


DIVISION OF PARKS AND RECREATION

July 14, 1994

STAFF DIRECTIVE 94- 10

TO: District Superintendents
Park Superintendents
Chief of Operations
Administrative Officer
Personnel Technician
Public Safety Officer

FROM: Philip K. McKnelly, Director 

SUBJECT: Revision of Staff Directive 88-6
Issuance and Control of Division Uniform Badges

This directive maintains Division policy on the issuance and control of badges worn by the uniformed staff of the Division of Parks and Recreation.

All persons authorized to wear the Division's dress uniform have been issued a set of three (3) identically numbered badges and are expected to retain these badges throughout their career with the Division. Badge sets, by number, have been issued to individuals, and this assigned number is to be used on all violation notices, citations, or receipts issued by the individual. In the case of retirement, one badge will be awarded to the retiree in the form of a plaque, and the badge number reissued after a six-month clearance period. In cases where temporary badges are issued (pending repair/replacement of originally-assigned badges), continue to use your originally-assigned badge number on all official documents.

Distribution of the numbered badge sets have been made according to the following system:

<u>BADGE NUMBER</u>	<u>ASSIGNMENT</u>
1	Division Director
2	Deputy Director
100	Chief of Operations
101-267	Distributed to individuals in the field staff.

The assignment of badge numbers, with the exception of 1, 2, and 100, are not related to position.

Upon issuance of the badge set, employees will acknowledge receipt by signing a property loan voucher, copy attached, which will be witnessed by their immediate supervisor, dated, and

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returned to the Chief of Operations. These vouchers will be retained by the Operations Secretary in numerical order during the employee's career with the Division and while he/she is authorized to wear the dress uniform. At the time of resignation, reassignment to other duties not requiring the dress uniform, or termination of employment, individuals will return a complete set of badges to their immediate supervisor, who will send them by hand (do not mail) to the Operations Secretary for control. The "Badge Issue Agreement" on file with the Chief of Operations will be returned by mail to the individual accountable for the badge. All badges turned into the Chief of Operations will be held for six months before reassignment to allow time for refurbishment and to clear records.

If, during the performance of your duties, one or more of your badges becomes damaged and requires refinishing, repair, or replacement, you should contact the Operations Secretary for assistance.

PKM/JBH/jas

Attachment

State of North Carolina
Department of Environment, Health, and Natural Resources
Division of Parks and Recreation

BADGE ISSUE AGREEMENT

I do hereby acknowledge receipt of badges issued to me as follows:

Badge Number: _____

Quantity Issued: 1 set, 3 badges

If I should require replacement badges, I will turn in my old badges when issued new ones. I also agree to turn in all badges issued to me at the termination of my employment with the Division of Parks and Recreation.

Witnessed by:

Title

Signed:

Signature of Recipient

Name, Printed or Typed

Working Title

Date: