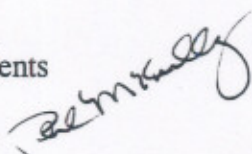


DIVISION OF PARKS AND RECREATION

August 19, 1997

STAFF DIRECTIVE 97-19

TO: Administrative Staff
Section Chiefs
Program Managers
District Superintendents

FROM: Philip K. McKnelly 

SUBJECT: Procedure for Requesting a Formal Opinion from the Attorney General's Office

All staff interested in obtaining a formal opinion from the Attorney General's Office shall adhere to the following procedure.

1. A memorandum will be prepared for the Director's signature to the Attorney General's Office.
2. The memorandum will include, or be accompanied by, information fully describing the request, including:
 - a. The nature and extent of the opinion desired;
 - b. Why the opinion is necessary (background and present circumstances which brought about the necessity of an opinion from the Attorney General — especially any legal actions in process or that may occur as a result of the situation);
 - c. References to, and copies of, relevant legislation and administrative regulation; and,
 - d. The time frame (urgency) of the opinion.
3. The staff member preparing the request will coordinate with other Division programs to assure the adequate input has been received prior to submitting a request.

PKM/GSR