Field Manual
Division of Beaches and Parks
Park Practice
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Field Manual
Division of Beaches and Parks
Park Practice
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IN 9/10/70
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This is the Field Manual of the Division of Beaches and Parks. It primarily is for the guidance of field employees of the Division.

Responsibility for Field Manual—The individual employee is solely responsible for the Field Manual, once it has been issued to him by the Sacramento Office. The employee is liable to a $5.00 replacement charge in the event of its loss or destruction.

Personnel Eligible for Field Manual—Requests for manuals will be made for the individual by the District Office. Requests are to be confined to personnel within the classes of ranger, grades 1, 2 and 3; curators, carpenter foremen, assistant and district superintendents. In addition, one copy will be allowed for general use in each district office, for which the district superintendent is accountable.

Distribution of Field Manual—Upon request from the District Office, the manual will be mailed directly to the individual. The manual will contain, at the front, one copy of a custody slip. The receiver will sign this slip and return it to the educational supervisor, Sacramento Office.

Revisions of Field Manual—As revisions are made necessary, revised and new pages will be sent to the ranger-in-charge of a park, for distribution to manual-holders on his staff. For example, if page F-11 should be revised on June 10, 1948, the new page will appear as F-11 (Rev.) 6/10/48. If additional pages are required to develop the change on F-11, these pages will read F-11a, F-11b, etc. At regular intervals a key list, showing the proper order of pages, will be published in News & Views. It is the responsibility of the manual-holder to keep his manual up-to-date. If changes are missing, the manual-holder will write directly to the educational supervisor, Sacramento Office.

Transfer of Manual With Personnel—In the event of transfer, the employee will take his manual to the new assignment.

Disposition of Manual In the Event of Separation—In the event the employee resigns, or is otherwise separated from the service, he will mail the manual parcel post, insured for $5.00, to the educational supervisor, Sacramento Office. The insurance receipt will be his proof of shipment. Upon receiving the manual, the Sacramento Office will cancel the signed custody slip and return it to the former employee.

THIS MANUAL ESTABLISHES THE ADMINISTRATIVE AND MAINTENANCE POLICIES FOR THE DIVISION OF BEACHES & PARKS, AND SUPERCEDES ALL PREVIOUS MANUALS AND DIRECTIVES.

(signed) A. E. HENNING
Chief of Division
This is the Field Manual of the Division of Beaches and Parks. It primarily is for the guidance of field employees of the Division.

Responsibility for Field Manual--The individual employee is solely responsible for the Field Manual, once it has been issued to him by the ranger-in-charge. The employee is liable to a $5.00 replacement charge in the event of its loss or destruction.

Personnel Eligible for Field Manual--Requests for manuals will be made for the individual coded positions by the ranger-in-charge thru the District Office. Requests are to be confined to personnel within the classes of ranger grades 1, 2 and 3; curators, carpenter foreman, district engineering employee, assistant and district superintendents. In addition, one copy will be allowed for general use in each district office, for which the district superintendent is accountable.

Distribution of Field Manual--Upon request from the District Office, the manual will be mailed directly to the park or Monument. The manual will contain, at the front, one copy of a custody slip. The receiver will sign this slip and return it to the ranger or curator in charge.

Revisions of Field Manual--As revisions are made necessary, revised and new pages will be sent to the ranger-in-charge of a park, for distribution to manual-holders on his staff. For example, if page F-11 should be revised on June 10, 1948, the new page will appear as F-11 (Rev.) 6/10/48. If additional pages are required to develop the change on F-11, these pages will read F-11a, F-11b, etc. At regular intervals a key list, showing the proper order of pages, will be published in NEWS & VIEWS. It is the responsibility of the manual-holder to keep his manual up-to-date. If changes are missing, the ranger-in-charge will write directly to the educational supervisor, Sacramento Office.

Transfer of Manual With Personnel--In the event of transfer, the employee will surrender his manual to the ranger-in-charge.

Disposition of Manual In the Event of Separation--In the event the employee resigns, or is otherwise separated from the coded position, he will surrender the manual to the ranger-in-charge. Upon receiving the manual, the ranger-in-charge will cancel the signed custody slip and return it to the former employee.

This Manual Establishes the Administrative and Maintenance Policies for the Division of Beaches and Parks, and Supersedes All Previous Manuals and Directives.

(signed) A. E. HENNING
Chief of Division
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________________________________________
________________________________________

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Name of hospital ________________________________
Telephone number ______________________________

REMARKS:
INTRODUCTION

The State of California is a large corporate body and the business of its various departments and divisions must, of necessity, be carried on in accordance with outlined procedure.

As an employee of the Division of Beaches and Parks, you have become an integral part of the system, and, to aid you in more efficiently performing your duties, this field manual has been compiled.

In the following pages we will outline the principles, ideals and purposes upon which the California Park System is founded, and set up a uniform and simplified procedure in carrying out State park operations.

Because of the complex nature of State government, you must adhere to the procedure outlined herein.

California's State parks, historic monuments, and beaches are areas held and managed for the people of this commonwealth by the State Park Commission, a body of five citizens, non-salaried, appointed to staggered four-year terms by the Governor and confirmed by the Senate.

These areas are held expressly for the purpose that the people of the State shall be able, by access to them, forever, to enjoy certain things of state-wide interest and importance of which the people otherwise would become deprived.

State park areas are selected to preserve:

1) Natural scenery of unusual beauty.

2) Natural objects of unusual educational and scientific value, such as rare kinds and combinations of trees, plants, and wild life, and of forms of earth, rocks and waters.

3) Objects of State-wide historical interest.

4) Areas specifically adapted to such activities as camping, boating, fishing, bathing, hiking and other characteristics of life in the outdoors.

All areas must rate high in inspirational and recreational value for refreshment and upbuilding of mind and body.

This Division is one of five making up the State Department of Natural Resources, headed by a Director of Natural Resources appointed by the Governor and confirmed by the Senate. Other divisions are Fish and Game, Forestry, Mines, and Oil and Gas.
Headquarters for the Director of Natural Resources, the Deputy Director-Comptroller, and the Departmental Accounting Officer, who also serves as the accounting officer for this division, are State Office Building No. 1, Sacramento.

The administrative head of the Division of Beaches and Parks, who carries out the policies of the Park Commission, is known as the Chief of the Division.

Headquarters for the Division are at 1211-16th Street, Sacramento, California. Branch offices are located at 417 Montgomery Street, San Francisco, and 504 Homer Laughlin Building, 315 South Broadway, Los Angeles, California.

The more than 85 units of the system, made up of parks, beaches and historical monuments, are grouped into five districts, each headed by a district superintendent, as the top field official.

It is the intent of this Division to build a field organization that not only is efficient but also happy and contented. This means each employee must be a lover of the outdoors, and receive a part of his compensation for services rendered by being privileged to live in such beautiful surroundings.

If an individual is interested only in his pay envelope and in minimum hours of work, the State Park Service is not likely to appeal to him as a career.

If a field employee is married, and there are children, his happiness and his success will depend largely on whether his family also can be happy and contented with their surroundings.

All park employees are selected under the rules and regulations of the State Civil Service procedure and must therefore serve a six months probationary period before they can attain permanent status.

The opportunity for advancement is excellent for those who are capable and worthy, since the Division is expanding rapidly and advancement is made through promotional examinations. Salary increases are granted each year for four years if performance ratings are 80 percent or higher.

Employees, for the most part, are housed in park-owned houses located within the parks. These, in most cases, are two-bedroom houses supplied with utilities such as running water, power, and
gas. They also are equipped with modern plumbing, hot water heater, and cooking and heating stoves. Furniture is not available. A charge of $12.50 per month is made and deducted from the employee's wages as payment for rent and use of utilities.

Most of the parks are located in areas some distance removed from towns or cities. Many of the parks have only one employee so that the employee and his family must, first of all, enjoy the outdoor life and be interested in nature to assure their happiness and contentment. There is little opportunity to attend movies or engage in social activities. Schools are available by bus transportation which, in certain locations, requires a long trip.

Our parks differ in character, including redwood groves, mountainous, wilderness and desert areas, and beaches. Altitudes vary from sea level to several thousand feet. Naturally there is a great climatic variation.

Parks are healthy places in which to raise a family, free from city environments but also remote from certain city advantages and conveniences so that families in park service must be of such a type as to find their happiness and contentment within their own family circle. In the larger parks our personnel ranges from two to ten families with its corresponding advantages and disadvantages.

The most desirable employee for this Division is the man who seeks to make the park service a career.

This service holds forth real opportunities for those who are willing to apply themselves over and above the minimum requirements, for this Division is destined to become one of the largest and most outstanding Divisions of the State government.

Teamwork is the essence of a successful organization.

When an undertaking is beyond the scope of a single individual, it then requires the cooperation of two or more individuals. Then organization becomes necessary. The organization is simple when the task is simple. This organization tends to become more complicated as the task becomes complex.

The individual's place in an organization is based upon the same scheme as in an athletic team. For example, a catcher on a baseball team does not have the same geographical place on the field as does the right fielder, nor does he have the same equipment, duties, or aptitudes. Each player, however, must perform his part.

At no time is anyone in an organization more important than anyone else. One man may have a different role to play, he may be in a different office, or park—but that has nothing to do with the person's importance. True importance is determined by the
performance of the individual in the duty assigned to him.

When a new field employee enters the service, he will be supplied with a copy of this Field Manual, and a ranger's badge. He will sign the proper receipts for the manual and the badge, authorizing deduction from his pay provided they are not returned in the event he should leave the employment of this Division. In the case of a transfer from one park to another, the employee will take the manual and the badge with him.

When an employee is in charge of a Park area, he is requested to sign a property inventory setting forth State properties which he receives and for which he is responsible while in charge of the park.

When he is transferred, or leaves the service, the inventory will be checked and he will be held responsible for any shortages or losses, as well as for abuse of property, after due allowance has been made for ordinary wear, tear and breakage.

If any property for which he has signed is transferred to another area, he must receive a signed copy of transfer from the party to whom he has released the property. Detailed information regarding the above procedure will be found under Section H (Property and Equipment) of this manual.

Reference is made to this responsibility to stress the importance of keeping the proper check upon the properties under your care. If, at any time, additional information for the handling of any State Park problem is necessary, make inquiry to your immediate superior.

If he cannot provide the information, then follow up through the line of organization to the district superintendent. Line organization of responsibility in this Division provides that the District Superintendent deal directly with the man in charge of a park, and the man in charge of the park is held responsible for personnel within that park.

No one, other than the District Superintendent, has authority to give orders to an employee in charge of a park that affect its operation and maintenance.

Soon a diagram will be inserted in this manual to set up the line of responsibility for this Division, and the individual employee will have little trouble in determining his particular place in the scheme of organization.

At all times the park ranger must bear in mind that he is a public employee and that the visitors to the park contribute to his salary. They have a just right to use the parks if they observe the governing rules and regulations, and they always are entitled to courteous treatment and consideration. A good motto to remember, both in reference to work, and the attitude towards the public is:
"Service above Self".

Although duties of a park ranger are many, varied, and sometimes unpleasant, the uniform of the service may be worn with pride—for a park ranger is regarded by the citizenry as a man holding a position of importance and dignity. He commands the respect accorded such responsible citizens as the banker, the mayor, the postmaster and the chief of police.

The park ranger is guardian of a vast public trust. Take pride in carrying out the requirements of this trust. Liken yourself to the third of three Frenchmen hewing marble in a quarry who were asked what they were doing.

The first man said he was cutting out a block of marble. The second answered that he was earning two francs a day. The third, a man of vision and purpose, responded:

"I am building a cathedral".
HISTORY & ORGANIZATION
CALIFORNIA STATE PARK SYSTEM

Early in the 1880's Ralph S. Smith, editor of the Times and Gazette of Redwood City, San Mateo County, sounded a warning tocsin for the Redwoods of California.

He declared that if the lumbering industry were not opposed, the giant trees soon would pass from the face of the earth.

Supporting forces were slow to answer the alarm and the decade that followed Smith's warning was one of slow education and evolution in forestry and conservation--while the insatiable appetite of a growing western civilization for lumber took heavy toll of the ancient trees.

In 1900, when Congress took action to save the Big Trees (Sequoia gigantea) of the Calaveras North Grove in the Sierra Nevada, the will to preserve was renewed in California, and conservationists, making a pilgrimage to the famous Redwood forest of the Big Basin in Santa Cruz County, organized what today is known as the Sempervirens Club, to campaign for saving the Redwoods.

In the two years that followed, the necessary expenses of the crusade were born by Mrs. Phoebe A. Hearst, mother of William Randolph Hearst.

In 1902 the State of California purchased 3,800 acres of land in the Big Basin, 2,500 acres being in the heart of the giant Redwood forest. The balance of the land was in chaparral and cut-over timber where reforestation could be carried on.

This area, now increased to almost 10,000 acres, is known today as the Big Basin Redwood State Park, first of the present State Park System.

In 1918 a writer in the Saturday Evening Post told of "the last stand of the Giants" in Humboldt and Del Norte counties. At that time the acreage at Big Basin marked the only preservation of the Redwoods.

Heeding this second published warning, outstanding conservationists of California in the same year organized the Save-the-Redwoods League. This group incorporated in October, 1920, as a nonprofit corporation, and since has been responsible for the raising of millions of dollars for the purchase of Redwood groves.

By 1927 the League had preserved close to a million dollars' worth of primeval Redwood forest along the Redwood Highway on the north coast of California--approximately 3,500 acres.

Out of this movement, between 1918 and 1927, there grew the demand for a state-wide State Park program--and under the leader-
ship of the League, legislation was secured in the 1927 Legislature which inaugurated our present park system.

The legislation provided for the appointment of a State Park Commission, and financed a state-wide survey to determine the areas to be included in a park system. Legislation also provided for issuance of $6,000,000 in State Park Bonds, approved by the electorate on November 6, 1928.

This act provided that every dollar of State money spent for parks must be matched with another dollar, or land of equal value, contributed by sources other than the State.

First members of the State Park Commission, appointed by Governor C. C. Young in November, 1927, were: William E. Colby, Dr. Ray Lyman Wilbur, Henry W. O'Melveny, Major Frederick Russell Burnham, and W. F. Chandler.

