area/Chapter training.

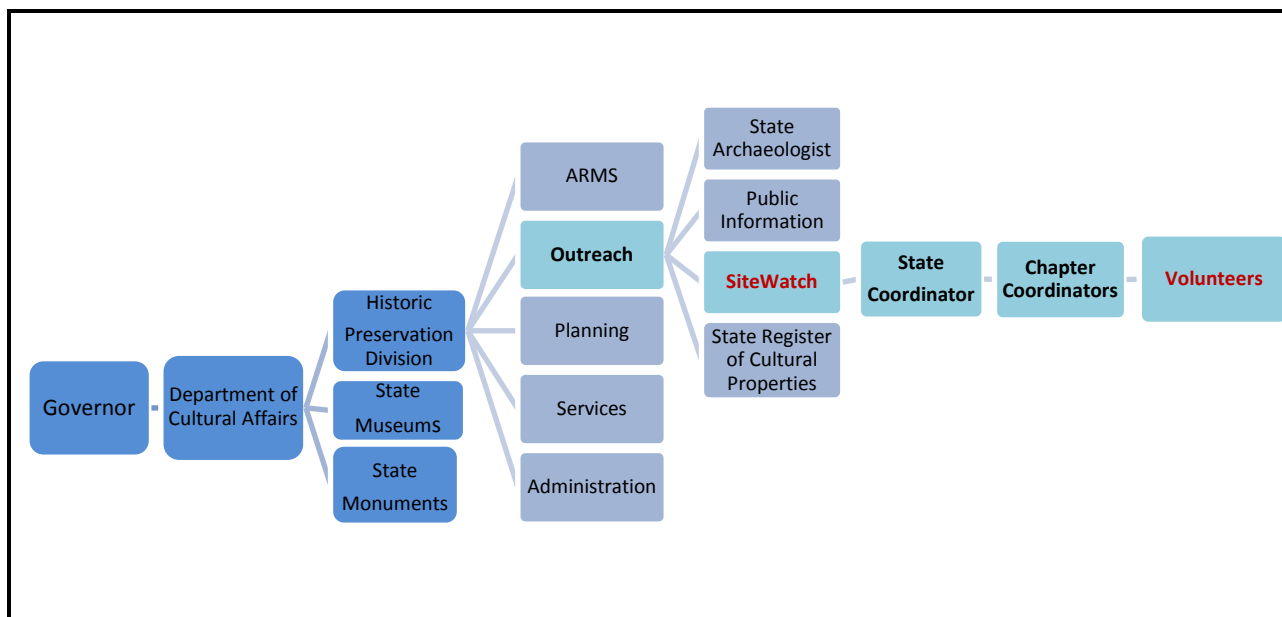
For all photos, the most basic guidelines are

- Be sure to include a scale, or at least an easily recognizable object (key, pen, etc.) in each photo so that the size of the objects is clear. For landscape shots, including a team member for scale is useful.
- Always document your photos in a photo log (see Appendix IV Forms). It’s easy to think you will remember what you shot, but this is usually very difficult once one is back home or in the office!

Many sites have established “photo stations” where resources should be periodically photographed and documented.

SiteWatch makes use of both traditional and digital photo/video technologies. While it is our goal to provide volunteers with the necessary equipment to take photos during their stewardship work, volunteers may be asked to use their personal photo equipment. Use of personal equipment is, of course, at the individual steward’s discretion.

APPENDIX I ORGANIZATION



Department of Cultural Affairs (DCA): Created in 1978 by the New Mexico Legislature, the Department of Cultural Affairs is an umbrella agency which oversees the Museum of New Mexico system, New Mexico Museum of Space History in Alamogordo, New Mexico Museum of Natural History and Science in Albuquerque, New Mexico Farm & Ranch Heritage Museum in Las Cruces, National Hispanic Cultural Center of New Mexico, State Library, New Mexico Arts and Historic Preservation Division. The Cultural Affairs Officer, who is appointed by the Governor, directs DCA. The agency has some 550 employees spread throughout its nine divisions, with another 1,000 or so volunteers putting in more than 70,000 hours annually.

