

## DMSION OF PARKS AND RECREATION

May 8, 1997

### STAFF DIRECTIVE 97-4

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

FROM: Philip K. McKnelly

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 It provides a current listing of all staff directives in force within the Division, as well as those that have been rescinded, amended, or replaced.

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.

A listing of the current Division guidelines has also been attached.

PKM/GSR

Attachment