The initial State Park Survey was made by Frederick Law Olmsted.

The following State Parks and historic monuments came under the administration of the Park Commission in 1927:


From this beginning evolved the Division of Parks of the Department of Natural Resources.

The present State Park System is comprised of more than 85 parks, beaches and historic monuments, and the division now is known as the Division of Beaches and Parks, the result of legislative action in 1945 changing the name and appropriating $15,000,000 for a new acquisition program on a matching basis similar to the first acquisition plan in 1927. $10,000,000 of this new appropriation is to be expended in the acquisition of coastal beaches to provide recreational areas for California's increasing population.

Present acreage of the State Park System exceeds 500,000, with 60,000 acres in Redwoods, and the valuation is an estimated $20,000,000. Approximately one-half of this amount represents gifts of lands and moneys subscribed by communities, private individuals, and public-spirited organizations to match State funds raised through the sale of State Park bonds and legislative appropriations.

The Division of Beaches and Parks is administered by a Chief, appointed by the Director of Natural Resources upon recommendation of the State Park Commission. General policies for the administration of the park system are determined by the Commission, which is composed of five citizens appointed to staggered four-year
terms by the Governor, and confirmed by the Senate. Members of the Commission serve without compensation, but are entitled to expenses incurred in the performance of their duties. The Commission meets monthly in various cities of the state.

The present park system includes beaches, rocky seacoasts, mountains, deserts, rivers, waterfalls, lakes, a Big Tree grove, and the Redwood groves of the coast. Also included are 18 historic monuments, some with original structures. (See Section C--Features and Facilities)

The Commission is charged with evolving operating policies for the State Park System to permit use and enjoyment by the public. It has been granted the power to establish rules and regulations governing public use of the parks, beaches and monuments.

Further, the Commission is authorized by the Legislature to receive and accept any personal or real property in the form of moneys, lands, structures, water rights, roads, trails, or rights of way to be added to or used in connection with the State Park System.

It may also, by purchase or condemnation proceedings, with the consent of the Governor and the Department of Finance, acquire properties deemed necessary for the extension or development of the system.

Contracts may be entered into between the commission and cities, counties, or other political subdivisions of the State for the administration of the State Park System by either party to the contract; costs of administration to be borne by either party.

The State Park Commission provides for the protection of the State Parks from damage and for the preservation of the peace therein.

An administrative force, headed by the Chief of the Division of Beaches and Parks, is responsible for carrying out policies approved by the Commission. The Commission has conferred upon its officers the full authority and powers of police officers for State Parks. Any person who violates the rules and regulations established by the Commission is guilty of a misdemeanor and upon conviction shall be punished by imprisonment in the County Jail, not exceeding 90 days, or by a fine, not exceeding $500, or both.

All moneys received for improvement or additions to the State Park System are deposited in the State Treasury to the credit of the State Park Contingent Fund. These moneys may be used for administration, improvement or acquisition of park lands in accordance with the terms of the gift or donation.
The Commission is authorized to collect fees, and rentals, for the use of any State Park areas. Moneys thus collected are credited to the State Park Maintenance Fund and become available for improvement, development and maintenance of the State Park System upon appropriation by the Legislature.

Service charges are made for camping, picnicking, and the use of certain parking areas. The charges are: 50 cents per car per day for camping, 60 cents per car and trailer per day for camping, 25 cents per car per day for picnicking, and 5 cents per person per day for camping or picnicking organizations.

A large additional amount of money accrues to the State Park and State Beach Funds from a percentage of the royalties collected from private oil drilling on State-owned lands.

The Commission may determine terms and conditions of easements for public highways over and across park lands when requested to do so by the Director of Natural Resources. The Division may obtain objects of historical interest and may purchase sites for and establish and maintain museums for such objects.

The Commission may, through the Department of Natural Resources, contract with individuals and other government agencies for the lease of lands suitable for State Parks. Such lease contracts must contain an option permitting the State to purchase lands under lease. All payments made as rental shall be applied on the purchase price of the lands. All such lands are subject to approval of three appraisers appointed by the State. Their findings are considered a fair determination of the market value of the lands involved. Land so leased is administered as part of the State Park System and is subject to existing laws affecting the administration of the system.

The Commission submits an annual report to the Governor in which is summarized activities of the State Park System for the past calendar year, and which includes recommendations and information concerning available means of conserving, developing and utilizing the scenic and recreational resources of the State.

Any person—including the State, counties, or cities—owning a building or landmark which may be of historical interest, may apply to the Director of Natural Resources to have such building or landmark listed as a registered State landmark, provided the building or landmark is of sufficient historical interest that the public has free access to it, and that it have a proper monument and durable plaque with adequate description of the nature and history of the landmark.

Recent legislation also has placed under the jurisdiction of the Division of Beaches and Parks all public-owned beaches when erosion control and development involves any State funds.
The responsibility for the above is handled by an Erosion Control Engineer, who also is charged with the development of a State Shoreline Master Plan.

The State is divided into five park districts, each in the charge of a superintendent, who is responsible for the details of administration within his district, and reports directly to the Chief of the Division. Under him are three grades of park rangers: chief (Grade 3), assistant (Grade 2), and deputy (Grade 1), curators of historic monuments, and skilled and unskilled laborers.

Central administrative officers have headquarters at 1211-16th Street, Sacramento, and include, in addition to the Chief, a deputy chief, an executive secretary to the Park Commission, the erosion engineer, a lands officer, a supervisor of conservation education and an administrative aid, each with definitely assigned responsibilities. Branch offices are maintained at 417 Montgomery Street, San Francisco, and 315 South Broadway, Room 504, Los Angeles.

District headquarters are as follows: Northwest District--Dyerville, Weott, Humboldt County; Northeast District--P.O. Box 797, Sonoma; Central District--417 Montgomery Street, San Francisco; South Central District--210 Olivier Street, Monterey; and Southern District--9216 South Broadway, Los Angeles, 3.

Special summer season services furnished by the Division, under the direction of the supervisor of conservation education, include nature guide and recreation leader services at the following parks: Prairie Creek Redwoods, Williams Grove, Richardson Grove, Calaveras Big Trees, Big Basin Redwoods, Pfeiffer Big Sur, and Cuyamaca Rancho.

The Division publishes maps and folders of information about the State Park System, which are distributed free of charge in limited quantities. These, and other information, may be obtained by writing to Division of Beaches and Parks, 1211-16 Street, Sacramento, California.
FEATURES AND FACILITIES OF THE
CALIFORNIA STATE PARK SYSTEM

Mill Creek Redwoods (Del Norte)--9 miles northeast of Crescent City on U. S. 199. Seasonal camping at Hiouchi Campground 1 mile north of Smith River Bridge on U. S. 199. Stream swimming, steelhead and salmon fishing. Outstanding groves of virgin redwoods. Good hiking. Redwood trees are associated with lowland fir, Port Orford Cedar, Vine Maple, Rhododendron, sword fern and Oxalis. First grove of park established in 1929. Present acreage is 8,369.15.

Del Norte Coast Redwoods (Del Norte)--8 miles south of Crescent City on U. S. 101 (Redwood Highway). Acreage: 5,896.69, with 38,280 feet of ocean frontage. Elevation from sea-level to 1,000 feet. Steep slopes bring redwoods almost to the ocean shore. Rhododendrons bloom profusely during May and June along highway and trails. Part of ocean shore accessible for surf fishing. No camping or picnicking facilities. First unit of this park was purchased in 1925 with funds raised by the Save-the-Redwoods League.

Prairie Creek Redwoods (Humboldt and Del Norte)--6 miles north of Orick on U. S. 101 (Redwood Highway). Acreage: 8,016.11. Elevation from 9 to 500 feet. Ocean frontage: 3,990 feet. Virgin mixed forest of coast redwood, tideland spruce, lowland fir and western hemlock, with an undergrowth of moss-draped maples and many varieties of ferns. Many unusual and interesting growths noted among the flora. Last remaining herd of native Roosevelt (Wapiti) Elk are protected and increasing here. Nearly 50 miles of hiking trails. Fifty campsites, 6 cabins, grocery store, recreation hall and fire circle. Stream fishing and swimming, picnic area. The first unit of this park was acquired in 1923 by a gift to the State from Mrs. Zipporah Russ.

Dry Lagoon Beach (Humboldt)--8 miles south of Orick on U. S. 101. A lagoon and ocean beach, typical of Humboldt lagoons. Beach accessible for surf fishing. No camping or picnicking facilities. Acreage: 825.74, with 27,280 feet of ocean shore, and 20,280 feet of lagoon shore. The first unit of this park was acquired in 1931 with State Park Bonds and matching funds provided by the Save-the-Redwoods League. Wild lilacs and azaleas bloom in June.

Patrick's Point (Humboldt)--5 miles north of Trinidad on U. S. 101. Acreage: 420.01, with 13,400 feet of ocean shore. A rocky seacoast park, noted for its famous Agate Beach, and Spring wildflower display of azaleas and tiger lilies. Surf fishing. 25 campsites, 75 picnic sites, fire circle, trailer space. The first unit of this park was acquired in 1930, with land and cash gifts provided by the Save-the-Redwoods League to match State Park Bonds.

Trinidad Beach (Humboldt)--At community of Trinidad on U. S. 101. Acreage: 20, with 2,500 feet of ocean frontage. Beach and rugged headlands. No picnicking or camping facilities. By act of the Legislature this area was transferred from the State Division of Lands to the State Division of Beaches and Parks in 1937 for park purposes. Surf fishing.
Azalea Reserve (Humboldt)--3 miles north of Arcata on county road 1 mile east of U.S. 101. Acreage: 30. Acquired in 1941 with State funds and matching funds provided through the Save-the-Redwoods League. An area of outstanding azaleas, blooming from April through to early July. No camping or picnicking.

Little River Beach (Humboldt)--10 miles north of Arcata on U.S. 101. Acreage: 111.63, with 3,990 feet of ocean frontage and 4,320 feet of river shore. Established in 1931 by purchase with State Park Bond funds and matching funds from the Save-the-Redwoods League. Surf fishing, no picnicking or camping facilities.

Humboldt Redwoods State Park (Humboldt)--Beginning about 40 miles south of Eureka and extending for 40 miles south along U.S. 101. Acreage: 21,232.70 with 83,700 feet of river shore. This park includes "The Avenue of the Giants", "Founder's Tree" (tallest known tree in the world, a Sequoia Sempervirens towering 364 feet), the 3,600 acre Garden Club of America Grove, and more than 40 Redwood Memorial Groves flanking the South Fork of the Eel River. Elevation 200 to 2000 feet. Important units of the park include:

1) Dyerville Headquarters: 45 miles south of Eureka on U.S. 101. Public contact station, information and exhibit. Entrance to Bull Creek Flats (most outstanding stand of redwoods), Founders' Grove, and Avenue of the Giants.


3) Williams Grove: 2 miles south of Burlington. 100 campsites, 25 picnic sites, fishing, swimming, hiking, fire circle. Supplies at Myers, 1 mile south.

4) Stephens Grove: 12 miles south of Williams Grove on U.S. 101. 50 campsites, 10 picnic sites, swimming and fishing. Supplies at Miranda, ½ mile south.

5) Richardson Grove: 8 miles south of Garberville on U.S. 101. 150 campsites, 10 picnic sites, 40 rental cabins, lodge with dining room, fountain service, curio shop. Grocery store and post office. Swimming and fishing, nature hikes and museum with nature guide service, nightly campfire programs conducted by recreation leader, dancing.

Memorial Redwood Groves of the Humboldt Redwoods include:

1) Richardson-Toumey—445 acres. First unit in the park driving north from San Francisco. Named in honor of former Governor Friend Richardson. The Toumey Grove (80 acres) across the river from the Richardson Grove was given to the State by the late George Frederick Schwarz as a memorial to Prof. James W. Toumey of Yale University.

2) Harris Whittemore—220 acres, near Redway, 2 miles west of the Redwood Highway across the south fork of the Eel
River. Turn west at Redway. Gift of Mrs. Harris Whittemore and family of Naugatuck, Conn. Forty acres adjoining the Whittemore Grove known as "Daughters of the American Revolution Reforestation Project."

3) Charles H. Holbrook--277 acres. Gift of Mrs. Silas H. Palmer of San Francisco, as a memorial to her father.

4) Franklin K. Lane--188 acres (193 acres with "Moose Resort" now considered part of the Lane Grove). In 1921 the Save-the-Redwoods League secured this property for the State with funds donated by friends and admirers of Franklin K. Lane, first president of the League and Secretary of the Interior in President Wilson's cabinet. The grove is situated at Ketintelbe (Phillipsville).

5) Charles B. Alexander--84 acres (94 acres including Edith Baker tract adjoining which is considered a part of this grove.) Funds contributed by Mrs. Charles B. Alexander of New York, a native of California, in honor of her husband.

6) Wm. D. Stephens--147.5 acres. About 4 miles north of the Lane Grove, named in honor of former Governor Stephens who, in 1921, signed a bill providing $300,000 for the purchase of Redwood areas in California. Acquired by the State in 1922.

7) Pioneers Redwood Grove--120 acres. Gift of members of California pioneer families.


9) Blair--90 acres. Gift of the late Miss Jennie Blair of San Francisco, as a memorial to her parents and brother.

10) Lansdale--80 acres. Gift of Mrs. Philip Van Horne Lansdale of San Francisco, as a memorial to her father and husband.

11) Griffin--about 100 acres. Presented to the State by Mrs. Andrew C. Griffin of San Francisco.


14) Felton--120 acres. Across the river from Bolling Grove. Gift of Mrs. Kate Felton Elkins of San Francisco in honor of her father, the late Senator Chas. N. Felton.
15) Wm. Leon Graves--80 acres. Established by Mrs. Wm. Leon Graves of Encino, California, in memory of her husband.

16) Frederick W. Van Sicklen--approximately 76 acres. Established by Mrs. George D. Lyman, San Francisco Club woman to honor her father, Frederick W. Van Sicklen, California pioneer, 1935.


19) Children's Forest--1120 acres. This tract is opposite Williams' Grove and about five miles south of Weott.

