DIVISION OF PARKS AND RECREATION
August 26, 2014

E-MEMORANDUM

TO: District Superintendents, Park Superintendents, HR Representatives and manager,
            District Maintenance Staff

FROM: Carol Tingley, Acting Chief of Operations

SUBJECT: Law Enforcement Housing Transfer Notification Form, statewide or within a park

The division has strived to improve and standardize our Housing Policy over the last decade and it is in legal review at this time. This Housing Transfer Tracking Form is proposed by HR and the Housing Policy Committee and the result will be an effective workflow and better communications for the Operations Section, PASU, District Superintendents, HR Section Representatives, and Facility Maintenance Manager and District Maintenance Staff involved with housing assignments, maintenance and move inspections.

The attached Housing Transfer Notification Form includes a housing *Transfer within a park section, or a housing Transferal to a Park from a Park and/or District section.* Instructions are included to complete the Housing Notification Form and the PASU must sign and email the form to the District Superintendent for signature and scan/upload by the District Office and email a copy to HR, Jerry Howerton, Operations, and PACR. If you have questions about the transfer process or rental deduction, please contact your HR Representative.

We hope to have this procedure in place while the Housing Policy and Agreement is reviewed for approval by the legal department and DENR. Tom Howard is updating the housing database and making improvements to keep updated data accessible to everyone. The database will include a section for housing status comments to be added by the PASU, DISU, and OPS section.

Your cooperation with this procedure is appreciated.

CT/vdw

Attachment: Housing Transfer Notification Form

cc: Jerry Howerton, Facility Maintenance Manager
        Rosilyn McNair, Human Resource Manager
        Tom Howard, Database Consultant

Signed copy retained by Denise Williams, Operations Section Administrative Assistant