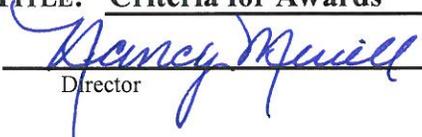


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**IDAHO DEPARTMENT OF PARKS AND RECREATION
POLICY AND PROCEDURES MANUAL**

PROCEDURE TITLE: Criteria for Awards

APPROVAL:


Director

ADMINISTRATION
Policy Owner

1.0 CRITERIA FOR AWARDS:

The IDPR Board adopted Policy ADM 8.91 pertaining to Criteria for Awards as follows:

1.1 Purpose:

Appropriate types of awards have been established to recognize service, merit, outside contributions and other accomplishments beneficial to the Department.

- 1.1.1 Awards shall be standardized to the point that similar recognition is given for similar accomplishment.
- 1.1.2 Effort shall be made to recognize only a select few each year so as not to make the awards seem commonplace.
- 1.1.3 Department expense for awards shall be kept at a modest level.

1.2 Award Nomination Form and Categories and Criteria for Award Nominations (see Forms section).

1.3 Condition of Awards:

All certificates will be either attractively mounted or framed. Where possible, it will be secured to a wood plaque in the shape of the State of Idaho or other appropriate shape. Lifetime passes shall be laminated for protection. Gavels shall be new with the Chairman, the name of the Board, and the years served engraved on an attached plate, and mounted on a plaque.

1.4 Selection of Candidates for Awards:

The Director or acting Director shall have the final decision on awards, except the Park Board Chairman's award which shall be automatic. Anyone may present a nomination in writing to the Director. Where feasible, the Director shall confer with the staff prior to selection of candidates, and shall consider the opinion of others. Every effort shall be made toward fair evaluation of credentials and removal of personal bias in selection of candidates for awards.

1.5 A committee of the staff who received the previous year's Beth Durham, Ranger of the Year, and Director's awards reviews nominations for the awards for the year under consideration, and provides guidance to the Director.