Historic Preservation Division (HPD): the Historic Preservation Division is a part of DCA and directed by the State Historic Preservation Officer (SHPO). These services include:

- Ensuring compliance with Federal and State preservation laws
- Identifying and recording prehistoric and historic places, nominating them to both the National and State Registers of Historic Places/Properties, and maintaining records of these places to be used in planning and research
- Administering tax-credit, low interest loan, easement, and grant programs to provide preservation incentives
- Providing preservation-related technical assistance to agencies, local governments, and private owners
- Developing educational programs about New Mexico's past and its preservation

For more information on any HPD programs, contact the State SiteWatch Coordinator.

NM SiteWatch Advisory Council: the purpose of the Council is to provide conceptual, technical, fundraising, and general assistance and/or recommendations to the State SiteWatch Coordinator. The decisions, opinions, and suggestions of the Council are purely advisory and will have no legal or otherwise binding influence on the operation of NM SiteWatch and affiliated Areas/Chapters. The Council consists of one representative from each land managing agency or organization with which SiteWatch has a partnership, the SHPO, and Area/Chapter Coordinators representing geographically distinct areas of the State (i.e. north and south). Council members are selected by the SHPO, with individuals serving two-year terms.

State SiteWatch Coordinator: the State SiteWatch Coordinator is responsible for the daily operation and maintenance of NM SiteWatch. It is the Coordinator's duty to confirm that the growing affiliation of local steward Areas/Chapters are adhering to the standards detailed in these guidelines, and to provide training and other resources as needed.

Area/Chapter Coordinator:

- a. Area Coordinators coordinate the SiteWatch response to site damage (natural or human-made) or new site discoveries. They serve as a corps of accessible professionals on whom the site stewards can rely for guidance, advice, and direction in situations that require a response from the land manager, archaeologists, and/or law enforcement.
- b. Area Coordinators are also expected to design, deliver, and/or contribute to training classes that are held in their region. This may include such tasks as providing a lecture to new volunteers during the mandatory introductory class, or designing an optional training class to address the needs of a particular community (the State SiteWatch Coordinator is available to assist at any time, of course);
- c. Area Coordinators are expected to be available for consultation by land managers, Area/Chapter Coordinators, and site stewards on issues of Site Assignment, new site discovery, or general history.
- d. Area Coordinator is a volunteer appointed by the State SiteWatch Coordinator and land managing agency partners in that geographic area. The SiteWatch Coordinator, program partners, or local volunteers submit nominations. SiteWatch requires that Area Coordinators have extensive experience in historic preservation, archaeology, or related fields: applicants shall demonstrate an ability to support site stewards through the activities noted above.
- e. Upon accepting the role of Area/Chapter Coordinator, the State SiteWatch Coordinator and agency administrator representative will work with the new Area/Chapter Coordinator regarding the specific responsibilities and procedures to be followed for that Area/Chapter. The Area/Chapter Coordinators are the keystones of the SiteWatch program. They have responsibility for day-to-day monitoring of the various Site Stewards in their areas. They track all the SiteWatch activities in their area and stay in frequent contact with the State

SiteWatch Coordinator regarding developments. Within the broader SiteWatch program, they are essential in that they provide both the stewards and HPD's Santa Fe office with a common resource: they provide local stewards with a dependable daily contact while simultaneously providing the State SiteWatch Coordinator with summaries of a Area/Chapter's activities, thus making the entire system more efficient. For a position description, see General Operations

NM SiteWatch encourages areas to consider making this a rotating position, or use of "assistants" in the Area/Chapter. Area/Chapter Assistants may assist in various aspects of duties: training, orientation, site assignment(s), etc. Assistants are volunteers appointed at the discretion of the Area/Chapter Coordinator and require no formal approval other than identification of the appointee to the State SiteWatch Coordinator. Unless established at the time of appointment, they are assigned for an unspecified period of time. The Area/Chapter Coordinator determines assistants' duties.

