

State of California - The Resources Agency CALIFORNIA STATE PARKS		MANUAL
<b>DEPARTMENTAL NOTICE</b>		Operations
No. 97-42		
SUBJECT COMPLIMENTARY PASSES		CHAPTER 1400 Field Operations
ISSUED	EXPIRES	REFERENCE
November 17, 1997	When Incorporated	DOM 1400

DPR 375 (Rev. 11/97)(Word, 11/19/97)

WHEN APPLICABLE, ENTER THE NUMBER AND DATE OF THIS DEPARTMENTAL NOTICE IN THE MARGIN OF THE MANUAL PAGE, ADJACENT TO THE SECTION(S) AFFECTED BY IT.

***This Departmental Notice has been re-created for transmittal in electronic format. The original notice was signed by Kenneth B. Jones, Deputy Director for Park Stewardship.***

This Departmental Notice updates and replaces Departmental Notice 95-8.

Complimentary passes for free day use or free camping and day use are now available. These passes, DPR 903A and B, New 9/97, attached, revise the prior Complimentary Pass (DPR 903A and B, 9/94). The passes are designed for flexibility. They are designed to be separate from and in addition to the Volunteers in Parks Complimentary Passes (DPR 208E and F) awarded to volunteers based on their hours of service. These passes are to be used starting immediately.

## I. Issuing Passes

The Complimentary Passes may be awarded by specific management staff in special circumstances when there is some direct benefit to the Department. Passes may be restricted to one unit or expanded to the entire State; they are valid from one day to one year. Authorization for issuing these passes is limited to the Director and the Deputy Director, Park Stewardship for Statewide use; the Northern, Southern, and OHMVR Division Chiefs for use within their geographic areas; and the District Superintendents for use within their respective Districts. The only exception is that when honoring cooperating association board members, District Superintendents may issue a Statewide complimentary day use pass (see below).

## II. Criteria

### A. Day Use (DPR 903A)

The criteria for issuing Day Use passes, for either limited or Statewide use, are:

- An author traveling, writing a book about all or a portion of the California state parks;
- A situation where a visitor has been truly inconvenienced or had a bad park experience (this pass will be one method to help remedy such situations in a positive and customer-oriented manner);
- Other situations where there is direct benefit to the Department, such as significant research in or around state parks.

#### 1. Honoring Cooperating Association Board members

Cooperating associations provide direct benefit to the Department. District or Sector Superintendents may honor board members by awarding them the Complimentary Statewide Day Use Pass (DPR 903A). In these instances, the honored board member must have served at least one year on the board of an association with a valid DPR Cooperating Associations Program contract. Only in this situation may District or Sector Superintendents issue a Complimentary Day Use Pass (for no more than one year) valid beyond their own District.

### B. Camping and Day Use (DPR 903B) - Geographically Limited

Camping and Day Use passes for limited geographical areas may be issued only by those designated managers within their areas of jurisdiction. The criteria for awarding District or other geographically limited Camping and Day Use passes (DPR 903B) are:

- An author traveling, writing a book about all or a portion of the California state parks;
- A situation where a visitor has been truly inconvenienced or had a bad park experience (this pass will be one method to remedy such situations in a positive and customer-oriented manner);
- Other situations where there is direct benefit to the Department, such as significant research being conducted in or around state parks.

### **C. Camping and Day Use (DPR 903B) - Statewide**

The Statewide Camping and Day Use Pass (DPR 903B) may only be awarded by the Director and the Deputy Director, Park Stewardship. Departmental staff requesting a Statewide DPR 903B must justify the pass request via a written memo through channels, with concurrent signature blocks for approving management staff.

### **III. Awarding Passes**

These passes are accountable documents, and are pre-numbered. Legibly complete all portions of the pass, including the recipient's name. The specific park unit(s) or District(s) or "Statewide" must be entered on the pass, in the space following "District." Write the expiration date so it is easily readable from a busy entrance station. To be valid, the passes must be personally signed by designated management staff. Authority to sign these passes may not be delegated.

### **IV. Honoring Passes**

The Complimentary Pass is not transferable, and is valid only for the time frame and locations listed. Fee collection staff should request to see valid identification to verify that the user of the pass is its recipient.

### **V. Record Keeping**

As with other passes, maintain a log of issued passes on a Record of Passes Issued form (DPR 308A). Include the following supplemental information on the log:

- Pass expiration date.
- Purpose of pass issuance (board member, etc.).

Annually, report all Complimentary Passes issued to the Pass Program Coordinator, Park Services Division.

### **VI. Ordering Passes**

Order passes from the Departmental Warehouse on a DPR 145, Accountable Documents Requisition and/or Inventory. Old passes must be destroyed following the procedures for destroying accountable documents detailed in Departmental Notice 96-26, Receipts, Tickets and Passes Accountability.

For additional information regarding using these passes to honor Cooperating Association Board Members, contact John D. Mott, Program Manager, Cooperating Associations Program at (916) 654-5397 or CALNET 464-5397. For additional information regarding all other uses of these passes, contact Caryn Gordon, Pass Program Coordinator at (916) 653-5618 or CALNET 453-5618.

original signed by

Kenneth B. Jones  
Deputy Director  
Park Stewardship

Attachments (DPR 903A and B, not part of this document)