20) Solon H. Williams--60 acres. Named in honor of Capt. Solon H. Williams, former chairman of the State Forestry Board.


22) Samuel H. Boardman--135 acres. Gift of Mrs. Samuel H. Boardman of San Francisco, as a memorial to her husband.

23) Garden Club of America--3452.72 acres. Named in honor of this organization in view of their contribution toward the purchase of the area.

24) William Kent--with the Mather Grove 347 acres. The preservation of this area was made possible largely through a contribution in 1920 by Hon. Wm. Kent of Kentfield, California, donor to the nation of Muir Woods National Monument.


26) Charles and Henrietta Fleischmann--50 acres. Gift of Major Max C. Fleischmann of Santa Barbara, as a memorial to his parents.

27) Gould Grove--47 acres. Gift of Mrs. Frederic Saltonstall Gould of Santa Barbara, as a memorial to her husband, Dr. Gould.


29) Perrott Memorial--15 acres. Donated to State in April, 1922, by Mrs. Sarah J. Perrott and Mrs. J. P. Mahan of Eureka.
30) Native Daughters of the Golden West--47 acres. Just south of Weott. Named for this organization as a recognition of their having contributed to the establishment of this grove.

31) Warren D. & Warren Hopkins Clark--53 acres. Set aside to the memory of Warren D. and Warren Hopkins Clark, husband and son of Mrs. Warren D. Clark, of San Francisco, who was the donor of this area.

32) Margaret C. Sherlock--65 acres. Named in honor of Mrs. Margaret C. Sherlock, through the contribution of Mr. and Mrs. Max C. Fleischmann of Santa Barbara, her daughter and son-in-law, 1938.

33) W. H. and Edwin R. Dimond--20 acres. Mrs. Harriet Newton Dimond of San Francisco left a bequest with the request that a memorial Redwood grove be acquired and named in memory of General W. H. Dimond and Edwin R. Dimond. This request was carried out in 1935.

34) Garland A. and Mary Dungan Memorial--83 acres. In South Dyerville Flat. Gift of Miss Eleanor Dungan of Berkeley, as a memorial to her parents, pioneers of Humboldt County.

35) California Federation of Women's Clubs--115 acres. In South Dyerville Flat. Established by the California Federation of Women's Clubs. A unique feature of this grove is the fourfaced "Federation Hearthstone" designed by Miss Julia Morgan.

36) Rolph Grove--in North Dyerville Flat, 85 acres. Named in honor of the late Governor James Rolph, Jr. of California.

37) Charles A. Canfield--114 acres. Mrs. Caspar Whitney and Mrs. S. M. Spalding of Santa Barbara contributed equally to establish this beautiful grove to the memory of their father, Charles A. Canfield, 1935.

38) Founder's Grove--55 acres. In North Dyerville Flat. So named in honor of the Founders of the Save-the-Redwoods League--Henry Fairfield Osborne, Madison Grant and Dr. John C. Merriam. Herein is located the "Founder's Tree", world's tallest known standing tree.

39) Bull Creek-Dyerville Forest--a magnificent Redwood Park. Area of approximately 13,000 acres, the preservation of which was largely made possible through the gift of Mr. John D. Rockefeller, Jr., of $1,000,000 outright, and a second million to match private gifts.

40) Bull Creek Flat--often called the "world's finest forest" is 1.5 miles up the county road, turning west at the Dyerville Bridge. The upper Bull Creek Flat, where are located the "Big Tree" (not to be confused with the "World's
Tallest Known Standing Tree" in North Dyerville Flat) and the "Flat Iron Tree", is about 4 miles west of the Dyerville Bridge.

The Avenue of the Giants— an area of some 1600 acres just north of Dyerville, of which approximately 400 acres have been acquired by the State with the assistance of the Save-the-Redwoods League. The remaining acreage is on the program of the State and League for acquisition in the near future. In this section was found the oldest coast redwood on which there is authentic age data. Memorial groves include:

1) Chas. Newbold Black—about 78 acres. Established by Mrs. Alan J. Lowrey of San Francisco in memory of her father, Charles Newbold Black.

2) C. F. Krauss—an area of approximately 100 acres named in honor of C. F. Krauss of San Francisco in consideration of his generous gift toward the preservation of these redwoods.

3) Culbert L. Olson—an area of approximately 5 acres, named in honor of Governor Culbert L. Olson, of California, 1940.

4) Morton Memorial—Established through gift of members of the family of J. Sterling Morton, the Founder of Arbor Day and former Secretary of Agriculture in the cabinet of President Cleveland. In California Arbor Day is celebrated March 7th. Arbor day originated and was observed in Nebraska in 1872, at the time Mr. Morton was a member of the State Board of Agriculture.

5) Lizzie H. Glide—established through gift of Mrs. C. M. Goethe of Sacramento in memory of her mother.

Van Duzen Redwoods (Humboldt)—On Eureka-Red Bluff highway 14.9 miles from Fortuna, on the Van Duzen River at the mouth of Grizzly Creek. Acreage: 149.5. Established as a State park in 1943. An ideal recreation spot along the picturesque Van Duzen River, with choice specimens of redwoods. Excellent for camping, swimming, fishing, boating and hiking.

Hickey Memorial Grove (Mendocino)—16 miles south of Richardson Grove. Acreage: 140, given to the State by Standish and Hickey in 1921. A redwood memorial area. Suitable camping area.

Russian Gulch (Mendocino)—9 miles south of Fort Bragg on State Highway No. 1. Acreage: 1,102, with 1,320 feet of ocean frontage. A seacoast area with backland of second-growth redwood and Douglas fir, luxurious fern growth. Rugged headlands. Twenty-four campsites and picnic facilities to accommodate 400 persons. Surf fishing, abalones. Rhododendrons in season. Acquired in 1933 through gifts of land and money by A. E. Johnston and the County of Mendocino to match State Park Bond funds.
Van Damme Beach (Mendocino)--At the mouth of Little River, 2 miles south of Mendocino City on State Highway No. 1. Acreage: 1,729, with sandy beach and rocky coast frontage of 1,320 feet. Backland above camping area includes heavy second-growth redwoods, Douglas fir, and luxuriant fern growth. All year flow of water in stream, excellent steelhead fishing, and surf fishing. Camping and picnicking facilities, shower and laundry house, recreation hall. The main beach area was bequeathed to the State in 1930 in the will of the late Charles Van Damme. Additional units purchased in 1934 with State Park Bond funds and matching gifts from the County of Mendocino and W. B. Coombs.


Indian Creek Redwoods (Mendocino)--On State Highway 28, 5 miles west of Boonville, ½ mile east of Philo. Acreage: 15.10. Established in 1942 by legislative appropriation. Operated by County of Mendocino.

Admiral Standley Redwoods (Mendocino)--12 miles west of Laytonville in Jackson Valley. A small redwood grove along stream. Camping and picnicking area. Operated by County of Mendocino. Acquired by gifts from Save-the-Redwoods League and County of Mendocino.

Kruse Rhododendron Reserve (Sonoma)--8 miles south of Stewart's Point on State Highway No. 1. Acreage: 317, with ocean frontage. A redwood area with a beautiful display of rhododendrons in May and early June. No camping or picnicking. Established in 1934 by gift of land to the State from Edward P. Kruse.

Fort Ross Historic Monument (Sonoma)--12 miles north of Jenner on State Highway No. 1. Gift to the State in 1906 from the Landmarks Fund. Site of a Russian fur-trading colony established in 1812. Restored chapel, bastions, stockade and quarters, open to public. Acreage: 3.01.

Sonoma Coast State Park (Sonoma)--7 miles south of Jenner on Highway No. 1. Acreage: 698.53, with 31,680 feet of ocean frontage and 7,920 feet of river shore. Acquired by State Park Bond funds in 1934 to match the gift of Armstrong Redwoods State Park by the County of Sonoma. Picnic areas, surf fishing, along beautiful typical northern California coastline.

Armstrong Redwoods State Park (Sonoma)--3 miles north of Guerneville. Acreage: 395.40. Given to the State in 1934 by the County of Sonoma as matching value to funds provided by the State for the purchase of Sonoma Coast State Park. A beautiful grove of virgin redwoods. Ten campsites, large picnic area with accommodations for group picnics, excellent recreation hall available for public gatherings, 3500-capacity forest theater. Nearby is famed Russian River resort area with boating, swimming, riding.
Vallejo Home Historical Monument (Sonoma)—On northern outskirts of city of Sonoma. The restored home and Swiss chalet of General Mariano Guadalupe Vallejo, Mexican military commander of California in the 1840's. A museum may be found in the chalet. Acquired as a State Monument in 1933 with State Park Bond funds and gifts from the Vallejo Memorial Association and Louisa Vallejo Emparan. Curator in charge.

Sonoma Mission (Sonoma)—In the City of Sonoma, the northernmost of the 21 Missions of California. Acquired as a State Monument in 1906 through gift of the State Landmarks Fund. Additional area around the mission acquired by gift of Sonoma County citizens and others in 1939. Curator in charge.


Old Shasta Town (Shasta)—5 miles west of Redding on U.S. 299. A historic monument consisting of the ruins and site of a gold rush town. Established as a monument in 1937 with park funds and land gifts from the McCloud Parlor of the Native Sons of the Golden West, Mae H. Boggs, and the Shasta Historical Society.


Bidwell Park (Butte)—6 miles west of Chico on Sacramento River. Gift of land to the State in 1908 from Annie E. K. Bidwell. Picnicking, boating and swimming. No camping.

Donner Monument (Nevada)—2 miles west of Truckee on U.S. 40. A state historic monument, deeded to the State by the Native Sons of the Golden West in 1928. This bronze and granite monument commemorates the rescue of the Donner Party, many of whom perished here in the severe winter of 1846-47. Picnic area, information center. Elevation, 5,000 feet.

Tahoe Campground (Placer)—One-quarter mile east of Tahoe City on Lake Tahoe. Acreage: 13.37, with 700 feet of lake shore. Elevation, 6,200 feet. Land purchased by the State in 1899 and used as a fish hatchery until in 1919 the Legislature approved the creation of a public campground. Resident ranger. Fifteen campsites, picnic area. Lake fishing, boating and swimming.

D. L. Bliss (Eldorado)—19 miles south of Tahoe City on State No. 89 at Rubicon Point, Lake Tahoe. Acreage: 957.10, with
14,670 feet of frontage on Lake Tahoe and 3,500 feet on Emerald Bay. Established in 1929 by gift of land from Hope Bliss and Walter D. Bliss, and matching funds from State Park Bonds. Forty campsites, 20 picnic sites, two miles of sandy beach. Lake fishing and swimming, hiking along beautiful Rubicon Trail. Elevation: 6,200 feet. Seasonal ranger.

**Marshall Monument** (Eldorado)--near Coloma on State No. 49. Historic monument commemorating James W. Marshall, whose discovery of gold on January 24, 1848, began the Gold Rush of '49 to California. Marshall's mortal remains rest beneath the monument and the bronze likeness of him points to the discovery site in the American River below. Picnicking facilities, recreation hall, resident ranger.

**Gold Discovery Site** (Eldorado)--Near Coloma on State No. 49. Site of old millrace on American River where James W. Marshall discovered gold on January 24, 1848. Purchased by the State after condemnation proceedings in 1942.

**Calaveras Big Trees** (Calaveras)--24 miles east of Angels Camp via State No. 4 to Ebbetts Pass. Acreage: 1,951. This is the first grove of Big Trees (Sequoia Gigantea) to become known to the world, in 1852, although earlier pioneer parties had seen it as early as 1835. Established as a State park in 1931 with State Park Bond funds and matching gifts from the Calaveras Grove Association, Mrs. Crocker, the Save-the-Redwoods League and Desire Fricot. Forty campsites, large picnic area, swimming and fishing in the Stanislaus River, recreation hall. Winter sports, beginning usually in January, ski towback (free), toboggan hill, and ski shelter. Resident ranger. Elevation 4,700 feet.

**Samuel P. Taylor Park** (Marin)--19 miles west of San Rafael on highway to Pt. Reyes Station. Acreage: 2,332.40. Redwood grove with picnic and camping area. Established in 1946 with funds from a legislative appropriation and matching gift of cash from public subscriptions and cancellation of taxes by Marin county.

**Mt. Tamalpais** (Marin)--5 miles west of Mill Valley on highway to Stinson Beach, adjoining Muir Woods National Monument. Acreage: 960.67. A forested mountain park established in 1928 through gift of 204 acres from the late Congressman William Kent and Mrs. Kent. Later additions acquired through State Park Bond funds and legislative appropriations, with matching gifts from the Tamalpais Conservation Club, the Kent heirs, and the Mt. Theater Trustees. Camping and picnicking facilities, mainly for hikers. Mountain theatre, hiking trails. Summit accessible by private toll road, now in process of acquisition. Resident ranger.

**James D. Phelan Beach** (San Francisco)--Chiha Cove in City of San Francisco. Sandy ocean beach of 6.04 acres with 715 foot ocean frontage. Established in 1934 with funds derived from the State Park Bond fund and a cash gift from the San Francisco
Recreation Department. Administered by the City of San Francisco. Swimming and picnicking.

Mt. Diablo (Contra Costa)—35 miles northeast of Oakland via Walnut Creek. A mountain park of 2,042 acres, established in 1931. Funds for the purchase were obtained through State Park Bonds and cash gifts from Contra Costa County, Mt. Diablo Company, Ltd., Sierra Club, Contra Costa Hills Club, California Alpine Club, and San Ramon Valley Chamber of Commerce. Thirty campsites, 150 picnic sites, splendid hiking trails. All-year paved road leads to the 3,849 foot summit, from which is visible, on a clear day, nearly one-half of California. A museum soon will be installed in the large summit house. Resident ranger.

Portola Park (San Mateo)—24 miles west of Palo Alto off Skyline Boulevard. Acreage: 1,660.64. This park is the old Islam Shrine Grove of Redwoods and was acquired in 1945 with funds provided by a legislative appropriation and a matching gift in land. 25 campsites, 25 picnic sites, stream fishing. Resident ranger. Elevation, 400-1,400.

