



Division of State Parks

Policy & Procedure 01-1	Policy Manual	Rev. 7/2009	Page 1 of 3
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REFERENCES: None

PURPOSE: The division shall establish a policy manual. This manual will be developed and maintained by the *Management Team*, under the direction of the administrator

ORGANIZATION: The policy manual provides written guidelines be followed by employees of the Division of State Parks while performing agency business. The policy provides a means to establish, update, maintain and communicate procedures and policies within an agency for all employees.

DEFINITIONS:

Purpose

A guiding principle or position the division takes regarding a given issue. It shall be in writing and recommended by the *Management Team*, approved by the administrator and director, and made available to all division employees. The *Management Team* members consist of *two* regional managers and *facility supervisors* from the *northern and southern* regions, administrator, *deputy administrator*, chief of planning and development *administrative services officer (ASO)*, *recreation program manger* and *personnel analyst*.

Organization

An explanation of the reasons for the corresponding policy statement and clarification of to whom it applies.

Procedure

An approved method to implement the direction outlined, or directed by policy statement.

Rule

A prescribed requirement, procedure, or restriction.

PRIOR POLICY: This policy supersedes the priority policy dated 5/29/07.

PROCEDURES:

- I. Among the division's primary responsibilities are the following:
 - A. Prepare and maintain a comprehensive State Park Policy Manual.
 - B. To review and make recommendations on all existing policies and procedures and/or modify existing policies, procedures and rules.

- C. To review and make recommendations on proposed new policies, procedures and rules.
- II. Each policy written will state the purpose of the policy and who it applies directly to, i.e. division employees, field employees, park supervisors, regional managers, planning & development staff, etc.
- III. Chairperson or designated representative will be in charge of assembling, copying and distributing the agenda for the *Management Team* members' review prior to any scheduled meetings. The recorder for the will maintain records and files for reference by the *Management Team*.
- IV. The *deputy administrator* will serve as the liaison with the division administrator. The *deputy administrator* will also be charged with coordinating:
 - A. The typing of all policy drafts and revisions;
 - B. Proofreading;
 - C. The signature process;
 - D. Filing of original committee documents in division office;
 - E. Distribution of draft policies and policy amendments to the field for review; and
 - F. Distribution of approved policies and policy amendments to all authorized manual recipients.
- V. One copy of the new or revised policy will be sent to planning & development and accounting/personnel sections, all region offices and parks. The copy will be reviewed by all employees concerned and their initials acknowledging that they have read and understand the contents of the policy will be written on the Request for Action memo (golden rod paper). Return only the signed Request for Action memo (golden rod paper) to the division office. It is the responsibility of the section heads, regional managers and parks supervisors to insert approved policy or policy revision into the Policy Manual. Regional managers should discuss the new/revised policy(ies) at their region staff meetings for clarification.
- VI. Policies received outside of the Division of State Parks (Director's, Forestry, other state agencies, etc.) will be an attachment to State Park's policy. The division administrator will determine if the policy needs to be incorporated into the Division of State Parks policy manual. These policies will be on yellow paper to distinguish from the division policy.

RULES:

- I. Proposed policies will be submitted in writing directly to the *deputy administrator* on the attached "Policy Proposal Form" shown in Attachment B. See Attachment A for instructions on how the fill out form. Other comments, suggestions or proposals will be submitted to the respective regional manager, as stipulated in Policy 01-2, Committee Guidelines Policy.
 - A. The administrator may issue a temporary policy, which will remain effective until such time as the *Management Team* committee has an opportunity to review and process it in the manner outlined below.
 - B. All temporary policies will have "TEMPORARY POLICY" typed in capital letters across the top of the page. Temporary policies will be in orange paper to distinguish from permanent policies.
- II. The *deputy administrator* will acknowledge to the initiators the receipt of any proposed policies and indicated the action to be taken within 10 working days of the *deputy administrator* receipt of the proposed policy(ies). The regional managers will acknowledge receipt of any other comments, suggestions or proposals to the initiator(s) within 10 working days; *deputy administrator* will be notified by the regional managers of any comments, suggestions or proposals to be included on the next committee meeting agenda.

- III. **Minor modifications to existing policies can be made by the *management team* without returning the policy to the field.** However, in such cases the revised policy will be directed to the administrator for his approval. The approval will be signified by the *department director's* signature. The revised policy will then disseminated to all policy manual holders, who will then insert the revision in the appropriate place of the policy manual.
- IV. If a new policy or major policy revision is approved, it will be signed by the administrator and the department director before being disseminated to all division employees.
- V. Existing policies should be reviewed after each legislative session during the month it was approved or as often as needed for accuracy of current information. The division administrative section will monitor the review process.

Original signed by: SIGNED	July 14, 2009
David K. Morrow, Administrator	Effective Date

Original signed by: SIGNED	7/15/09
Allen Biaggi, Director	Date

Copy to Regions: 8/4/09

Review Date: _____

POLICY PROCEDURE FORM INSTRUCTIONS

This form is to be used when requesting a new policy, procedure and/or rule or when requesting a modification to an existing policy, manual, procedure and/or rule.

Purpose - To provide a means to establish, update, maintain and communicate policies. A guiding principle or position the division takes regarding a given issue. It shall be in writing and recommended by the *Management Team*, approved by the administrator and made available to all division employees.

Organization – This policy applies to each member of the Nevada Division State Parks (NDSP).

Procedure - An approved method to implement the policy statement.

Rule(s) - A prescribed requirement or restriction.

Please complete the following:

1. Section 1 - The "From" line can be from an individual, more than one person, a park, or a region. Write in the date you are filling out the form. For the blanks on the right side, please double check SAM (State Administrative Manual), Rules for the State Personnel Administration, NRS (Nevada Revised Statutes), NAC (Nevada Administrative Code) and division policies and fill in the appropriate numbers. Do as much research as possible. It will help the Management Team to better understand your request. Be sure to fill in as many reference numbers as possible on the right side.
2. Section 2 - This section applies only to existing policies, manuals, procedures and rules. Please type/write in what is existing. If it is too long to fit, then attach a copy. If you are requesting a new policy, procedure or rule, Section 2 is to be left blank,
3. Section 3 - Type or write the specific language you want adopted. Do not just write a general concept or idea. If you believe the specific language is not sufficient, feel free to add an explanation either at the bottom or in Section 3, or on an attached sheet.
4. Section 4 - Do not use.

POLICY PROPOSAL FORM

To: Management Team

From: _____

Date: _____

Your request refers to:

SAM - Ref. # _____

NRS - Ref. # _____

NAC - Ref. # _____

Division Policy # _____

Other _____

(Check appropriate box)

2. Existing Policy

Procedure

Rule

3. Proposed Change

Addition to

New

(Attach additional sheets if necessary)

4. FOR MANAGEMENT TEAM COMMITTEE USE ONLY

Return to Originator

DUE DATE:

Already covered by NRS, SAM,
existing policy:

Forwarded to Management Team

Additional information
requested:

Division of State Parks
staff review

Other: