



# Division of State Parks

<b>Policy &amp; Procedure #01-5</b>	<b>Division Manuals</b>	<b>Rev. 3/10/09</b>	<b>Page 1 of 2</b>
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**PURPOSE:** *To establish guides to be followed by employees of the Division of State Parks to update and maintain various manuals listed in Attachment A.*

**ORGANIZATION:** The division shall establish a policy on the internal control system for monitoring and the review process for all division manuals. This policy will be developed and maintained by the Regional Managers (RM) Committee, under the direction of the administrator.

**PRIOR POLICY:** This policy supersedes the prior policy dated 8/4/99.

## **PROCEDURES:**

- I. Among the division's primary responsibilities are the following:
  - A. Prepare and maintain all state park manuals listed in Attachment A.
  - B. To review and make recommendations on all existing manuals and/or modify existing manuals, when appropriate.
  - C. To review and make recommendations on proposed new manuals.
- II. Each manual will have a table of contents, introduction, appendixes (if any), index listing (if appropriate), a distribution list, list of changes/revisions and an approval page signed by the administrator. The introduction should state the purpose, the authority (if required), goals and objectives. These do not include manuals that require specific guidelines because of federal regulations, for example, grants.
- III. Designated staff members will be in charge of assembling, copying and distributing for the RM Committee members' review prior to any scheduled meetings. The recorder for the RM Committee will maintain records and files for reference by the RM Committee.
- IV. The chief of operations & maintenance (O&M) will serve as the liaison to the administrator. He will work with the administrative assistant, who will be charged with coordinating the procedures for word processing, reviewing revisions, proofreading, signature approval, filing of original committee documents, distribution of draft manuals, changes to the field for review, and distribution of approved manuals and changes to all authorized manual recipients.
- V. Distribution of agency manuals will include the following: administrator, chief of planning & development, chief of operations & maintenance, accounting/personnel, administration, each region office, each park, *senior law enforcement specialist*, *deputy director of the department and deputy attorney general (AG)*. It is the responsibility of the regional managers, park supervisors and each division section head to have their employees review manuals and changes.



**STATE PARKS MANUALS  
Estimate Review Schedule**

NAME	REVIEW DATE	COMMENTS
Fee Manual	Biennium	Includes Forms
Cash Register Procedures Manual	5 Years	
Land & Water Conservation Fund (L&WCF) Grants Manual	5 Years	
Library Manual	5 Years	
Park Master Plan (Chapters 1-5)	Every 15 Years	Policy 35-1
Policy Manual*	Biennium	Includes office forms
Safety Manual	5 Years	Safety (SFY) forms
Statewide Comprehensive Outdoor Recreation Plan (SCORP)	Directed Every 5 Years	National Park Service LWCF Program
System plan	Every 10 Years	
State Recreational Trails Program Grant Manual	Annually	
Volunteers In Parks handbook	Biennium	Policy 20-9
Workplace Health & Safety Program	Biennium	Policy 03-1, SFY forms

\*Policy Manual – See Policy 01-1.

**LIST OF CHANGES/REVISIONS**  
(Name of Manual)

**SAMPLE**

<u>Change/Revision #</u>	<u>Date of Revision</u>	<u>Date Posted to Manual</u>	<u>By Whom</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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