A representative of the local land manager(s) may serve as an Area/Chapter Coordinator if such an arrangement better serves a local group of site stewards.

Site Steward:

A volunteer appointed by the SHPO/SiteWatch Coordinator. The initial appointment is always for a trainee position: when trainee requirements are met, the volunteer is accredited (usually after 2 Quarterly Reports). The Site Steward acts as a representative of the land manager(s) on whose land he/she monitors archaeological and/or historic property, and does not hold any law enforcement authority. The basic duties of the Site Steward include monitoring historic and prehistoric properties, recording their condition, and reporting evidence of natural or human-made damage. Regardless of duty or position, stewards are not authorized to act in a law enforcement capacity.

Agency Administrator/Local Land Manager:

The local-lead representative for a land-managing agency: this individual might be a District Ranger, Park Supervisor, Field Office Manager, or County Supervisor/Executive: in any case, they serve as the final arbiter on resource-related decisions for their lands in a given region. This person generally represents the highest level a steward or Area Coordinator would have regular contact with: decisions that need to be made by the State or Regional Directors of an agency would generally be contacted by the local land manager.

The list below contains many of the land managers currently working with New Mexico SiteWatch:

- **Bureau of Land Management (BLM)**
- **Bureau of Reclamation (BOR)**
- **USDA Forest Service**
- **US Dept. of Energy (DOE)**
- **National Park Service**
- **New Mexico State Parks (NMSP)**
- **New Mexico State Land Office (SLO)**
- **Los Alamos/Santa Fe Counties**
- **Manzano Conservation Foundation**
- **The Archaeological Conservancy**

Archaeological Records Management Section (ARMS): ARMS is a part of the Historic Preservation Division, it is the official state clearinghouse and repository for the archaeological records of New Mexico. The ever-growing database that ARMS maintains provides access to over 70 years of reports, maps, notes, and other documentation relating to over 150,000 archaeological sites and 75,000 inventory and excavation projects. The potential benefits of an ARMS-SiteWatch partnership are significant.

Entering the Site into the ARMS/SiteWatch Database

Being focused as it is on New Mexico, SiteWatch has a unique opportunity among site steward programs in its ability to cooperate with the Archaeological Records Management Section (ARMS). ARMS is in charge of maintaining a complete record of all archaeological sites in New Mexico. In addition, it provides legitimate access to its huge data resource – while at the same time protecting sites from harm.

By forming a cooperating partnership, ARMS and SiteWatch are forging new ground: currently, those states with central clearinghouses do not have site steward programs; alternatively, states with site steward programs do not have central databases. Only New Mexico has both at present. There are advantages for both sides: as site stewards, we have access to the definitive information on each site in our program – we can also be secure in the knowledge that the information we collect will be put to use in an organized, directed manner; for ARMS, a large group of volunteers with regular monitoring schedules can provide real-time updates on many of our most important cultural resources (something that ARMS cannot do on its own).

We are very excited about the long-term benefits of such a working relationship – and will continue to develop it as a central part of our program. Currently, the task of entering Site Visit Reports into the ARMS files will be the responsibility of the Area/Chapter Coordinators (approved by the State SiteWatch Coordinator and ARMS manager). Access to the ARMS database by SiteWatch coordinators and stewards will be determined on an as-needed basis.

APPENDIX II

SiteWatch Management

While SiteWatch requires that each site steward comply with the aforementioned nine elements of the Code of Conduct, there is also a suite of obligations that volunteers can and should expect from those who administer the program (the State SiteWatch Coordinator, HPD, SiteWatch Advisory Council, and various State and Federal partners). These are no less critical to the success of this program; and it is imperative that volunteers hold NM SiteWatch to them.

1. Provide vision, leadership, and the means to achieve program goals

The program administrators: the State SiteWatch Coordinator, HPD, and each program partner, will provide conceptual and practical guidance for the program; this will include such elements as expansion strategies, setting of long-term goals, fundraising, and responsible financial management. It also includes the constant assessment of the Mission Statement and Statement of Purpose, program objectives, and a regular process of program evaluation and improvement.

