

DIVISION OF PARKS AND RECREATION

January 4, 1999

STAFF DIRECTIVE 99-1

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

FROM: Phil McKnelly *Phil McKnelly*

SUBJECT: Directives Management - Annual Update

Attached is a revised listing of all the **active** staff directives that have been issued within the Division. A revised listing of the Division's guidelines is also attached.

You are responsible for maintaining a "staff directives file." A status sheet shall be included in this file. Since all employees do not receive all directives, your file will serve as a reference for you and all the employees under your supervision.

PKM/GSR

Attachment

