

DIVISION OF PARKS AND RECREATION

January 7, 1998

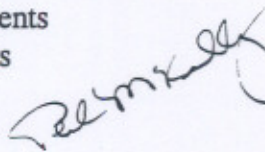
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OPERATIONS

STAFF DIRECTIVE 98-1

TO: Administrative Staff
Section Chiefs
Program Managers
District Superintendents
Park Superintendents

FROM: Philip K. McKnelly 

SUBJECT: Directives Management - Annual Update

Pursuant to Division policy, attached is a revised listing of all the staff directives that have been issued within the Division. A list of staff directives that are currently active and in force has also been included, as well as a revised listing of the Division's guidelines.

You are responsible for maintaining a "staff directives file". A status sheet, along with a complete set of all current directives issued to date, shall be in this file. Since all employees do not receive all directives, your file will serve as a reference for you and all employees under your supervision.

PKM/GSR

Attachment