2. Provide thorough and relevant training

To effectively monitor cultural properties, new volunteers are to be provided with a well-designed training process in which they can acquire real confidence in their ability to monitor sites and properly deal with any and all possibilities related to their stewardship duties. Therefore, the State SiteWatch Coordinator, with assistance from HPD and other partners will design, organize, and deliver training classes that provide such knowledge and confidence. Moreover, the State SiteWatch Coordinator will ensure that training classes always reflect new developments in preservation (antiquity) law, local/regional issues, and the steward program itself.

3. Provide clear and consistent guidance for volunteers

After stewards have undergone training, they should be provided with clear and consistent guidance on procedures, unusual situations, etc. This is especially critical for a program in its first stages of development. To do this, the State SiteWatch Coordinator, in conjunction with the program's partners, will develop, test, and continually update the procedures by which all SiteWatch activities are guided. While it is the duty of volunteers to be current with procedure and provide feedback, it is the program's responsibility to make sure the procedures are clear and consistent.

4. Provide a viable support structure

It is the duty of the program administrators to ensure that each cultural property (and that property's steward) is properly supported. The primary requirement for any site to be monitored is this: that upon its adoption by the SiteWatch program, it is outfitted with a complete procedural structure. This structure will define such things as the chain of command/communication in damage cases – we cannot have instances in which criminal acts (or serious environmental damage) are left unaccounted for. Serious issues (including criminal acts) will certainly be observed by some volunteers: our ability to thoroughly and completely follow through on these observations is an essential part of the program's mission – it is pointless to document such activity without the means to stop it. It is the duty of the program administrators to ensure that such plans are operational for each property.

5. Identify and/or create new learning opportunities

At its core, SiteWatch is a site-monitoring program. However, it is clear many volunteers will use the program as a means to greater involvement in archaeology and historic preservation in general. It is part of the SiteWatch mission to provide outlets for our volunteers' curiosity and energy. Therefore, program administrators will provide stewards with classes, lectures, trips, workshops, and more. Such programs will be done both in-house and in cooperation with outside organizations such as the Archaeology Society of New Mexico. This is done in the hope that our volunteers may explore archaeology and historic preservation as far as their interest may take them.

6. Recognize the contributions made by volunteers

SiteWatch volunteers will be recognized for their efforts. It is our belief that the act of volunteering is a unique sacrifice, and one that is vital to the preservation of New Mexico's history and culture. The administrators of this program are keenly aware that site monitoring on a statewide scale would not be possible without volunteers; our volunteers will be treated with the respect and appreciation their significant commitment deserves.

7. Maintain an awareness of the needs of individual stewards and local groups

SiteWatch is a loose confederation of affiliated local steward groups, working with a common goal and Code of Conduct. Program administrators will recognize that individual stewards and different local steward groups bring unique skills to the program; and that volunteers are the defining element of the program. Likewise, each community will have different needs with regards to their particular cultural resources; the program administrators will be sensitive to these conditions and work with local steward groups accordingly.

APPENDIX III



New Mexico
SiteWatch
Protecting the Enchantment

Site Nomination Guidelines

New Mexico SiteWatch accepts historic properties through a nomination process. Each nominated property is viewed as a commitment to be either accepted or rejected by a local SiteWatch group or region (consultation with the State SiteWatch Coordinator is available, but not required). This decision is based upon one factor: the ability of that local group and the land manager to properly counteract or neutralize any and all problems that may arise at the property under consideration.

As a rule, New Mexico SiteWatch takes a very cautious approach to the determination of adequate resources: a region should be able to absorb any potential drain on its resources given a worst case scenario: i.e. a region should be able to successfully address a case of vandalism or significant natural damage and all that such situations entail (cooperation with law enforcement, stabilization, significant increases in visitation, etc). *If a group or region cannot marshal the resources for all eventualities, the site should not be accepted as a SiteWatch commitment.* There is simply no advantage for this program's participants or partners to monitor a site if the very situations for which we watch it cannot be successfully neutralized.