Big Basin Redwoods (Santa Cruz)—23 miles north of Santa Cruz via Boulder Creek, State Highway No. 9. California's first redwood park, established in 1902. Acreage: 9,997. 300 campsites and 75 picnic sites, swimming pool, horseback riding, lodge with dining room, guest cabins, supply store, novelty store, service station. Nightly programs in outdoor theater, dancing, nature guide and recreation leader, museum. Redwoods up to 18 feet in diameter and 330 feet in height along one-mile Redwood Trail. Fifty miles of hiking trails. Elevation 1,000 to 2,000 feet. Resident ranger.

Swanton Natural Bridges (Santa Cruz)—3 miles west of Santa Cruz on West Cliff Drive. 3,806 feet of sandy beach on ocean, established in 1933 with funds derived from State Park Bonds and a land gift valued at $32,500 from F. W. Swanton. Swimming and fishing. No recreational facilities. Surf-carved sandstone arches are an attraction.

New Brighton Beach (Santa Cruz)—5 miles east of Santa Cruz on State Highway No. 1. 3,350 feet of sandy ocean beach and seacoast, established in 1933 with funds derived from State Park Bonds, a land gift from F. D. Hihn, et al, and cash gift from J. M. Pfeiffer. Picnic facilities, swimming and fishing.

Seacliff Beach (Santa Cruz)—8 miles east of Santa Cruz on State Highway No. 1. 10 campsites, 35 picnic sites, lunch room, dressing room and bathing suit rentals, fishing pier with angling equipment rental, surf fishing and swimming. Established in 1931 with funds derived from State Park Bonds and land gifts from the Calaveda Company and the Santa Cruz Land Title Company. Ocean frontage: 8,016 feet. Resident ranger.

Sunset Beach (Santa Cruz)—6 miles west of Watsonville. 7,204 feet of sandy ocean beach, 168 acres. Established in 1931 with funds derived from State Park Bonds and land gifts from Annabelle Morgan, Harry Hooper and W. L. Morgan. Surf swimming and fishing.
San Juan Bautista Historical Monument (San Benito) --12 miles south of Gilroy, to north of U. S. 101. Early California Plaza surrounded by historic buildings representing four period-types of California architecture prior to 1900. Mission San Juan Bautista, administered by the Catholic Church, is located on plaza. Established as an historic monument in 1933 with funds derived from State Park Bonds and land gifts. Curator.

Fremont Peak (San Benito)--12 miles south of San Juan Bautista. Acreage: 287.38. Park established in 1935. Funds for purchase derived through State Park Bond funds and gift of San Benito County. Named for Captain John C. Fremont who prematurely raised the American flag there in 1846. No recreation facilities. Elevation 3169 feet. Also known as Gabilan Peak.

Old Custom House (Monterey)--City of Monterey. The Old Custom House at Monterey was acquired in 1938 under Act of Congress authorizing the sale of surplus government property for "public use" at one-half of the appraised value. In this case the appraised value was $40,000, the cost to the State being $20,000. Of this amount $10,000 was allocated from the State Park Bond fund, but because of the difficulty of obtaining a bond sale for so small an amount, with the approval of the donor of funds to the State Park Contingent Fund for redwood purchases (Max C. Fleischmann), the sum of $10,000 was expended for this purpose from the State Park Contingent Fund and a corresponding amount of $10,000 was allocated to Redwood purchases in Humboldt and Del Norte counties from the Bond Fund, with a definite commitment that it would be expended. The remaining $10,000 was a gift of private citizens of Monterey County. From this structure, now a State Historic Monument, it is said the flags of Spain, Mexico and the United States have flown. The lower part of the north wing of this, California's oldest custom house, was built by the Spanish in the late 1820's; the upper floor of the north section, the central section, and the south wing were built between 1841 and 1846 by the Mexican government, with Thomas O. Larkin contracting to begin the construction in 1841. Here Commodore Sloat of the United States Navy claimed California for the United States when he raised the Stars and Stripes over the building on July 7, 1846. The building contains a museum of historic relics. Curator in residence.

House of Gold (Monterey)--City of Monterey. Acquired as a State Historic Monument in 1939. Funds derived from State Park Bonds and land gift of the Jacks sisters. This historic adobe, located at 210 Olivier Street, known as the Casa del Oro, was the scene of much storing and exchanging of gold dust in the early days.

Stevenson House (Monterey)--On Houston Street, city of Monterey. Gift to the State by Celia Tobin Clark and Edith Van Antwerp. Established as a State Historic Monument in 1941. A fine old chalk-rock and adobe building, in which Robert Louis Stevenson had a room in the fall of 1879. While here, Stevenson wrote "Vendetta of the West", and his essay on "Thoreau".
Junipero Serra Landing Place (Monterey)--Gateway to Presidio of Monterey. One acre of land at the site where Sebastian Vizcaina and later Padre Junipero Serra first landed on the shores of Monterey Bay. Acquired as a State Historic Monument in 1906 from William Randolph Hearst, trustee, Landmarks Fund. A stone cross marks the actual point of landing.

California's First Theatre (Monterey)--City of Monterey. Acquired as a State Historic Monument in 1906 from William Randolph Hearst, trustee, Landmarks Fund. Originally built in 1846 as a sailor's lodging house, it was turned over to a group of ex-soldiers who presented the first dramas attended by paying audiences in California. Variously used, the building eventually was restored and deeded to the State. Old time plays, with cleos, are presented at intervals here by a group of young dramatic artists of the Monterey Peninsula known as the Gold Coast Troupers. A museum and old-fashioned bar serving soft-drinks are in the foyer of the theatre. Curator in residence.

Point Lobos Reserve (Monterey)--3 miles south of Carmel on State Highway No. 1. Acreage: 336.29. Established in 1933. Funds for the purchase derived from State Park Bonds and gifts of the Save-the-Redwoods League. A reserve of rugged seacoast, featuring the nearly extinct Monterey Cypress (Cupressus macrocarpa). Picnicking facilities but no camping or fireplaces, since special rules apply to the use of this park. A single road and several trails permit access. Entrance charge of 25 cents per automobile. Pedestrians free. Resident ranger.

Pfeiffer Big Sur (Monterey)--35 miles south of Monterey on State Highway No. 1. A 707 acre park on the Big Sur River featuring the extreme southern stands of the Coastal Redwood belt. 135 campsites ideally located along and near the river in woods of broad-leaved trees; 80 picnic sites, barbecue area, swimming pool, outdoor theater, nature guide and recreation leader service, 40 cabins. Construction of lodge containing dining room, lunch counter, store, lounge and postoffice approved by commission and to begin soon. This park is headquarters and gate way to 250,000 acre Ventana Wild Area in the Santa Lucia Mountains, containing approximately 500 miles of hiking and riding trails. Horses available for hire at park stable. Resident ranger and staff. The park was established in 1933, and purchased with State Park Bond funds and gifts from J. M. and Florence Pfeiffer of Monterey County.


Cayucos Beach (San Luis Obispo)--At Cayucos on State Highway No. 1. Fishing pier and skating rink, surf bathing and fishing.
Park established in 1940 with funds provided by legislative appropriation and land gift from Cayucos Land and Development Company. Acreage: 25; ocean frontage: 1,980 feet.


**Morro Bay** (San Luis Obispo)—12 miles northwest of San Luis Obispo on State Highway No. 1. Seacoast and sandy beach, bay with waterfowl preserve, 18 campsites, 12 picnic sites, golf course, boating, swimming, 20 trailer sites with hookups. Morro Rock, now a part of the park, was transferred to the State under Public Law No. 81, 74th Congress. Park established in 1933 with funds derived from State Park Bonds and land gift from E. W. Murphy. Acreage: 1,529.87; frontages—ocean, 20,000 feet; bay, 25,000 feet; rocky coast, 2,000 feet. Resident ranger.


**Tule Elk Refuge** (Kern)—25 miles southwest of Bakersfield. A zoological area established in 1931 to protect the last surviving herd of Tule elk. Limited picnic facilities. Area operated by County of Kern. Purchased with State Park Bonds and cash gift from Kern County.

**Fort Tejon** (Kern)—35 miles south of Bakersfield on U.S. 99. A State Historic Monument acquired in 1940 as a land gift from the Tejon Ranch Company. Several historic buildings remain, and the renowned Peter Lebec Oak is a feature of the area. Underdeveloped at present. The fort was built in 1854 as the first of the four military posts to be established by the Federal Government following the Gold Rush to California. For ten years, until 1864, this military post was the social, political and economic center of the lower San Joaquin Valley. For a time the fort served as the terminal for the famous camel trains devised by Jefferson Davis, as Secretary of War, to solve the problems of military transport in the West.

**La Purisima Mission** (Santa Barbara)—4 miles northeast of Lompoc. Established as a State Historic Monument in 1935. Funds derived from State Park Bonds and gifts of Roman Catholic Bishop and County of Santa Barbara. This is the largest scale restoration of one of the original 21 Spanish missions of California. The State Park Commission, amply aided by the National Park Service, Santa Barbara County, and the Civilian Conservation Corps, accurately restored the three major buildings and the water system, and at present the Division of Beaches and Parks is working alone on additional restorations within the 516 acre monument area. Guide service. Resident ranger. A feature
is the beautiful garden, an exact reproduction of the informal mission gardens of early days.


Will Rogers Park (Los Angeles)--Santa Monica, 14253 Sunset Boulevard. Ranch and home of the late Will Rogers, including personal effects, library, museum, stables, horses and riding equipment; polo field, ranch property, and farming land. Curio shop, riding horses for hire, resident curator and ranger. Established in 1944 with State Park Bonds and gift of land, buildings and equipment from the Rogers family. Open to the public from 12 noon to 4:30 P.M. Charge of 25 cents for admission to museum.

Will Rogers Beach (Los Angeles)--Foot of Santa Monica Canyon, City of Santa Monica, on U.S. 101. Acreage: 20.16; beach frontage 6,239 feet. Operated by County of Los Angeles. Surf bathing, parking area, life guard service, lunch rooms adjacent. Purchased with State Park Bonds, a legislative appropriation, and gifts from Los Angeles County. Santa Monica unit of this beach established in 1930. The Will Rogers Beach property was purchased in 1942.

Manhattan Beach (Los Angeles)--North of Manhattan Beach Pier, city of Manhattan Beach on U.S. 101. Beach frontage: 4,747 feet. Established in 1931 with funds from State Park Bonds and land gift of Los Angeles County. Operated by county.

Lummis' El Alisal Home (Los Angeles)--200 S. Avenue 43, Los Angeles. A historic monument, the home of Charles Lummis, founder of the Southwest Museum (which adjoins the home), the Landmarks Club, which was organized to protect the California missions; the Sequoia League, which saved the Warner Indians; and the Southwest Archeological Society. Monument acquired by the State in 1943 with funds from the State Park Fund and a matching gift from the Southwest Museum. El Alisal is interpreted as "Place of the Sycamores". The wings of the house nearly encircle a giant sycamore with four huge arms stretching to the four points of the compass. It was under this sycamore that the 20 camels were stabled which had been imported by Jefferson Davis from Arabia in the 1850's for military service between Fort Tejon, Kern county, and Fort Tucson, Arizona.

Pio Pico Mansion (Los Angeles)--2 miles west of Whittier on U.S. 101. Historical Monument, the hacienda of the last Mexican governor of California. Land gift of City of Whittier to State in 1917. Transferred to State Park Commission in 1927. Resident curator.
Alamitos Beach (Los Angeles and Orange)--mouth of San Gabriel River, south of Long Beach. Sandy seacoast, ocean frontage: 2,172 feet; bay frontage: 5,943 feet. Surf bathing, lifeguard service, beach fireplaces. Administered by City of Long Beach. Established in 1932 with State Park Bond funds and land gifts from County of Los Angeles.

Huntington Beach (Orange)--One-quarter mile south of city of Huntington Beach. Sandy seacoast with frontage of 1500 feet. Established in 1942 with funds from sale of State Park Bonds and a legislative appropriation. No improvements.

Doheny Beach (Orange)--9 miles south of community of Laguna Beach on U.S. 101. Sandy seacoast with frontage of 2600 feet. Established in 1931 after gift to the State by E. L. Doheny. An additional 1 ½ acres was added to the park in 1942 with funds provided by legislative appropriation. 125 campsites, 75 picnic sites. Trailer space with electric connections. Gas stoves in camps. Two barbecue areas, playfield; floodlighting. Surf bathing and fishing. Resident ranger.

San Clemente Beach (Orange)--At south limits of community of San Clemente on U.S. 101. Sandy beach with frontage of 6,000 feet. Established in 1931. Funds provided by State Park Bonds and cash gift from H. H. Cotton. 50 campsites, 30 picnic sites, barbecue area. Trailer units. Surf bathing and fishing. Resident ranger.


Palomar Mountain (San Diego)--15 miles northeast of Escondido on San Luis Rey Valley Road. Mountain park adjoining site of world's largest reflector telescope. Established in 1932. Funds for purchase derived from State Park Bonds and cash gifts from San Diego County and others. 50 campsites, 30 picnic sites. Elevation 4,600 feet. Resident ranger.

San Pasqual Battlefield (San Diego)--8 miles east of Escondido on State Highway No. 8. Land gift to the State by William G. Henshaw and Ed Fletcher in 1918. The battle of San Pasqual, fought in the valley of that name, located in the northern part of San Diego County, was one of the bloodiest fought on California soil. It lasted from December 6 to December 10, 1846, and was between United States Troops led by General Kearney, and a company of California Lancers commanded by Captain Andres Pico. The besieged Americans were rescued by a party headed by Kit Carson, who had fled to San Diego for aid. A marker denotes the battlefield location.

Silver Strand (San Diego)—South of community of Coronado. Seacoast and sandy beach. Three miles of ocean frontage. Established in 1931. Funds derived from State Park Bonds and cash gifts from City of Coronado and County of San Diego. Leased to U. S. Navy.

Cuyamaca Rancho (San Diego)—50 miles east of San Diego via U.S. 80 via community of Jescanso on State Highway No. 79. Established in 1933. Funds for purchase derived from State Park Bonds and gift of land from Ralph M. Dyar and wife. Acreage: 20,819. A forested mountain park with boating on nearby Cuyamaca Lake, horseback riding over many miles of trails leading through broad mesas and to prominent elevations such as Cuyamaca Peak, 6,515 feet high and highest point in San Diego County; winter sports in season. 75 campsites, 50 picnic sites. Nature guide and recreation leader service. Night campfire programs. Resident rangers.

