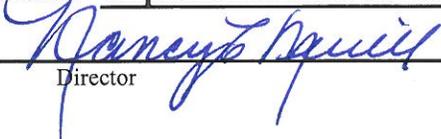


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**IDAHO DEPARTMENT OF PARKS AND RECREATION  
POLICY AND PROCEDURES MANUAL**

**PROCEDURE TITLE: Implementation of Procedure Manual**

**APPROVAL:**   
Director

**ADMINISTRATION**  
Policy Owner

1.1 GENERAL PROCEDURES

A procedure is a written communication of an approved system or method designed to accomplish one or more purposes, and it may or may not establish specific responsibility.

Procedures may be established which are not in conflict with state statutes, board policies, or other departmental procedures.

All procedures in this *Procedures Manual* must be approved by the director, bureau chiefs, and/or program managers where applicable.

The director is in charge of the *Procedures Manual*. Each department is responsible for originating and updating procedures on a timely basis. However, chapters and/or sections of the *Procedures Manual* must be reviewed by all departments in the fall of each year, with changes to be effective as soon as possible.

The director's office is responsible for updating the master Procedure Manual electronic and/or hard copy. The master hard copy is kept in the director's office. The electronic copy can be found on the IDPR website at:  
<http://parksandrecreation.idaho.gov/policies-and-procedures>.

The template for creating a procedure is located on the H drive under Forms.

Once a procedure is created or updated, an email with an attachment of the procedure should be sent to all staff notifying them of the updated procedure and its location on the IDPR website.

Contact the originator of the procedure if you have questions regarding new procedures or revisions.