That said, we certainly hope to accept a majority of nominations. Local groups and regions are encouraged to work closely with the nominating agency to develop creative strategies for making the commitment viable. Those properties not accepted for monitoring can be re-evaluated at any time – we recommend that the land manager keep nomination information on file, in the form of a priority list or the like.

The following sections of this form present brief guidelines for the nomination of a site. The information requested serves as a guide for the State SiteWatch Coordinator and local SiteWatch group as they assess their ability to take on the proposed commitment.

All data contained in the nomination package will be received, stored, and reviewed under secure conditions as maintained by the State and Regional Coordinator.

SiteWatch accepts nomination packages in any media or form. We ask only that the information be arranged in the following general sections.

Section One – OVERVIEW

- 1) history of the property
 - general overview of property context
 - include the histories of ownership, research, damage, and affiliation.
 - ARMS data: NMCRIS number, LA number

- 2) statement of importance
 - how can volunteer monitoring assist with the management of this resource?
 - Include statements of scientific, cultural, public, or monetary value

Section Two – LOGISTICS

(this section may not necessarily be exhaustive, but should clearly demonstrate that the property's context can accommodate volunteer safety, accurate observation, and proper countermeasures to natural or criminal action)

- 1) ingress/egress routes
 - include multiple options if possible

- 2) contact information for all possible situations
 - “whom to call, when, and how”
 - include phone, radio frequency, email, address
 - may include a single agency dispatch number/frequency or separate info for law enforcement, emergency services, archaeologist, architectural historian, etc.

- 3) special requirements
 - type of vehicle needed for access
 - proprietary hazards
 - etc

- 5) other
 - include any other issues that would impact the local group's ability to properly monitor the property.

Section Three – LOCATION

- 1) locational data in multiple formats
 - legal, UTM, GPS, etc

Appendix IV: FORMS



New Mexico
SiteWatch

Protecting the Enchantment

VOLUNTEER APPLICATION

please type or print clearly in ink

Full Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone

Home _____

Work _____

Cell _____

Email _____

Preferred Method of Contact _____

Date of Birth _____

NM Driver's License #: _____ **Exp. Date:** _____

Type of Vehicle/s will you be using: _____

How did you hear of New Mexico SiteWatch?

Why are you interested?

Volunteer Experiences

(please provide organization, approx. length of involvement, and brief description)

Archaeology Experiences

(please note whether experience was professional, volunteer, personal interest/hobby, college classes, etc. and give brief description)

Are you a current member of an archaeology society, group, or other organization? (please list)

List the area(s) or site(s) you are interested in stewarding.

***Please note:* NM SiteWatch always has a need for volunteers in clerical and other non-stewarding positions – if you are interested in getting involved, but would rather not monitor a site, please list your interests, we want to hear from you!**

Does your employer have a volunteer match program?

Yes _____ No _____

Please provide two references – people who are not a relative or member of your extended family.

**Name:
Address
Phone:
Email:**

**Name:
Address:
Phone:
Email:**

The NM SiteWatch site steward program is a mission-based volunteer program. While SiteWatch does not require dues, it does demand real and significant commitment from its volunteers. As their title suggests, each Site Steward will be responsible for monitoring a cultural property – ensuring that a cultural resource will be better protected at least until the end of their involvement with it. This is no small commitment given the unique and unspoiled nature of New Mexico’s cultural resources.

We ask that you carefully consider your ability to be a successful site steward. Among volunteer opportunities, site stewardship is incredibly rewarding and fun, but can involve challenges as well. The following list of questions is designed to provide you with an awareness of the responsibility involved, as well as the opportunity to confirm your understanding. Please note: answering “no” to any of these questions will not eliminate you from consideration.

In order to monitor a site, you will be given the specific location of that property. Do you understand that you may not give this information to anyone, and that the location information for other sites may not be given to you?

Yes _____ No _____

You will be required to sign a statement of data confidentiality and an agreement not to carry firearms while performing Site Steward duties. Will you honor these requirements?

Yes _____ No _____

If the property you monitor suffers natural or human-made damage, you may be asked to represent NM SiteWatch during any extra investigative/repair visits to that property. Would it be possible to modify your schedule for such circumstances?