Mt. San Jacinto (Riverside)—20 miles northeast of Hemet via State Highway No. 74. A high mountain park ranging from 5,500 to 10,805 feet, established in 1930 with funds derived from State Park Bonds and a cash gift from Riverside county. 25 campsites, 10 picnic sites. Acreage: 12,707. Summit accessible by trail. Horses and supplies for pack trips available at Idyllwild, where camping area of park is located. The principal area of this park is classified as Wilderness area. Resident ranger.

Anza Desert (San Diego and Imperial)—90 miles east of San Diego via State Highway No. 78. Established in 1933. Funds for purchase derived from State Park Bonds and gifts from George W. Marston, Lorraine Busch, Scripps Estate, and Worthington and Pfeiffer gift. By Acts of Congress in 1933 and 1936, provision was made for the selection of government lands by the State for park purposes in the Borrego, Vallecitos, Carriso and Salton Sea regions. Filing fees paid by the State amounted to $2.00 for every 160 acres or fraction thereof, for which the State applied for patent. Present acreage: 408,879. 35 campsites, 15 picnic sites. Season from October to May. Flora includes native Washington palms, ocotillo, and myriads of desert species. Magnificent wildflower blooms from February to April. Camping at mouth of Borrego Palm Canyon. Elevation, 900 feet. Resident ranger during season.
### CALIFORNIA STATE PARK SYSTEM

**Summary of Acreage, Frontage and Valuation, as of May 1, 1946**

<table>
<thead>
<tr>
<th>TYPE OF PARK</th>
<th>ACRES</th>
<th>FRONTAGE</th>
<th>VALUATION</th>
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<td>REDWOOD--------------------------------------------</td>
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<tr>
<td>Humboldt Redwoods (Inc. Richardson, Holbrook, Whittemore, Stephens, Williams, Gould, Dyer-ville, Bull Creek Flats and Avenue of Giants)</td>
<td>21,232.70</td>
<td>83,700' river</td>
<td>4,556,947.53</td>
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<tr>
<td>Van Duzen</td>
<td>149.50</td>
<td>4,764' river</td>
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<tr>
<td>Hickey</td>
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<tr>
<td>Dimmick Memorial</td>
<td>11.81</td>
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<td>2,000.00</td>
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<tr>
<td>Indian Creek</td>
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<td>Admiral Standley</td>
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<td>Kruse Memorial (Rhododendron reserve)</td>
<td>317.00</td>
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<td>3,170.00</td>
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<tr>
<td>Armstrong</td>
<td>400.00</td>
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<tr>
<td>Samuel P. Taylor</td>
<td>2,332.40</td>
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<td>797,455.88</td>
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<tr>
<td>Portola</td>
<td>1,660.64</td>
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<tr>
<td>Big Basin</td>
<td>9,997.43</td>
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<td>457,527.66</td>
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<tr>
<td>Big Sur</td>
<td>707.25</td>
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<td>170,010.00</td>
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<tr>
<td><strong>Total</strong></td>
<td>57,912.81</td>
<td><strong>146,294' ocean &amp; river</strong></td>
<td><strong>7,936,313.81</strong></td>
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<tr>
<td>TYPE OF PARK</td>
<td>ACRES</td>
<td>FRONTAGE</td>
<td>VALUATION</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------</td>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>BIG TREES-------</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Calaveras</td>
<td>1,951.00</td>
<td>900' river</td>
<td>275,149.50</td>
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<tr>
<td>SEACOAST (rocky)---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patrick's Point</td>
<td>420.01</td>
<td>13,400' ocean</td>
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<tr>
<td>Point Lobos</td>
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<td>631,952.00</td>
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<tr>
<td></td>
<td>756.30</td>
<td>31,880' ocean</td>
<td>677,715.50</td>
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<td>LAKE AND LAGOON---</td>
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<td>Dry Lagoon</td>
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<td>D. L. Bliss</td>
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<td></td>
<td>1,897.21</td>
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<td>306,833.68</td>
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<tr>
<td>SEACOAST (sandy)---</td>
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</tr>
<tr>
<td>Trinidad</td>
<td>20.00</td>
<td>2,500' ocean</td>
<td>2,000.00</td>
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<tr>
<td>Russian Gulch (redwoods)</td>
<td>1,102.00</td>
<td>1,320' ocean</td>
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<tr>
<td>Van Damme (redwoods)</td>
<td>1,729.00</td>
<td>1,320' ocean</td>
<td>69,954.00</td>
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<tr>
<td>Sonoma Coast</td>
<td>698.53</td>
<td>31,680' ocean</td>
<td>141,309.11</td>
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<tr>
<td>Phelan Beach</td>
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<td>7,920' river</td>
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<td>Natural Bridges</td>
<td>27.00</td>
<td>715' ocean</td>
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<tr>
<td>New Brighton</td>
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<tr>
<td>Seaciff</td>
<td>21.00</td>
<td>8,015' ocean</td>
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<td>Sunset</td>
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<td>7,204' ocean</td>
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<td>TYPE OF PARK</td>
<td>ACRES</td>
<td>FRONTAGE</td>
<td>VALUATION</td>
</tr>
<tr>
<td>------------------------------------</td>
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</tr>
<tr>
<td>SEACOAST (sandy)</td>
<td></td>
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</tr>
<tr>
<td>San Simeon</td>
<td>42.23</td>
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<tr>
<td>Cayucos</td>
<td>25.00</td>
<td>1,950' ocean</td>
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<tr>
<td>Morro Strand</td>
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<tr>
<td>Morro Bay</td>
<td>1,529.87</td>
<td>25,000' bay</td>
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<tr>
<td>Pismo</td>
<td>139.28</td>
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<td>Carpinteria</td>
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<td>Will Rogers Beach</td>
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<td>Manhattan</td>
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<td>6,240' ocean</td>
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<td>Alamitos</td>
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<tr>
<td>Huntington</td>
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<td>5,943' bay</td>
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<tr>
<td>Doheny</td>
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<td>San Clemente</td>
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<td>Carlsbad</td>
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<td>Mission</td>
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<td>Silver Strand</td>
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<td>4,299' ocean</td>
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<td></td>
<td>2,204.20</td>
<td>145,759'</td>
<td>4,394,430.55</td>
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<td>RIVER AND WATERFALL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Little River</td>
<td>111.63</td>
<td>4,320' beach</td>
<td>654.07</td>
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<tr>
<td>McArthur-Burney Falls</td>
<td>335.25</td>
<td>5,000' creek</td>
<td>50,000.00</td>
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<tr>
<td>Bidwell</td>
<td>18.00</td>
<td>21,120' river</td>
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<tr>
<td></td>
<td>464.88</td>
<td>30,440'</td>
<td>55,654.07</td>
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<td>ZOOLOGICAL</td>
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<tr>
<td>Kern Elk Refuge</td>
<td>930.37</td>
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<td>65,000.00</td>
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## CALIFORNIA STATE PARK SYSTEM (Continued)

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<thead>
<tr>
<th>TYPE OF PARK</th>
<th>ACRES</th>
<th>FRONTAGE</th>
<th>VALUATION</th>
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<tbody>
<tr>
<td>MOUNTAIN---</td>
<td></td>
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</tr>
<tr>
<td>Mount Tamalpais</td>
<td>960.67</td>
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<td>Mount Diablo</td>
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<td>Castle Crags</td>
<td>3,476.60</td>
<td>3,476.60</td>
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<tr>
<td>Fremont Peak</td>
<td>287.38</td>
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<tr>
<td>Mt. San Jacinto</td>
<td>12,707.97</td>
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<td>Palomar Mountain</td>
<td>1,684.07</td>
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<td>Cuyamaca Rancho</td>
<td>20,619.00</td>
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<tr>
<td></td>
<td>41,978.29</td>
<td>8,360' river</td>
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<td>DESERT----</td>
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<tr>
<td>Anza Desert (Borrego)</td>
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<td>RANCH-----</td>
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<tr>
<td>Will Rogers Ranch</td>
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<td>HISTORIC MONUMENT-----</td>
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<tr>
<td>Fort Ross</td>
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<td>Vallejo Home</td>
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<td>Old Shasta</td>
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<tr>
<td>Donner Monument</td>
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<tr>
<td>Marshall Monument</td>
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<tr>
<td>Gold Discovery Site</td>
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<tr>
<td>San Juan Bautista</td>
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<td>42,800.00</td>
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<tr>
<td>Old Custom House</td>
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<tr>
<td>House of Gold</td>
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<td>7,200.00</td>
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<tr>
<td>Stevenson House</td>
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<td></td>
<td>10,000.00</td>
</tr>
<tr>
<td>Serra Landing Place</td>
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<tr>
<td>California First Theatre</td>
<td>.25</td>
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<tr>
<td>La Purisima Mission</td>
<td>526.43</td>
<td></td>
<td>11,954.00*</td>
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</tbody>
</table>

* Does not take into account value of restoration work—estimated in excess of $1,000,000.00.
<table>
<thead>
<tr>
<th>HISTORIC MONUMENT</th>
<th>ACRES</th>
<th>FRONTAGE</th>
<th>VALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fort Tejon</td>
<td>5.00</td>
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<tr>
<td>Lummis Home</td>
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<td>10,000.00</td>
</tr>
<tr>
<td>Pio Pico Hacienda</td>
<td>.33</td>
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<td>5,000.00</td>
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<tr>
<td>San Pasqual Battlefield</td>
<td>2.00</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
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<td>215,240.50</td>
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**Total Acres:** 619.27
## Dimensions of Large Sequoias

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CIRCUMFERENCE ON GROUND</th>
<th>DIAM. AT BREAST HEIGHT</th>
<th>HEIGHT IN FEET</th>
<th>TIMB. IN STAND F.B.M.</th>
<th>TIMB. IN MILL CUBIC FEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redwoods (Sequoia Sempervirens)</td>
<td></td>
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</tr>
<tr>
<td>Del Norte State Park</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Stout Memorial Grove Mill Creek</td>
<td>62'3&quot;</td>
<td>16'6&quot;</td>
<td>340'</td>
<td></td>
<td>130,800</td>
</tr>
<tr>
<td>Humboldt State Parks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/4 mi. north of Elk Grove Camp - Prairie Creek</td>
<td>90'</td>
<td>17'7&quot;</td>
<td>200'</td>
<td></td>
<td>128,000</td>
</tr>
<tr>
<td>Big Tree, Bull Creek Flat</td>
<td>72'</td>
<td>16'6&quot;</td>
<td>345'</td>
<td>235,000</td>
<td>154,000</td>
</tr>
<tr>
<td>Tallest Known Tree, North Dyerville Flat</td>
<td>47'</td>
<td>364'</td>
<td></td>
<td></td>
<td>125,000</td>
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<tr>
<td>California Redwood Park</td>
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<td></td>
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<tr>
<td>Father Tree</td>
<td>66'9&quot;</td>
<td>16'10&quot;</td>
<td>250'</td>
<td>177,000</td>
<td>133,000</td>
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<tr>
<td>Mother Tree</td>
<td>70'</td>
<td>15'3&quot;</td>
<td>329'</td>
<td>141,345</td>
<td>101,960</td>
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<tr>
<td>Santa Clara Tree</td>
<td>65'6&quot;</td>
<td>17'9&quot;</td>
<td>240'</td>
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<td>Big Trees (Sequoia Gigantea)</td>
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<td>Calaveras Big Trees State Park</td>
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<tr>
<td>Empire State</td>
<td>82'6&quot;</td>
<td>19'3&quot;</td>
<td>300'</td>
<td>506,000</td>
<td>350,000</td>
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<td>Pride of Forest</td>
<td>70'8&quot;</td>
<td>17'3&quot;</td>
<td>271'</td>
<td>316,000</td>
<td>222,000</td>
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<tr>
<td>Not in State Park</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>North of Klamath-Coulter</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Big Tree advertised as largest in the world</td>
<td>71'</td>
<td>16'2&quot;</td>
<td>280'</td>
<td></td>
<td>84,000</td>
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</tbody>
</table>
GENERAL INSTRUCTIONS

You belong to a state division composed of a group of employees believing in cooperation and consideration for each other, honest performance of duty, honest admission of errors, loyalty to supervisors, each finding pleasure and satisfaction in what he feels is a service to our citizenship through the efficient operation of the Division. You will be defended against unfair charges. If you properly conduct yourself and your duties, you need have no fear for your position other than through termination of necessity for such duty. Your suggestions for improved service are a part of this Division and its interest is your interest. Political activity on the State level is prohibited for State park employees.

INSTRUCTIONS

Learn your job, get it under control, work out a system or plan for your daily and weekly work to permit you to keep your park well in hand with pleasing appearance at all times. Park work is unending as the ebb and flow of the tide. A park, like a very large household, shows negligence quickly and means increased work to condition if a few days' laxity is permitted. Take advantage of the weather for certain work. (For example, clean and repair tools and tool room on rainy days.)

1) EQUIPMENT

REST ROOMS: Clean rest rooms are the only kind we should permit our citizens to use, and abuse of rest rooms makes our work hard and unpleasant. Constant attention will be appreciated and is required. Supplies must be provided at all times rooms are open to the public. "Out of Order" equipment must be closed to use at once, if it cannot be repaired by you, and reported promptly to the District Superintendent. You can make any minor adjustments or repairs if you will. This saves expense and increases efficiency. Bowls should be scrubbed daily to prevent discoloration. A week's negligence necessitates a different cleaning job. Erase, scrub, or otherwise remove writing daily, or more often as observed, to discourage this practice. We will prosecute on suitable evidence for such defacement.

FLAGS: Raised daily as first morning duty and lowered at close of day. The flag must be raised briskly (blue field at top) and lowered slowly, never permitting it to touch the ground or be raised after sundown. You should have a schedule of days flag is at half mast and never forget it. Raise to top and lower slowly to one-third mast. Raise to full mast before lowering. Old, badly frayed, or discolored flags must be neatly wrapped and completely and thoroughly burned. Warning: Negligence or forgetfulness in connection with the flag, emblem of our country, is open to criticism as disrespect and will not be overlooked.

