

DIVISION OF PARKS AND RECREATION

April 23, 1990

STAFF DIRECTIVE 90-3

TO: Administrative Staff
 Section Chiefs
 Program Managers
 District Park Superintendents
 Park Superintendents
 Regional Recreation and Park Consultants

FROM: Philip K. McKnelly, Director

SUBJECT: Directives Management--Annual Update

Pursuant to Division policy, this report represents the annual review of existing staff directives. It provides a current listing of all staff directives and guidelines in force within the Division.

Staff directives are to be reviewed annually, after which a status sheet will be completed and distributed. Using such a system allows for the orderly examination of existing policies, providing an opportunity to update or eliminate procedures as necessary. It reduces confusion that can result when instructions issued years ago are forgotten by some and remembered by others.

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.

It is suggested that you place the attached staff directives listing in the front of your directives binder for quick reference and easy review of the contents. A listing of the Division guidelines has also been attached. It is suggested that you place this in front of your guidelines binder, also, for quick reference.

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Attachments

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STAFF DIRECTIVES

Staff Directive	Date	Subject	Status/Comments
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1985:

85-1	March 14, 1985	Participation in Professional Organizations	
85-2	March 14, 1985	Weekly Activity Reports	Revised 87-4, 87-6
85-3	March 14, 1985	Correspondence Guidelines	Revised 88-11, 90-6
85-4	March 26, 1985	Affirmative Action Policy; Plan Availability	
85-5	April 4, 1985	Secondary and Dual Employment Policy	
85-6	April 5, 1985	Reading Files	
85-7	April 5, 1985	Visitors to the Raleigh Office	
85-8	April 5, 1985	Travel Activities	Revised 90-2
85-9	May 23, 1985	Division of Parks and Recreation Safety and Occupational Health Policy	
85-10	July 12, 1985	Moratorium on Park Research	Revised 86-8
85-11	July 22, 1985	Park Housing Policy - Superintendents	
85-12	July 30, 1985	Assignment of Responsibilities-Complying with Section 504 of the 1973 Rehabilitation Act	
		Standard Abbreviations	
85-13	November 18, 1985	Additions or Modifications to Division Work Plan	Revised 87-1
85-14	December 12, 1985		Revised 86-3

1986:

86-1	January 13, 1986	Internal Employment Policy/Procedures for Temporary Labor and Seasonal Positions	Revised 88-23
86-2	March 14, 1986	Overtime and Compensatory Time Revised	
86-3	March 24, 1986	Procedures for Additions or Modifications to Division Work Plan	Revision of 85-14
86-4	June 4, 1986	Directives Management	
86-5	June 25, 1986	Procedures for Requesting Attorney General's Opinion	Revised 87-11
86-6	August 18, 1986	Overnight Trip Approval	
86-7	August 25, 1986	Correspondence	
86-8	August 28, 1986	Research Policy and Process	
86-9	October 20, 1986	Division of Parks and Recreation Awards Program	Rescinded 90-5
86-10	October 21, 1986	Policy on Naming Units of the State Park and Recreation System and Facilities Within Individual Units	Revision of 85-10
86-11	December 4, 1986	Release of Legal Advice	Revised 88-2

1987:

87-1			
87-2			
87-3			
	January 20, 1986	Standard Abbreviations	Revision of 85-13
	January 27, 1987	Closing/Opening of Facilities	
	February 5, 1987	Future Requests for Training/Attendance at Conferences and Meetings	Revised 87-9, 88-24

Staff Directive	Date	Subject	Status/Conts
<u>1987 (continued):</u>			
87-4	February 25, 1987	Weekly Activity Report	Revision of 8`---?
87-5	March 17, 1987	Guidelines for Grant Programs Administered by Amended 88-8	
87-6	April 22, 1987	^{the Division} Weekly Activity Report	Revision of 8--4 (see 85-2)
87-7	July 8, 1987	Moratorium on Commercial Filming in State Parks (see 87-10)	
87-8	August 5, 1987	Planning Terms	
87-9	August 13, 1987	Division Training Policy	Amended 88-4 (see 87-3, 88-24)
87-10	December 18, 1987	Guidelines on Commercial Filming in State Parks	
87-11	December 22, 1987	Directives Management; Annual Update	Revision of 8c-4
<u>1988:</u>			
88-1	January 7, 1988	Guidelines for Utilizing NRCD Public Affairs Support Staff	
88-2	February 9, 1988	Awards Guidelines	Revision of 86-9 Amended 89-12
88-3	February 10, 1988	N. C. Parks and Recreation Fee Schedule	Revised 88-5, 38-9
88-4	February 29, 1988	Division Training Policy	Amendment to 57-9 (see 87-3, 88-24)
88-5	March 18, 1988	Clarification of Parks and Recreation Fee Schedule	Amendment to 53-3 Amended 88-9
88-6	May 6, 1988	Issuance and Control of Division Uniform Badges	
88-7	June 24, 1988	Volunteer Program Guidelines	
88-8	May 12, 1988	Policy for Grant Announcements	Amendment to 57-5
88-9	May 6, 1988	Extension of Fee Collection Hours/Falls and Jordan lakes	Amendment to 58-3 (see 88-5)
88-10	May 9, 1988	Use of Telephone Credit Cards	
88-11	May 1, 1988	Correspondence Guidelines	Revision of 85-3 Revised 90-6
88-12	June 7, 1988	Weekly Activity Report	Revision of 8-6 (see also 85-:,87-4)
88-13	June 17, 1988	Matters of Public Record and Media Responses Concerning Accident Investigations	
88-14	June 28, 1988	law Enforcement Policy & Guidelines	
88-15	July 20, 1988	Publications Guidelines	Amended 89-13
88-16	July 22, 1988	Environmental Education Guidelines	
88-17	August 26, 1988	Accident or Incident Chain of Notification	Revised 90-7
88-18		Radio Manual Guideline, Amendment to 88-21	Not Issued
88-19	October 1, 1988	Documents Disposition	
88-20	October 24, 1988	Correspondence Guidelines	Amendment to a9-11 (see also 85-3)
88-21	December 12, 1988	Division Radio Communications Guidelines	Amendment to SS-14
88-22	--	Law Enforcement Guideline	Not Issued