Yes _____ No _____

While uncommon, some volunteers may come across suspicious persons engaging in possible criminal activity in the field. While NM SiteWatch advocates avoidance, if such a circumstance was unavoidable could you personally interact with such suspicious persons?

Yes _____ No _____

If a criminal case were brought against looters of the property you monitor, would you be comfortable serving as a sworn witness for the prosecution?

Yes _____ No _____

Have you ever been investigated, or charged, for a violation against cultural resources, property or firearms laws (ordinances, regulations, statutes, etc.)?

Yes _____ No _____

Would you consider enrollment in continuing education classes, workshops, and/or other NM SiteWatch offerings in order to develop your stewardship skills?

Yes _____ No _____

The work may often require use of your own vehicle, camera, and/or other equipment to properly monitor sites. Is this acceptable?

Yes _____ No _____

Is your vehicle insured at present?

Yes _____ No _____

You may be subject to a background check by law enforcement officers. Is this acceptable

Yes _____ No _____

Do you have limitations regarding working at certain elevations?

Yes _____ No _____

If yes, what: _____

Volunteer Site Steward Agreement

CONDITIONS OF AGREEMENT

The State Historic Preservation Officer (SHPO) has agreed that _____, hereinafter “volunteer”, is qualified to perform the duties of Site Steward upon the following conditions:

1. The Volunteer shall complete all training required by NM SiteWatch.
2. NM SiteWatch will provide, and the Volunteer shall review and comply with, pertinent information, policies, statutes, rules, and regulations.
3. The Volunteer understands that he/she is working at all times on a voluntary basis without compensation and is not an agent of either the State of New Mexico or the Historic Preservation Division. The Volunteer also understands that he/she is not covered by workman’s compensation under this agreement by the Department of Cultural Affairs (DCA), Historic Preservation Division, or NM SiteWatch. Site Stewards must sign an agreement with each participating land manager for whom they are providing a volunteer service to receive any medical compensation resulting from injuries sustained during the course of duties as a Site Steward. It is the responsibility of the Site Steward to be sure an initial land manager volunteer agreement is signed and that such agreements are updated as required.
4. The Volunteer assumes all risks associated with the services to be provided as a NM SiteWatch volunteer, whether foreseeable or not, and whether arising from the negligence of the State of New Mexico, other volunteers, or unforeseeable others.
5. The Volunteer understands that he/she is not a law enforcement officer and cannot act in any law enforcement capacity. The use or carrying of firearms is not authorized as part of any function of the duties under NM SiteWatch. The Volunteer agrees that any use or possession of a firearm is outside the scope of his/her duties and agrees to hold NM SiteWatch, HPD, DCA, the State of New Mexico, or participating agencies, free from any responsibility, claim, or other indemnity arising from use or possession of a firearm. The Volunteer understands that the use of firearms may invalidate certain volunteer agreements with both land managing agencies and NM SiteWatch and therefore agrees to abide by the prohibitions and/or stipulations that are attached to or enforced by those agreements.
6. This agreement can be cancelled or terminated with prior notice at any time by either the Volunteer or the SHPO.
7. The Volunteer understands that there are no guarantees made by the State regarding the structural safety or freedom from injury or hazards while either going to/from a site or at any site.

8. By signature of this Agreement, the Volunteer waives any right to sue the DCA, HPD, SHPO, NM SiteWatch, the State of New Mexico, its political subdivisions, or any other volunteer for any damages which may be sustained as a result of services the Volunteer has agreed to perform.
9. The Volunteer releases the State of New Mexico and its political subdivisions from all liability, direct or implied, which might arise from the performance of Volunteer services.
10. The Volunteer acknowledges that they are familiar with the federal and state laws and penalties that are taught to every Site Steward as part of their initial training.
11. The Volunteer agrees not to misuse or misrepresent his/her participation in this program for personal gain – to obtain access to sites, records, or artifacts. He/she will not engage in the collection, destruction, sale, or trade of artifacts, nor disclose the confidential site location information they have been entrusted with.
12. He/she recognizes that the value of a cultural property is in its context as well as content, and disturbing a cultural property for purposes that are not expressly permitted ahead of time by the SHPO, NM SiteWatch, or the presiding land managing agency will adversely affect a cultural property.
13. The Volunteer has read and understood the Site Steward’s Code of Conduct.

