

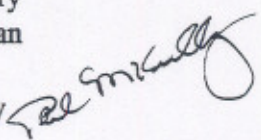
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DIVISION OF PARKS AND RECREATION

October 13, 1997

STAFF DIRECTIVE 97-24

TO: Superintendent of State Parks
District Superintendents
Park Superintendents
Parks Chief Ranger
Operations Secretary
Personnel Technician

FROM: Philip K. McKnelly 
SUBJECT: Revision of Staff Directive 94-10
Issuance and Control of Division Uniform Badges

This Directive revises Staff Directive 94-10 regarding the Division's 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 four (4) identically numbered badges and are expected to retain these badges throughout their career with the Division. The assigned number on the badge sets issued to uniformed staff is to be used on all warning notices, citations, arrest reports, investigation reports, or receipts issued by that individual.

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

Badge Number	Assignment
1	Division Director
2	Superintendent of State Parks
100	Parks Chief Ranger
101-317	Field Staff

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

Employees will acknowledge the receipt of the badge set by signing a property loan voucher (see attachment). Signature of the property loan voucher form will be witnessed by the employee's immediate supervisor, dated, and returned to the Operations Secretary. These vouchers will be retained in numerical order during the employee's career with the Division and while the employee is authorized to wear the dress uniform.

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In cases where, for any reason, a temporary badge has been issued, the originally assigned badge number will continue to be used on all official documents.

Upon retirement, one badge will be awarded to the retiree in the form of a plaque. The badge number will be reissued after a six-month clearance period.

Upon resignation, termination, or reassignment to duties not requiring the dress uniform, employees will return a complete set of badges to the immediate supervisor, who will hand carry the badges to the Operations Secretary. The "Badge Issue Agreement" on file will be returned by mail to the individual accountable for the badge. All badges turned in to the Operations Secretary will be held for a six-month clearance period.

If during the performance of duties, one or more of the employee's badges becomes damaged and requires refinishing, repair, or replacement, 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, 4 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