FAUCETS AND HOSE OUTLETS: Do not use pliers or other instruments to open or close. Learn where all lines, valves, and cut-offs
are located. Use cut-off when there is danger of freezing, and drain.

**BENCHES:** Place where convenient to public. Permit no bench to be in service if, due to splinters, loose bolts or boards; or fresh paint, it is not in first-class condition.

**TRASH CANS AND RECEPTACLES:** Place where needed. Keep emptied. Maintain in best condition possible; clean frequently. Your work may be lightened by attention to these matters and encouraging use of receptacles.

**TRASH PILES:** Even a trash pile may be neat—a workman is known by his chips. The trash pile is an index of your efficiency and the public judges you by it.

**DRINKING FOUNTAINS:** When available, these are efficient and useful only in proportion to cleanliness of fixture and surroundings.

**LIGHTING EQUIPMENT:** Replace or report burned out globes; test switches frequently to be certain of condition. Occasionally there may be a sagging light or power line over park areas. Report so that the condition may be corrected before becoming hazardous.

**WALKS:** Are for walking! Maintain them to the best of your ability for this purpose. Keep appearance good by trimming.

2) **CARE OF TREES AND SHRUBS**

Negligence forever mars the beauty of your park through stunted misshapen shrubs and fostering of disease. Learn to care for trees and shrubs under your care as a parent for his children.

**TREES AND SHRUBS:** Young and newly planted trees and shrubs require lots of water during the first few seasons. Be prepared at first evidence of suffering. Prune sparingly; remove only dead and broken branches which are obviously a disfigurement or endanger the health of the tree. Cut branches with sharp pruning saw or shears close to trunk. Nothing shows laxity of park rangers more than hanging dead foliage. There are some cases where the natural form of trees and shrubs would be marred by pruning out larger dead limbs. If there is any doubt, prune sparingly, or first consult your District Superintendent.

Do not trim live foliage or plant new trees, shrubs, or plants of any kind without first consulting your District Superintendent. Introduce no new plants which are not native to the region in which your park is located. Remember that natural conditions should be preserved, and no artificial effects are desirable.
3) CARE OF TOOLS

You are custodian of public property. Good work can be done only with good tools; take care of them. You can become valuable, or expensive, to the State by your attention or lack of attention to tools.

TOOL ROOMS: For your use; permit no visitors. Keep clean and orderly at all times.

BORROWS AND LENDING: We can not lend tools to all the citizens, yet they have equal rights, so we can lend none.

BRANDING: To prevent theft and loss. Every tool that can be so marked should be. See that this is done.

SMALL TOOLS: Files, nozzles, oil cans, pliers, shears, screw drivers, etc., are easily lost. Do not leave them lying around; put them away when work is completed.

SHOVELS: Don't use as pry poles. Keep clean and sharp.

RAKES: Do not put them into fire.

HOES: Keep clean and sharp.

PAINT BRUSHES: Clean thoroughly after use, dry out and wrap in paper, either hang them up or put on shelf. This keeps brush soft and bristles straight.

MATERIALS AND SUPPLIES: Do not waste; use sufficient—no more, no less. Wasteful and careless handling means your services cost more than they should. The public observes and appreciates your attention in this matter.

4) USE OF PARK TELEPHONE

The telephone bill is to be sent to the Sacramento Office, in triplicate. All calls of $.50 or over must show the names of both the person called and the person calling; these names are to be shown on the duplicate and triplicate copies of the toll sheet.

When it is necessary to use the park telephone for personal calls involving a charge, this charge must be paid by the individual incurring same, including Federal tax.

When the bill is received, all personal calls must be lined out on the duplicate and triplicate copies of the toll sheet and a check or money order for the total amount of same, made out to the Telephone Company, must be attached to and forwarded with the three copies of the bill to the Sacramento Office. All bills must be approved by ranger and District Superintendent.
Please go over the bill very carefully each month so that it will not be necessary to further question any of the charges indicated thereon.

5) USE OF ELECTRICITY

The State Park Commission, at their meeting in Sacramento, April 7, 1936, passed the following ruling, effective May 1, 1936, regarding the use of electricity in the residences of State Park employees, Division of Beaches and Parks:

"Where lights only are used, a maximum allowance of $5 per month will be allowed.

Where lights and electrical heating equipment are used, a maximum allowance of $7.50 will be allowed.

Where lights, electrical heating equipment and electrical cooking equipment are used, a maximum allowance of $12.50 will be allowed."

In the event that electrical bills are in excess of the above amounts, you shall enclose your check with the electrical bill to cover the difference.

6) STANDARD COLOR COMBINATIONS--SIGNS & HOUSES

The standard color combination for houses shall be:
Body color--Fuller Paint Co., Colonial Ivory No. 177.

The standard color combination for signs shall be:
Lettering--Fuller Paint Co., Bulletin colors, Medium Yellow No. 4911.

If, in the opinion of the District Office, a variation, or complete departure from these standard colors, is desirable, approval for the change must be obtained from the Chief of Division.
7) MISCELLANEOUS

DRAINAGE: Watch your park during and after rains for improvements needed in drainage and attend to this at the first opportunity, or report it if you can not handle alone.

SIGNS: Should be kept at a minimum for emphasis of those necessary. Neat, legible signs are essential at times. Make request for those that will be helpful; maintain in creditable manner.

ADVERTISING AND SELLING: Public ownership and equal rights make unfair the commercializing of park by advertising or distribution of literature, demonstrations, or peddling, and is not permissable. Allow no sign or circular to be posted or distributed.

UNDESIRABLES: A park man must watch this problem of sex and sexual degenerates and no responsibility is greater. Keep your eyes and ears open and report. You must not become tolerant and negligent. You have police powers.

AUTHORITY: You represent your State. Your actions will be supported in instances not covered by instructions. Never let authority be your downfall by assuming overbearing attitude, nor one of condescension. Pleasant enforcement of rules and regulations usually receives pleasant cooperation. You have police powers but do not become "badge-conscious".
STRANGERS: Strangers may be favorably impressed by clear instructions or information about facilities of your own or other parks or places of interest in the State. Don't be "gossipy". Be courteous and businesslike; and if you don't know, so state, and refer inquirer to proper authority for information. Do not "visit" during working hours.

TESTIMONIALS: Advocate to visitors no brand of supplies, tool, or equipment, fixture or feature, but, if asked, give candid opinion of your personal experiences with such.

GIFTS: We are all workers, being paid for our respective duties and responsibilities; no one is obligated to another. Acceptance of gifts or donations from others for such duties is not appropriate.

STANDARDS: The best is our goal. There is opportunity for improvement until that standard is maintained in our parks. Service "just as good" as any is not enough.

REPORTS: The daily written report is your protection. Use it to report time, needed materials, disorders, etc. Telephone reports should cover any emergency or unusual situation.

CONDUCT: (Your own) Avoid situations which might appear questionable to those not knowing all the facts. Your value as a park keeper drops when people doubt you. Pay your just debts promptly or make satisfactory arrangements with your creditor. Public employees cannot be too careful in such matters. (Others) We cannot be guardians of public morals nor responsible for conduct of children, yet objectionable conduct and language can be eliminated in parks, using police power if necessary.

CHILDREN: A good park man likes children. They can be disciplined and controlled more readily when they like you and you are their friend. Serious or persistent misconduct should be reported to the parents, and if unsatisfactory, finally use police power.

ACCIDENTS: Take every precaution to avoid, yet if the unexpected does happen, render first aid in so far as your ability permits. In serious cases notify relatives, friends, or doctor, as the case may justify. Note all contributing factors and witnesses, make immediate telephone report to District office, and follow with written report giving complete account. Do not discuss blame or liability with anyone.

PROTECTION OF PARKS

1) POLICE POWERS AND PUNISHMENT FOR VIOLATION OF RULES AND REGULATIONS

"The State Park Commission shall protect the State parks from damage and preserve the peace therein. The commission may
confer on the Chief of the Division of (Beaches and) Parks and other employees which it may designate, the full authority and powers of peace officers for State Parks. Any person who violates the rules and regulations established by the State Park Commission is guilty of a misdemeanor and upon conviction shall be punished by imprisonment in the county jail not exceeding ninety days, or by a fine not exceeding five hundred dollars, or by both such fine and imprisonment (Added by Stats 1939, ch 94, section 1, p 1217.)"

The above is quoted from Division V, Chapter 1, Article 1, Section 5008, Public Resources Code of the State of California.

2) WHO HAS POLICE POWER?

By the terms of this section of the code, the State Park Commission must officially designate, at a regular meeting, those employees by name who are to have police power in State parks, and letters of appointment and designation, properly certified, must go to each employee named.

However, any park employee actually may make arrests for violations of the rules and regulations established by the State Park Commission, where such violation is committed in his presence, under Section 837 of the Penal Code of the State of California, which reads: "A private person may arrest another: 1) For a public offense committed or attempted in his presence."

3) DEFINITION OF ARREST

From Penal Code of State of California:

"Sec. 834. An arrest is taking a person into custody, in a case and in the manner authorized by law. An arrest may be made by a peace officer or by a private person.

"Sec. 835. An arrest is made by an actual restraint of the person of the defendant, or by his submission to the custody of an officer. The defendant must not be subjected to any more restraint than is necessary for his arrest and detention.

"Sec. 836. A peace officer may make an arrest in obedience to a warrant delivered to him, or may, without a warrant, arrest a person:

a) For a public offense committed or attempted in his presence,
b) When a person arrested has committed a felony, although not in his presence,
c) When a felony has in fact been committed, and he has reasonable cause for believing the person arrested to have committed it,
d) On a charge made, upon a reasonable cause, of the commission of a felony by the party arrested."
e) At night, when there is reasonable cause to believe that he has committed a felony."

Immediately an arrest has been made for a felony; the person arrested should be taken before the nearest magistrate. The person or officer making the arrest should there sign a complaint, charging the person arrested with the particular offense committed.

4) NORMAL ENFORCEMENT OF PARK REGULATIONS—USE OF POLICE POWER

In the interest of preventing park rangers from becoming "badge-happy", the following outline for normal enforcement of park rules and regulations is printed.

Violations: Most of the violations of state park rules which confront the rangers in the field are of a minor and relatively insignificant nature. To the ranger they may seem very important because of constant repetition, not necessarily by any one person, but by many. To the park visitor these infractions may seem so petty as to cause a feeling of resentment on the part of the violator when contacted by a ranger unless tact and diplomacy has been used.

While the ranger may gradually reach a point of intolerance, because of many violations of the same nature on the part of many visitors, he should not permit his feelings to build up to the point where he is apt to explode when he is accosting a violator. All dealings should be conducted on a strictly impersonal, business-like manner at all times. Remember that a good park ranger can retain the respect and friendship of a violator, even though it may be necessary to prosecute.

Notice of Violation Form BP-20: This notice is given as a warning that one or more of the rules and regulations of the California State Park System has been violated. IT IS NOT A CITATION. However, its purpose is twofold. It is a warning to the violator, and it is also a record for the park head's office. Because it contains the name, address and other information about the violator, it is a notice to him that the incident will not be forgotten and will thus serve as a check on those who are chronic sources of trouble for season after season.

This notice of violation should be made out in triplicate. One copy is to be given to the violator, one copy retained in the park unit office, and one copy mailed to the District Office. You may, if you so desire, accompany the Notice of Violation with a memorandum report of the incident, if it is of a nature which may be in need of further attention. It is not necessary to do so ordinarily. You should maintain a file of these notices and, each time one has been issued, check your file to determine whether or not the individual has previously violated the rules in your park. The District Office
will also maintain a file, and it will be possible, in the case of chronic violators, to determine whether or not they have caused trouble in other parks of the same district.

NOTICES OF VIOLATION ARE TO BE ISSUED ONLY BY THE RANGER WITH POLICE POWERS WHO ACTUALLY WITNESSED THE VIOLATION. THEY MUST NEVER BE ISSUED ON SOMEONE ELSE'S INFORMATION.

Arrests, Complaints, Prosecutions: Arrests will seldom be necessary. When they are necessary, careful consideration should be given to every factor involved. It is very, very seldom that an arrest will be made "on the spot". There are, however, some cases where it will be necessary to do so, such as with violent drunks, sexual perverts, thieves, etc. Wherever possible, these cases should be immediately turned over to the Sheriff's office of the county in which the park is located. In a few cases, where park units are within city limits, the city police should be called at once, and persons arrested by park rangers turned over to them. It will be well if the park head obtains all necessary information locally regarding cooperation with either the Sheriff’s Office or the local police. It is often convenient to become acquainted with the local representative of the District Attorney's office, and with the Justice of the Peace of the Township, in which the park is located. By so doing, you may obtain valuable information as to local policies and practices and, in any event, you will know what to do in case an emergency arises.

IF YOU DO MAKE AN ARREST, BE SURE TO HAVE WITNESSESS, AND IF POSSIBLE, EVIDENCE, AND BE SURE THAT YOU YOURSELF WITNESSED THE VIOLATION AND THAT IT IS A SERIOUS ONE.

In the greatest majority of cases, in fact in almost every case of a violation, you will not make an arrest. The rules and regulations, as passed by the State Park Commission, must be respected and enforced. In cases where the same rules are consistently violated by park visitors some relief must be obtained. In cases where violations are deliberate and/or malicious, and where destruction of state property is involved, such as in the carving of initials on rest-room walls, writing on rest-room walls, cutting of trees etc., the violators, in most cases, should be brought to justice. These cases may usually be handled in the following manner.

The ranger who witnessed the violation obtains all information. He may issue a Notice of Violation which will record most of the information he may need. He does not need to indicate to the violator that he may be arrested. The ranger contacts the District Attorney, after receiving instructions from the park head, and requests that a complaint be issued. The District Attorney, or his duly authorized agent, if he feels the incident warrants, will make out
a complaint on a standard form and the ranger who "complains" will sign the document.

The ranger will then take the Complaint to the Justice Court and the Justice of the Peace will issue a Warrant of Arrest which he will turn over to the Constable. The Constable will serve the warrant and make the arrest. If the violator pleads guilty when he is brought before the court, which is usually the case if the complainant has used proper judgement and has both witnesses and evidence, the ranger usually needs to appear.

