

OHV Courtesy Patrol Grant Program Manual

Recreation Division

Manual Version: 2.0

Summary of Changes

This manual establishes the OHV Courtesy Patrol Grant Program administered by the North Dakota Parks and Recreation Department. It provides guidance for eligible applicants, program purpose, funding allocation, patrol documentation, and reimbursement procedures.

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1. Introduction

The North Dakota Parks and Recreation Department (NDPRD) administers the OHV Courtesy Patrol Grant Program to support safe and responsible off-highway vehicle recreation across North Dakota.

OHV recreation provides important outdoor opportunities throughout the state and occurs on a variety of public lands and riding areas. Maintaining continued access to public riding areas requires responsible recreation practices, education, and appropriate patrol presence.

Law Enforcement presence helps ensure OHV recreation remains compatible with surrounding communities, protects natural resources, and supports continued access to existing public riding opportunities.

The program provides financial assistance to local law enforcement agencies to conduct patrol and rider engagement activities in areas experiencing OHV use. Officers retain full authority to enforce applicable laws including issuing warnings, citations, or making arrests when violations occur.

2. Program Authority

The OHV Courtesy Patrol Grant Program is funded through OHV trail tax and safety fee revenues authorized under North Dakota Century Code Chapter 39-29. The program may be implemented when sufficient OHV program funding is available and allocated by NDPRD.

3. Program Purpose

The purpose of the OHV Courtesy Patrol Grant Program is to promote safe and responsible OHV recreation while supporting continued access to public riding opportunities.

Program objectives include:

- Increasing public awareness of OHV rules and regulations
- Promoting safe riding practices and rider responsibility
- Supporting visible patrol presence in high-use OHV areas
- Encouraging voluntary compliance with OHV requirements
- Reducing conflicts between OHV riders, landowners, and other recreation users
- Increasing public confidence that OHV recreation is responsibly managed
- Helping prevent damage to natural resources

4. Program Availability

The OHV Courtesy Patrol Grant Program remains open year-round upon request from interested applicants. The program funding is capped at \$75,000 per biennium.

Eligible agencies may request funding once per year, subject to available funding.

5. Eligible Applicants

Eligible applicants include county sheriff offices, municipal police departments, tribal law enforcement agencies, and other law enforcement agencies with jurisdiction over OHV riding areas within North Dakota. A municipal police department must have a designated OHV riding area within their jurisdiction to apply.

NDPRD is not an eligible recipient under this program.

6. Demonstrated Need

Applicants must demonstrate a need for patrol activities within their jurisdiction.

Examples include high levels of OHV traffic, safety concerns, commission requests, potential natural resource impacts, or locations where additional rider education would improve compliance.

7. Grant Allocation Formula

For a municipal, state, or federal agency, the cap for the grant amount is \$5,000.00 per year. For county and tribal governments, Grant funding is calculated using the following formula:

\$1,500 base allocation plus \$2 per registered OHV within the county. No county may receive more than \$18,000 during a legislative biennium.

Example calculations:

- 300 OHVs = \$2,100
- 1,200 OHVs = \$3,900
- 4,000 OHVs = \$9,500

8. Eligible Activities

Eligible activities include patrol operations, rider education, safety outreach, and enforcement of OHV laws. Equipment purchases can be authorized if necessary to conduct patrol activities. Equipment authorization will only occur once every six years per eligible grantee.

9. Reimbursement Process

The program operates on a reimbursement basis.

Applicants must submit the NDPRD Grant Reimbursement Form along with required documentation to receive reimbursement.

Documentation must include patrol activity logs and invoices identifying OHV patrol activities.

Attachment A - Application

Agency Name	County / Jurisdiction
Primary Contact Name	Title
Contact Email	Phone
Description of OHV riding areas in jurisdiction	

Describe the safety or enforcement issue or other demonstrated need for grant funding

Describe the proposed patrol strategy

Estimated patrol hours

Describe how the use of this grant will continue to secure OHV riding access

Requested Grant Amount

Attachment B – OHV Patrol Activity Log

Date	Officer	Location	Patrol Hours	Rider Contacts	Citations Issued	Notes
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Attachment C – Reimbursement Submission Checklist

Completed NDPRD Grant Reimbursement Form

OHV Patrol Activity Log

Invoice identifying OHV patrol activities

Any supporting documentation requested by NDPRD