Staff Directive	Date	Subject	Status/Comments
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1988 (continued):			
88-23	January 6, 1989	Internal Employment Policy/Procedures for Temporary Labor and Seasonal Positions	Revision of 86-1
88-24	November 29, 1988	New Internal Procedures for Travel	Revision of 87-3, 87-9
88-25	December 8, 1988	Intra-Divisional Correspondence	See also 85-3, 88-11
88-26	December 22, 1988	Activity Codes for Monthly Timesheets	
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1989:			
89-1		Community Service Guidelines	Not Issued
89-2	February 15, 1989	Interpretive Program Guidelines	Revised 90-4
89-3	February 27, 1989	Official Title--Stone Mountain Falls	
89-4	February 28, 1989	Park Search & Rescue Maps	
89-5	March 6, 1989	Revision to Employee Housing Rental Rates	
89-6	March 2, 1989	NRCD Application for Leave	
89-7	March 13, 1989	Power Tool/Equipment Safety Regulations for CSW Program	
89-8	Not Issued	Visitor's Accident Report	
89-9	April 6, 1989	Power Tool/Equipment Checklist	
89-10	May 19, 1989	Scheduling Appearances by the Secretary, Governor or Other Officials	
89-11	May 19, 1989	Publication & Use of State Park Names, Division Programs & Logos by Outside Organizations	
89-12	June 15, 1989	Awards Guidelines	Amendment to 88-2 (see 86-9)
89-13	August 25, 1989	Publications Guidelines	Amendment to 88-15
89-14	April 12, 1990	Management of Facility Inventory	Not Issued
89-15	-	Inspection Program	Not Issued
89-16	August 28, 1989	Fort F-5B (LE), Report of Separation	
89-17	September 12, 1989	Newsletter Guidelines	
89-18	September 5, 1989	Radio Communications Guidelines	Amendment to 88-21
89-19	September 18, 1989	Wildland Fire Management Guidelines	
89-20	September 18, 1989	Operations Evaluation Guidelines	
89-21	October 2, 1989	Photo Session Scheduling	With 89-10
89-22	September 20, 1989	Capital Improvement Design Review Process	
89-23		Special Activity Permit	
89-24	October 19, 1989	Outdoor Exhibit Guidelines	
89-25	October 23, 1989	Procedures for Governor, Secretary and Lieutenant Governor Mail	Amendment to 88-11
89-26	November 15, 1989	Uniform Guidelines	
89-27	December 11, 1989	General Management Plan	
89-28	December 14, 1989	Recision of Division Logo	
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1990:

90-1	January 18, 1990	Law Enforcement Guidelines, Revision	Revision of 88-14
90-2	February 13, 1990	Travel Activities	Amendment to 85-8
90-3	April 23, 1990	Directives Management--Annual Update	Revision of 86-4, 87-11
90-4		Interpretation & Education Guidelines	Revision of 89-2
90-5	April 23, 1990	Overnight Trip Approval	Recision of 86-6
90-6	May 1990	Correspondence Guidelines	Revision of 88-11
90-7	May 1, 1990	Accident or Incident Chain of Notification	Revision of 88-17

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DIVISION OF PARKS AND RECREATION GUIDELINES

Guideline #	Name	Originator
1	Correspondence Guidelines	Jo Anne Solomon
2	Filming Guidelines	Don Reuter
3	Awards Guidelines	Judy Warren
4	Law Enforcement Program Policy and Guidelines	Bill Hubbard
5	Environmental Education Program Guidelines	Becky Marty
6	Volunteer Program Guidelines	Martha Williamson
7	Publications Program Guidelines	Margaret Hassell
8	Interpretive Program Guidelines	Becky Marty
9	Radio Communications Guidelines	Leon Carter Bill Hubbard
10	Concessions Management Guidelines	Carl Jeeter
11	Uniform Guidelines	Bill Hubbard
12	N. C. Trails Committee Member Guidelines	Darrell McBane
13	N. C. Trails System Guidelines	Darrell McBane
14	Community Service Program Guidelines	Sue Intemann
15	Operations Evaluation Guidelines	Jim Hallsey
16	Wildland Fire Management	Scott Daughtry
17	Outdoor Exhibits Guidelines	Brenda Wynne
* 18	Park Road Design Standard	Kevin MacNaughton
19	General Management Plan Guidelines	Frank Boteler
20	Style Manual and Punctuation Guide	Don Reuter
21	Newsletter Guidelines	Don Reuter
22	Capital Review Design	Kevin MacNaughton
* 23	Boundary Management	Sue Regier

* Guidelines not yet issued as of April 23, 1990.