If the violator pleads not guilty and a trial is held, the ranger who signed the complaint will act as a witness and the District Attorney, or his duly authorized agent will handle the prosecution. The evidence and the witnesses will then be used in most cases.

Section 801 of the California Penal Code provides that indictment for any misdemeanor must be found, or an information or complaint files, within one year after its commission.

Evidence: In most cases where it is necessary to have evidence to assist in prosecutions when an arrest is to be made, the ranger may need to take such things as were used in connection with the violation, such as: loaded guns, deer which have been killed within the park, axes--if used in cutting trees, knives--if used in carving rest-rooms, and etc. Such evidence is held, by the ranger, subject to the Court's direction. If in doubt, consult the District Attorney.

Such evidence as animals killed in a park are perishable, and may need to be kept in cold storage pending use in court. Charges for such storage are necessary and sub purchase orders may be issued to cover the expense. In every case, however, be sure to write the justification on the pink copy of the sub purchase order. Disposition of evidence is a matter for the court to decide.

OTHER AGENCIES: The Division of Fish and Game will handle violations of the Fish and Game Code within the State parks. The Division of Forestry will handle violations of the codes for which they are responsible. State park rangers will confine their efforts to the enforcement of the rules and regulations of the State Park Commission. We will not be concerned with the codes of other agencies, excepting, however, we will cooperate with all agencies and assist them where necessary by acting as witnesses. The responsibilities of enforcement, however, rests with these agencies. Our responsibilities are connected solely with the Rules and Regulations of the State Park Commission.

IT IS NOT THE POLICY OF THIS DIVISION TO PERMIT PARK RANGERS TO BE SWORN IN AS FIRE WARDENS, DEPUTY SHERIFFS FISH AND GAME WARDENS OR SPECIAL OFFICERS OF ANY KIND. YOUR OATH OF OFFICE IS WITH THIS DIVISION.
ADDITIONAL INSTRUCTIONS ON USE OF POLICE POWER

a) Use of the park properties and facilities is for all of the citizenship and it is for this purpose that investment in such properties and facilities has been made. It is your duty at all times to protect this privilege for the maximum enjoyment of all, permitting no individual conduct objectionable or injurious to others.

b) Ownership of property of every description -- land, improvements, plant and animal life in the parks -- lies in the citizenship as a whole and must be protected against individual abuse, defacement, or undue monopoly.

c) Safety of the park patrons is your responsibility at all times and no dangerous condition shall be permitted to exist in any park or park feature at any time when not well guarded, protected, or suitably marked with signs and lights. Report unsafe and damaged equipment and facilities daily.

d) Service to the public is the sole reason for your employment and can be properly performed as outlined herein through courtesy and helpfulness at all times, and gentlemanly firmness when necessary.

e) Reports regularly and promptly made are necessary for proper assistance with an understanding of your difficulties. Proper reports facilitate repair, replacement, maintenance, and improvement.

f) Personal efficiency in your duty is attained by (a) being thoroughly informed on matters concerning your park, the Division of Beaches and Parks, and the State in general; (b) pleasant cooperation with all other employees of the State; (c) dressing suitably for the period of duty; (d) complete compliance with foregoing instructions.
5) FIRE CONTROL AGREEMENT WITH DIVISION OF FORESTRY

This Memorandum of Understanding is intended to define the duties and responsibilities of employees of the State Division of Beaches and Parks and the Division of Forestry in preventing and suppressing forest fires burning on or threatening State Park lands.

THE STATE DIVISION OF FORESTRY

a) The Division of Forestry will be the responsible agency for suppressing fires burning on or threatening State Park lands, where such State Parks are located within the counties in which the Division of Forestry maintains an established fire fighting organization.

b) The responsibility of fire suppression on State Park lands lying inside National Forest boundaries will be that of the U.S. Forest Service.

c) State Forest Officers will assume full charge of fire suppression immediately upon arrival at the fire and shall be fully responsible until the fire is completely extinguished, except under critical conditions when it may be necessary to turn the patrol of a fire over to State Park employees. When available, outside labor can be recruited by approval of local State Forestry official to supplement Park employees patrol.

d) Cost of suppressing fires on Park lands will be borne by the Division of Forestry, except, no claim for reimbursement will be made by the Division of Parks for the use of its employees, equipment, or facilities while fighting forest fires on or threatening to State Park lands.

e) State Forest officers will carry out the provisions of the State forest fire laws, and will advise with Park rangers on all law enforcement action necessary.

f) Instruction and training in forest fire fighting will be made available to Park employees by the Division of Forestry on request of a Park Superintendent.

g) Any State Forestry fire suppression crew; based in a State Park for convenience of initial attack, will be supervised and dispatched to fires by the Division of Forestry.

THE STATE DIVISION OF BEACHES AND PARKS

a) State Park officials will do all in their power to prevent forest fires on or near State Parks.

b) State Park officials will recognize that suppression of forest fires burning on or threatening State Park lands is
the responsibility of the Division of Forestry after their arrival at site of fire.

c) State Park employees will report without delay to the nearest State Forest Officer all fires burning on or threatening State Park lands.

d) State Park employees will take immediate suppression action on such fires utilizing all available manpower and equipment.

e) State Park employees will turn full fire suppression responsibility over to the State Forest officer upon his arrival at the fire and will give their full cooperation with Park manpower, equipment and facilities in the control, mop-up and patrol work. It may at times be necessary for the Forest officer in charge to turn the patrol of a fire over to State Park employees.

f) Final decision relating to fire line location, removal of brush, falling of snags and cutting of trees necessary to control a forest fire must rest with the Forest officer in immediate charge.

g) No bills against the Division of Forestry will be incurred by State Park employees unless specific authorization is granted by a State Forest officer.

6) COOPERATION WITH OTHER AGENCIES

Become acquainted with the nearest agent of other State and Federal agencies in your area, such as the State divisions of Forestry, and Fish and Game, and the U.S. Forest Service, and when matters of law enforcement under their jurisdiction occur in your knowledge, inform them immediately. You have police power to hold such offenders until they can be turned over to the proper authority.
### TYPICAL SECTION OF LAND

Subdivided into various units, for assistance to field personnel.

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- 1 Chain equals 100 Links of 7.92 inches ea.
- 1 Chain = 66 Feet or 4 Rods
- 1 Rod = 16.5 Feet or 1 Pole
- 1 Acre = 10 sq. Chains or 43,560 Sq. Feet
- 1 Acre = 208.71 Feet X 208.71 Feet
- 1 Mile = 80 Chains or 5,280 Feet
- 1 Sq. Mile = 640 Acres
RULES AND REGULATIONS

RULES AND REGULATIONS OF THE CALIFORNIA STATE PARK SYSTEM

California's State Parks have been established for the purpose of preserving outstanding examples of Nature's handiwork for the appreciation and enjoyment of this and future generations whether they be redwood groves, beaches, or other areas. That this enjoyment for all the people for all time may not be destroyed, it is necessary that certain restrictions governing the use of park areas be effected in the form of rules and regulations that will preserve the natural beauty and yet permit their greatest public use and enjoyment.

TO PRESERVE THE BEAUTY OF THE PARK

1) No person shall pick flowers, foliage, berries or fruit, or cut, break, dig up, or in any way mutilate or injure any tree, shrub, plant, fern, grass, turf, railing, seat, fence, structure or any other object in a State Park.

2) No person shall cut, carve, paint, mark, paste, or fasten on any tree, fence, wall, building, monument or other object within a State Park, any bill, advertisement or inscription.

3) No person shall dig up or remove any dirt, stones, rock or other substance whatever, make any excavation, quarry any stone, or lay or set off any blast, or cause or assist in doing any of the said things, within a State Park, without the special order or license of said Commission.

4) No bottles, broken glass, ashes, waste paper, or other rubbish shall be left in a State Park except in a properly provided receptacle designated for that purpose.

5) No fires shall be built, lighted or maintained within a State Park except in a camp stove or a fireplace provided, maintained, or designated for such purpose, unless by authority of the Commission, excepting, however, that oil or gasoline camp stoves may be used in established campsites or picnic areas where other stoves are provided. Risk of destructive fires is always present without these regulations.

TO PROTECT THE WILD LIFE WHICH ADDS TO THE INTEREST OF THE PARK

6) Dogs are prohibited in State Parks from 8:00 P.M. to 7 A.M., except "Seeing Eye" dogs. At all other times, dogs must be kept on leash. Without proper authority, no domestic animal shall be permitted to run at large in any State Park, either with or without a keeper.
7) No person shall ride, drive, lead or keep a saddle horse or other animal in any State Park, except on such roads, trails or areas, and subject to such regulations as the Commission may from time to time especially designate. No horse or other animal shall be hitched to any tree or shrub in a manner that may cause damage.

8) No person shall discharge any firearms from or into a State Park. All firearms brought into a State Park must be unloaded, checked and registered with State Park employee in charge. Possession of a loaded gun in a State Park constitutes a misdemeanor.

9) No person shall molest, injure or kill any bird or mammal, or disturb its habitat in a State Park.

TO MAINTAIN PEACE, QUIET AND RESPECTABILITY SO THAT THE PARK MAY BE ENJOYED BY THOSE WHO COME WITH SERIOUS INTENT TO ENJOY IT.

10) No threatening, abusive, boisterous, insulting or indecent language or gesture shall be used in a State Park. Nor shall any oration, harangue, or other public demonstration be made.

11) No person shall discharge or set off, on or within a State Park, any firecrackers, torpedoes, rockets, or other fireworks.

NOTE.-- State Park employees are vested with police authority and empowered to make arrests for violations of State Park rules and regulations.

TO PROTECT LIFE AND LIMB, AND ASSURE AN ATMOSPHERE IN KEEPING WITH THE PARK SURROUNDINGS, CERTAIN REGULATIONS OF AUTO-MOBILE AND OTHER TRAFFIC ARE NECESSARY AND WILL BE ENFORCED.

12) The speed limit within State Parks is 15 miles per hour on all roads except State and county highways. All vehicular traffic is limited to use of thoroughfares and defined parking areas in State Parks and Beaches.

13) No automobile or other vehicle shall be driven upon roads not public highways in a State Park except as the Commission may from time to time especially designate.

14) No commercial vehicles, except in the service of or by special permission of the Commission, shall enter any part of a State Park over park roads.

NOTE.--No liability attaches to the State or to members of the State Park Commission for neglect or accident to park visitors or patrons.

TO MAINTAIN AS HIGH A STANDARD AS POSSIBLE IN SERVING THE PUBLIC AND TO PROTECT VISITORS FROM IMPOSITIONS.
RULES APPLICABLE TO ALL STATE PARKS

The rules hereinafter set forth are especially designed to govern and control the officers and employees of the State Park Commission in reference to the cutting or removal of trees in State Parks. Such rules are also made applicable to any and all persons entering or occupying any State Park area.

**THE CUTTING AND REMOVAL OF DANGEROUS TREES:** A dangerous tree is defined as a tree the falling of which would create a hazard to either life or property, and may be removed on the authority of the District Superintendent, the Chief of the Division, or the State Park Commission. When a tree is removed as a dangerous tree, a report by the District Superintendent of its removal and the disposition of the lumber in same must be made on the forms with which each superintendent is provided.

**THE REMOVAL OF DEAD OR FALLEN TREES:** Dead or fallen trees need no further definition and their removal may be made only under authority, in writing, of the State Park...
Commission or the Chief of the Division, at which time disposition of the lumber in same will be provided for.

THE CUTTING AND REMOVAL OF DISEASED TREES: A diseased tree is defined as a tree infested with some disease, the spreading of which would be injurious to other trees, and such trees may be removed only under authority of the State Park Commission, such authority transmitted in writing by the Chief of the Division.

THE REMOVAL OF LOGS CAUSING JAMS IN STREAMS ON PARK PROPERTY: The removal and disposition of down timber in stream beds may be done on either the authority of the Superintendent, in case of an emergency, or the Chief of the Division, but a full report in writing must be made of all such instances, setting forth the lumber scale of timber removed and its disposition.

CUTTING AND REMOVAL OF TREES NECESSARY FOR NEW CONSTRUCTION: In the event that any park improvement or development necessitates the removal of a live tree, the same may be removed upon written authority from the Chief of the Division, if joint recommendation for such removal first has been received from both the District Superintendent and the Erosion Control Engineer.

CUTTING AND REMOVAL OF LIVE TREES NOT COVERED ABOVE: The cutting or removal of live trees not covered in the above categories may be done only by specific authority in writing on the part of the State Park Commission first had and obtained. After such cutting, written permission therefor having been obtained as herein provided, a written report thereof shall immediately be made to the State Park Commission showing disposition of tree or trees and citing specific authority of Commission therefor.
SPECIAL RULES GOVERNING USE OF ORGANIZED CAMPGROUNDS, SUPPLEMENTARY TO STANDARD STATE PARK RULES & REGULATIONS:

The camp directors will be charged with the responsibility of seeing that the following rules and regulations are carried out in their individual camp.

1) All scouts and scout groups, when entering their camp before or after the regular camp is in session, must check in at the Ranger's office, reporting the number in the party and the length of time they expect to stay. These will be charged according to the customary organized unit charge. During the regular camping season the Ranger's office must receive a daily report of camp attendance including all supervising personnel. This report must be submitted at least once each week. All accounts must be satisfactorily settled before leaving camp.

2) No one, including parents, will be permitted to bring domestic animals into the camp, and if it so happens that they are brought in, instructions must be issued for them to either have these animals placed in kennels, if available, or remove them at once from the Park. Should they not be inclined to comply with this regulation, the Ranger's office should be notified.

3) No cutting or picking of trees, shrubs, plants or flowers will be permitted for any reason whatsoever, unless permission is received through the Ranger's office. Nor will it be permissible to cut wood from down logs or gather any material for fuel.

4) Trapping of wild animals, rodents, or birds will not be permitted and no permits will be issued from the Ranger's office.

5) It is expected that the camp will be kept as neat as possible at all times. The park will care for the garbage
and mechanical maintenance of all park equipment at all times.