I confirm that I will uphold and abide by all Federal and State antiquity laws and will conduct myself according to the Site Steward’s Code of Conduct. I am volunteering my services to NM SiteWatch without expectation of pay in order to enhance the cultural resources of the State of New Mexico. I further understand that as a NM SiteWatch volunteer I am not a law enforcement officer and cannot take actions or make statements that might suggest I enforce the law.

By signing this application/questionnaire and agreement, I certify that the information provided is true, correct, and complete to the best of my knowledge. I acknowledge that any misrepresentation or falsification of the information herein will result in rejection of this application, removal from the program, and/or disqualification from future New Mexico SiteWatch participation.

Signature _____ **Date** _____

 Signature of Parent or Guardian Date
 (if Volunteer is under 18 years of age)

 Signature of SiteWatch Coordinator Date
 for the State Historic Preservation Officer

TERMINATION OF AGREEMENT

The above agreement was terminated on _____.

Signature of SiteWatch Coordinator

Date

For the State Historic Preservation Officer

Send this application and agreement to:

**Coordinator, NM SiteWatch
Historic Preservation Division
407 Galisteo Street
Santa Fe, NM 87501
Fax (505) 827-6338
(505) 827-6320**

The state or chapter coordinator will notify you of the status of your application.

Please note: SiteWatch is currently in a stage of transition- including the recruitment and training of a State Coordinator. Training may not be held in your area for several months. However, if this is the case, and you are accepted into the program, you will immediately begin to receive regular updates on events, new developments, and other program news.

Thank you for your interest in New Mexico SiteWatch!

SiteWatch

Protecting the Enchantment

Quarterly Service Report

Submit on

1/15, 4/15, 7/15, or 10/15

Revised Sept. 7, 2011

Comments on Reverse

Please submit to your chapter coordinator no later than the nearest date listed above.

Name/s _____

Chapter _____

Site ID, if applicable	Agency	Date	Site Visit Hours	Damage Follow-up Hours	Public Education Hours	Personal Education Hours	Other Hours	Mileage	Description of Activity



Protecting the Enchantment

Site Discovery Datasheet

please print clearly

Date _____

Steward Name _____

Address _____

Phone _____

Email _____

Site Type

___ **Historic** ___ **Prehistoric**

Property Owner _____

Location (please **map** the location and provide additional location data such as GPS coordinates if possible)

Description of Property (attach map and photos – describe surrounding landscape, notable features, etc.)

use extra sheets if necessary



New Mexico

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PHOTO LOG

Page# ___ of ___ Photographer _____ Site ID _____ Color/B/W/digital (circle one)

Record exposure number immediately after each photo. Record all information for each photo.

Date	Frame #	Subject	Direction	Comments

Appendix V



Protecting the Enchantment

QuickSheet - A Steward's Responsibilities

- 1) ***abide by your agreement to follow the Steward's Code of Conduct;***
- 2) ***maintain frequent contact with your team leader, project leader, or chapter coordinator (at least once per quarter);***
- 3) ***be active – make use of your opportunities!***
- 4) ***submit quarterly service reports on time;***
- 5) ***maintain the established schedule for your site(s);***
- 6) ***do not use firearms on behalf of NM SiteWatch;***
- 7) ***avoid conflicts of interest (contact State SiteWatch Coordinator with questions);***
- 8) ***if ending your stewardship, send the site field information folder to the land manager, the filed kit to the chapter coordinator, and your ID card to the State SiteWatch Coordinator.***

Refer to the Site Steward Handbook for more details – the State SiteWatch Coordinator is available anytime!



