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

PROCEDURE TITLE: Criteria for Facility Naming

APPROVAL: *Nancy Spivey*
Director

OPERATIONS
Policy Owner

The Departmental established guidelines and procedures for naming facilities. Once approved by the Naming Committee, these requests would then go to the Board for approval.

Naming Committee Membership:

Membership of this committee will be composed of IDPR representation as indicated:

1. Operations Manager - Chair
2. Human Resource Manager
3. Communication Manager
4. Park Manager of effected facility in request or Park Manager's designee

Criteria for Naming:

- A. Primary criteria: The primary criteria for naming a facility after individual(s) and organization(s) will include but not be limited to:
 1. Personal achievements of highest distinction in a professional, or public service role, while maintaining close ties with and providing significant support or notable accomplishment statewide to further the IDPR's mission and/or goals, and/or conservation movement in Idaho;
 2. Substantial contribution to parks, recreation or conservation as member(s) of IDPR's staff, administration, volunteer, public citizen, or governing board.

Right to Refuse: IDPR reserves the right to refuse a naming request or to reverse a naming decision should the individual or organization after which the facility or unit is named be shown to have rejected values that preserve human dignity or the ideals of the Department.

Procedure for Requesting a Named Facility

- A. Requests for Naming Facility: All facility naming requests should be directed to the Chair of the Naming Committee and include the following:
 1. A memorandum giving the particulars of the naming request that includes the basis for the naming, referring to relevant criteria;
 2. Supporting information about the individual or group for which the facility is to be named;
 3. Letters of support for this request from personnel, administrators, and public as appropriate; and
 4. Any other information that may be relevant to the potential implementation of the request.

Within thirty (30) days of receiving a naming request, the Naming Committee will convene the committee to consider the request. The Naming Committee will take input from the staff of the effected facility. The committee will then forward the recommendation to the IDPR Director with comments as necessary.

The IDPR Director will confer with or respond to the recommendation from the Naming Committee as he or she deems appropriate and will present the recommendation to the Board.

The Board will confer with or respond to the recommendation from the Director as they deem appropriate and forward a recommendation to the Director. Nothing in this policy shall prevent the Board from acting to name park facilities at any tune at its sole discretion.

The Director will then inform the Naming Committee and the party or parties who made the request on the decision of the proposed naming recommendation. Implementation of the naming request will be directed by the Director's office.