



# Division of State Parks

<b>Personnel</b> 20-17	<b>Service Plaques, Certificates and Identification Cards</b>	<b>Rev.</b> 7/2009	<b>Page</b> 1 of 2
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**REFERENCES:**

None

**PURPOSE:**

To recognize employees with continuous service with State Parks.

**ORGANIZATION:**

The policy provides the criteria and guidelines for the issuance of service plaques, certificates for longevity *and identification cards*.

**PRIOR POLICY:**

This policy supersedes the priority policy dated 5/23/08.

**PROCEDURES:****I. Certificates and service plaques**

- a. Employees who have five (5) years with Nevada State Parks will receive a "Certificate of Appreciation". This certificate will be prepared at the division office. Every five (5) years thereafter, the employee will receive a special wood and metal plaque specific to that year. The Management Team agreed to expand the service plaque years to 35 years and beyond, as needed.
- b. In January of each year, the personnel analyst updates the database of employees to determine who will be eligible to receive a service plaque for that year. A list will be printed for the file for the current year.
- c. The personnel analyst will send a list with the names and years of service to the Northern region office requesting them to produce the photo metal plates for each eligible employee. When completed, the photo metal plates will be returned to the personnel technician to review for accuracy.

**II. Retired Identification Cards**

- a. If a state parks *commissioned ranger* retires from state service with ten or more years as a commissioned law enforcement officer with a Nevada law enforcement agency, they will be issued a "Retired *State Park Commissioned Rangerr*" identification card. Send your request in to the senior law enforcement specialist at the division office at least two weeks prior to the employee's last day of employment.

III. State Park Identification Card

- a. New permanent employees will be issued an identification card. Seasonal staff will not be issued identification cards. Fill out the form shown in Attachment A (ADM-47) and send it to the division law enforcement records custodian at the division office along with an electronic photo.
- b. Upon successful completion of a POST approved Basic Academy or issuance of a POST Basic Certificate, State Park peace officers will be issued a "Peace Officer" identification card.

**RULES:**

- I. As of January 1999, previous seasonal time will not be included in the continuous service date calculation.
- II. Continuous service dates will start when an employee is hired or promoted to a permanent position in State Parks.
- III. Upon termination of employment, employees will turn in their identification cards one week prior to the employee's last day of employment.

Original signed by:  <b>SIGNED</b>	<b>7/29/09</b>
<hr/> <b>David K. Morrow, Administrator</b>	<hr/> <b>Date</b>

Original signed by:  <b>SIGNED</b>	<b>7/29/-09</b>
<hr/> <b>Allen Biaggi, Director</b>	<hr/> <b>Effective Date</b>

Copy to regions: 8/4/09

Review Date: \_\_\_\_\_

STATE OF NEVADA  
DEPARTMENT OF CONSERVATION & NATURAL RESOURCES  
DIVISION OF STATE PARKS

EMPLOYEE IDENTIFICATION WORKSHEET

PHOTO FILE: \_\_\_\_\_

- Peace Officer Identification  
 Retired Peace Officer Identification

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

BADGE NO. \_\_\_\_\_

SEX: \_\_\_\_\_

EYE COLOR: \_\_\_\_\_

HAIR: \_\_\_\_\_

HEIGHT: \_\_\_\_\_

WEIGHT: \_\_\_\_\_

SIGNATURE:

.....  
***THIS PORTION IS FOR ALL OTHER PERMANENT PARK EMPLOYEES***

- Non-Sworn Employee Identification

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**Instructions:**

Please complete for all permanent employees. A digital photo is needed for all employees. It should show the head and shoulders and should be taken in uniform in front of a plain neutral background and the file name for each photo should be written on this form to simplify matching the correct employee photo with the identifying information, i.e. cloutier.jpg.