New Mexico

SiteWatch

Protecting the Enchantment

State of New Mexico – Dept. of Cultural Affairs
Historic Preservation Division, 407 Galisteo St., Room 236
Santa Fe, NM 87501, 505.827.6320

QuickSheet – Site Visit Safety Tips

- *Follow the SiteWatch sign-out procedure: make sure someone (preferably your Chapter Coordinator) knows where you're going, your route, and when you're due back; **
- *Take the time to make sure your vehicle is in good condition, with a full tank of gas;*
- *If using a cell phone, be sure it works onsite. If not absolutely certain, bring a backup form of communication;*
- *Carry lots of water and extra food (enough for an extended stay in the field due to vehicle breakdown, new site discovery, or other unexpected delay);*
- *Be aware of the weather – don't guess, don't take chances *;*
- *Be cautious when driving through arroyos, washes, or muddy areas;*
- *If your vehicle breaks down, stay near it. Leave your vehicle only if certain beyond doubt where help is located;*
- *If you must walk, rest 10 minutes per hour;*
- *Avoid prolonged exposure to direct sunlight;*
- *Wear the proper clothes for conditions onsite; keep in mind changes in altitude, storm forecasts, etc.;*
- *Travel and work in teams (at least two, depending on agency guidelines); **
- *When approaching your site, be aware of fresh disturbances (tire tracks, footprints, vehicles); View the site from as far away as safely possible- do not approach if suspicious activity is taking place: FIND-REPORT-DOCUMENT. Observe what is going on from safe distance and report to authorities; **
- *Do not pickup "trash" on way into site; it may be evidence from illegal activity. After site is inspected and there is no new unauthorized activity you can pickup recent litter on your way out (leave potential historic items). **
- *Always check-in with your Chapter Coordinator upon safe arrival home, or completion of your trip. Report what you found to your Chapter Coordinator (as required by the land manager)* including site #, date, mileage, time spent traveling, time on-site, what was found, etc.*

NOTE: The Chapter Coordinator is responsible for getting the information to the appropriate agency representative after each visit or quarterly (or in some cases just annually), depending on the needs of the agency.

*-Mandatory SiteWatch procedure



New Mexico

SiteWatch

Protecting the Enchantment

SITE VISIT SAFETY CONSIDERATIONS

SITE: _____ AREA: _____

ROAD ACCESS:

AVOID WHEN WET / MUDDY

NEED HIGH CLEARANCE VEHICLE

NEED 4-WHEEL DRIVE VEHICLE

OTHER _____

HUNTING: BE AWARE OF HUNTING SEASONS--REFER TO CURRENT HUNTING PROCLAMATION

ACCESS DIFFICULTY:

EASY

< ¼ mile hike to site

Minimal elevation change

MODERATELY DIFFICULT

¼ -2 mile hike to site including site survey

< 200 feet elevation change

Other _____

DIFFICULT

> 2 mile hike to site

> 200 feet elevation change

Precipitous location and or route

Other _____

APPENDIX VI SITE VISIT CHECKLIST

- A. Site Steward calls the Chapter Coordinator _____
_____ prior to leaving for site and when returned home. If Chapter
Coordinator (or Deputy) is unavailable, call _____ @
_____.
- B. Certain sites where access is strictly controlled may require a notification call to the
agency archaeologist and/or Law Enforcement Officer.
- C. Site Stewards **MUST HAVE** the following when making a site visit:
1. Signed copy of Agency Volunteer Agreement
 2. SiteWatch Identification Card
 3. Compass and/or GPS
 4. Site File Information Folder components including:
 - a. USGS Topographic map of area showing access and exits to site area
and land ownership status map
 - b. Map showing current condition of site upon which to make notes
(copy of site map or sketch of site)
 - c. Pad of paper and pencil for field notes
 - d. Site Program Organization Chart and phone numbers, Agency or land owner
contacts.
 5. First Aid kit, water, and appropriate clothing for the weather.
- D. Site Stewards **SHOULD HAVE** the following when making a site visit
1. Binoculars;
 2. Camera;
 3. Cellular phone, portable CB radio or other two-way radio if possible;
 4. Complete Site File (leave in car).

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