6) Picnicking by parents or visitors will not be per-
mittet within the confines of the camp unless with the per-
mission of the camp director. In this case, the usual picnic
charge must be paid at the Ranger's office.

7) The standard Park rules and regulations also apply
to group occupancy of Park camps or areas.

RULES AND REGULATIONS FOR GUIDANCE OF PERSONNEL
AND PARK ADMINISTRATION

1) WRECKS (MARITIME)--Materials, goods or wrecks carried
on to State Park beaches by high seas or storms must be re-
ported by Ranger in charge of Park to Sheriff of county in
which park is situated. Such materials and property may be
reclaimed by owner subject to salvage charge of persons re-
covering it. If owner of wrecked material is known, he should
be notified--Harbors and Nav. Code, Sec. 510-521 (Attorney
General Opinion NS 2383, March 4, 1940).

2) STATE VEHICLES-USE OF--No State vehicle (automobile,
truck or other rolling equipment) is to be used for any other
purpose than direct departmental use (except under special
permission for short-hauls in furniture moving), and no person
except employees of this division, who possess individual
driver's licenses, shall be allowed to operate such equip­
ment (Chief's all-supt. memo, May 24, 1943).

3) UNLOADING OF FISH IN PARKS--The State Park Commission
is without authority to permit State Park property to be
used for a purpose such as the unloading of fish on a commer­
cial basis, which not only fails to benefit the park or pro­
mote the public use and enjoyment thereof, but which is incon­
sistent with its public character. (Opinion NS 5316, Attorney
General, March 1, 1944).

4) TRAILERS-DEFINITION AND CHARGE--For the purpose of
making a park service charge of 60 cents for automobile and
trailer, a trailer shall be defined as: a towed vehicle having
sleeping and housekeeping accommodations. (Memo from Chief to
District Superintendents, June 12, 1944)

5) RESERVATION OF CAMP AND PICNIC SITES--Individuals:
Campsites, trailer sites or picnic sites designated for indi­
vidual use should not be reserved in advance. The policy on
this matter is--first come, first served.

Organizations: Reservations by organizations for camp­
sites, trailer sites, or picnic sites designated for organiza­
tion use, shall not be considered previous to the first of
January in the particular year for which the reservation is
desired. (Memo from Chief to District Superintendents, May 8,
1945)
6) WEARING OF BADGES--Official badge of the Division of Beaches and Parks is to be worn at all times when on duty, in the accustomed place over the left breast pocket of the shirt or jacket. (Commission action of June 29, 1945)

7) RAISING OF VEGETABLES AND POULTRY BY EMPLOYEES--Employees of the Division desiring to raise vegetables or poultry adjacent to their residences in State Parks, shall make individual application to the District Superintendent, and the location and operation of such activities shall meet the approval of the District Superintendent. (Commission action of June 29, 1945)

8) SERVICE CHARGES TO STATE OFFICIALS--Whenever State officials on State business visit State Parks, service charges should be eliminated. (Memo to District Superintendents from Chief, August 28, 1946)

9) RELIGIOUS SERVICES IN STATE PARKS--Religious groups will be permitted to hold services on Sundays in such parks where facilities permit, and in order to avoid conflicts, Catholic groups will hold services prior to 12 noon, and other religious groups will hold services during the afternoon and early portion of the evening. (Resolution by State Park Commission, August, 1946)

10) ACQUISITION BY PARK EMPLOYEES OF LAND CONTIGUOUS TO PROPOSED STATE PARK ACQUISITIONS--Any person employed by the California Division of Beaches and Parks who intends to acquire land contiguous to areas pending or submitted for acquisition consideration, shall first indicate such intention in writing to the Chief of the Division, and any violation of this rule shall be considered as contrary to the interests of the service. (State Park Commission ruling, December, 1946)

NOTE: To permit expansion in rules and regulations, page sequence will jump to Page E-12.
E.12

PENAL CODE OF CALIFORNIA

3844. DESTRUCTION OF NATIVE TREES, ETC., UPON HIGHWAYS ETC.: SALE, ETC.: PUNISHMENT, ETC.: CONSTRUCTION OF PROVISIONS.

Every person who within the State of California wilfully or negligently cuts, destroys, mutilates, or removes any native tree or shrub, or fern or herb or bulb or cactus or flower, or huckleberry or redwood greens, or portion of any native tree or shrub, or fern or herb or bulb or cactus or flower, or huckleberry or redwood greens, growing upon State or county highway rights of way, or who removes leaf mold thereon; provided, however, that the provisions of this section shall not be construed to apply to any employee of the State or of any political subdivision thereof engaged in work upon any State, county or public road or highway while performing such work under the supervision of the State or of any political subdivision thereof, and every person who for commercial purposes wilfully or negligently cuts, destroys, mutilates or removes any native tree or shrub, or fern or herb or bulb or cactus or flower or huckleberry or redwood greens, or portions of any native tree or shrub, or fern or herb or bulb or cactus or flower, huckleberry or redwood greens, growing upon public land or upon land not his own, without a written permit from the owner of the land, signed by such owner or his authorized agent, and every person who knowingly sells, offers, or exposes for sale, or transports for sale, any native tree or shrub, or fern or herb or bulb or cactus or flower, or huckleberry or redwood greens, or portion of any tree or shrub, or fern or herb or bulb or cactus or flower, or huckleberry or redwood greens, or leaf mold, so cut or removed from State or county highway rights of way, or removed from public land or from land not owned by the person who cut or removed the same without the written permit from the owner of the land, signed by such owner or his authorized agent, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than two hundred dollars or by imprisonment in a county jail for not more than six months or by both such fine and imprisonment.

The written permit required under this section shall be signed by the landowner or his authorized agent, and acknowledged before a notary public, or other persons authorized by law to take acknowledgments. One copy of such permit shall be given to the constable of the township and one copy to the fire warden of the district in which the property is situated.

Any county or State fire warden, or any peace officer of the State of California, shall have full power to enforce the provisions hereof and to confiscate any and all such shrubs, trees, ferns or herbs or bulbs or cacti or flowers, or huckleberry or redwood greens or leaf mold, or parts thereof unlawful.
cut or removed or knowingly sold, offered or exposed or transported for sale as hereinbefore provided.

The provisions of this section shall not be construed to apply to any native tree or shrub, or fern or herb or bulb or cactus or flower or greens, declared by law to be a public nuisance.

The provisions of this section shall not be deemed to apply to the necessary cutting or trimming of any such trees, shrubs, or ferns or herbs or bulbs or cacti or flowers, or greens, if done for the purpose of protecting or maintaining an electric power line or telephone line or other property of a public utility. (Stats. 1939, Chap. 968 Pen. Code, 1939)

ACT RELATING TO FIRES

(Stats. 1931 : ch. 311, p. 749)
(Penal Code : Sec. 384)

CERTAIN ACTS MADE MISDEMEANORS: 384. Any person who shall willfully or negligently commit any of the acts hereinafter enumerated in this section shall be guilty of a misdemeanor, and upon conviction thereof shall be punishable by a fine of not more than five hundred dollars, or imprisonment in the county jail not more than six months, or by both such fine and imprisonment:

FIRING BRUSH DURING DRY SEASON WITHOUT PERMIT: Setting fire, or causing or procuring fire to be set to any forest, brush or other inflammable vegetation growing on lands not his own, without the permission of the owner of such land, or lighting, maintaining or using a camp fire upon any brush, grass or forest covered land which is the property of another between April fifteenth and December first of any year without first obtaining a written permit from the owner, lessee or agent thereof, unless he possesses a written camp fire permit duly issued by or under the authority of the United States forestry service for use in a territory under the jurisdiction of said United States forest service adjacent to said property of another and is fully complying with all the rules and regulations of the United States forestry service; provided, however, that the area north of thirty-eight degrees north latitude, and west of one hundred twenty-two degrees west longitude, is hereby declared to be an area of early seasonal rainfall, and the provisions of subdivisions 1, 2 and 10 of this section shall apply to such area only between May first and October thirty-first of each year.

ALLOWING FIRES TO ESCAPE: Allowing a fire kindled or attended by him to escape from his control or to spread to the lands of any person other than the builder of such fire without using every reasonable and proper precaution to prevent such fire from escaping.
Burning brush, etc., during dry season: Burning brush, stumps, logs, fallen timber, fallows, slash, or grass, brush, or forest covered land or any other inflammable material or blasting with dynamite, powder, or other explosives, or setting off fireworks of any kind in forest, fallows, grass or brush covered land, either on his own land or the property of another, between April fifteenth and December first of any year; unless such burning is done under a written permit from the state forester or his duly authorized agent, and in strict accordance with the terms of the permit; provided, however, that no written permission shall be necessary to burn inflammable material in small heaps or piles, where the fire is set on a public road, in door yard premises, corrals, gardens, or plowed fields, at a distance not less than one hundred feet from any woodland, timber, or brush covered land or field containing dry grass or other inflammable material; and provided, also, that there shall be at least one adult person in actual attendance and in charge of such fire at all times during its burning.

Setting backfires: Setting a backfire, or causing such backfire to be set, except under the direct supervision or permission of a state or federal forest officer, unless it can be established that the setting of such backfire was necessary for the purpose of saving life or valuable property.

Dropping lighted cigarettes, etc., where fire may result: Throwing or placing any lighted cigarette, cigar, ashes or other flaming or glowing substance, or any substance or thing which may cause a fire, in any place where such lighted cigarette, cigar, match, ashes or other flaming or glowing substance, or other substance or thing, may directly or indirectly start a fire.

Lighted materials from moving vehicles: Throwing from a moving vehicle any lighted cigarette, cigar, ashes or other flaming or glowing substance, or any substance or thing which may cause a fire.

Using locomotive, etc., without spark arrester: Using any logging locomotive, donkey or threshing engine or boiler, in or near any forest, brush, grass, grain or stubble land, unless he shall prove upon the trial, affirmatively, that such engine or boiler used by him was provided with adequate devices to prevent the escape of fire or sparks from smokestacks, ash pans, fire boxes, or other parts and that he has used every reasonable precaution to prevent the causing of fire thereby.

Using grain harvester without fire extinguisher: Harvesting grain or causing grain to be harvested by means of a combined harvester, header, or stationary threshing machine, or baling hay by means of a hay press, unless he shall keep at all times in convenient places upon each said combined harvester, header, or stationary threshing machine, or hay press, fully equipped and ready for immediate use, two suitable
chemical fire extinguishers, approved by the underwriters' laboratories, each of the capacity of not less than two and one-half gallons.

OPERATING MACHINES NEAR GRAIN, ETC., WITHOUT FIRE EXTINGUisher: Operating or causing to be operated any gas tractor, oil-burning engine, gas-propelled harvesting machine or auto-truck in harvesting or moving grain or hay, or moving said tractor, engine, machine or auto-truck in or near any grain or grass lands, unless he shall maintain attached to the exhaust on said gas tractor, oil-burning engine or gas-propelled harvesting machine an effective spark-arresting and burning carbon-arresting device.

USING STEAM ENGINE DURING DRY SEASON WITHOUT FIRE BREAK: Use of steam-operated engines in woods. Using or operating by any person, corporation or company between May first and October thirty-first of each year any wood or coal-burning steam-operated donkey or stationary engine in any woods operation, located in any forest or brush covered land, without first clearing away all inflammable material, including snags, from an area of at least one hundred feet in radius about such engine, unless substitute fire prevention measures are adopted that meet with the approval of the state forester; provided, that loaders may be operated where inflammable material has been removed from an area of twenty-five foot radius from machine, and snags have been felled and tops of rotten wood covered with mineral earth within a radius of fifty feet from such loader.

WITHOUT FIRE FIGHTING TOOLS: Using or operating by any person, corporation or company between May first and October thirty-first of each year any gas, steam or electrically-driven donkey or stationary engine in any woods operation located in any forest or brush covered lands, without providing and maintaining at all times, for fire-fighting purposes only, a suitable box containing sufficient tools to equip ten men for fire-fighting, among which tools there shall be not less than five shovels and two axes at each engine so operated. It is provided, however, that when two or more such engines are working within a distance of three hundred feet from each other that only one such box equipped as above may be maintained.

WITHOUT WATER PUMP: Using or operating by any person, corporation or company between May first and October thirty-first of each year any steam-operated donkey, stationary engine locomotive or loader without providing such engines with an adequate force pump or water under pressure equivalent to a pump, and not less than two hundred feet of hose, of not less than one inch in diameter; provided, however, that where two stationary or donkey engines customarily operate within one hundred feet of each other, that one engine only need be equipped with pump and hose.

It is provided that the requirements of this section shall
not apply to logging operations in the redwoods (sequoia sempervirens) region.

REFUSAL TO FIGHT FIRE: Refusing or failing to render assistance in combating a forest fire at the summons of the state forester, deputy state forester, assistant state forester or any state forest inspector, state ranger, or state fire warden, unless prevented from so doing by sickness or other physical disability.

NEGLECTING CAMP FIRE: Leaving a campfire, kindled or attended by him burning or unextinguished unless he leaves some person in attendance thereat, or unless such fire is enclosed within a stove, oven, drum or other noninflammable container, in such manner that the fire can not escape from the container, or unless such fire is within a permanent dwelling regularly and permanently inhabited by human beings at the time thereof or allowing any such fire to spread after being built.

EXCEPTIONS: The provisions of this act shall not apply to the customary use of fire and powder in logging operations in the redwood region (sequoia sempervirens) nor to the setting of fire on lands within any municipal corporation of the state.

HOW TO DISPLAY AND RESPECT THE FLAG

1) The Flag should be displayed only from sunrise to sunset, or between such hours as may be designated by proper authority. It should be hoisted briskly but lowered slowly. It should be displayed on all National and State holidays, historic and special occasions or if desired everyday, weather permitting.

2) When carried in a procession with other flags, the Flag of the United States should be either on the marching right, i.e., The Flag’s own right, or in front of the center of that line. If there be a dozen or more flags of the United States and only one other flag, that other flag should be placed at the extreme left of the marching line.

3) When displayed with another flag against a wall from crossed staffs, the Flag of the United States of America should be at the right, The Flag’s own right, the observer’s left, and its staff should be in front of the staff of the other flag or flags.

4) When a number of flags of states or cities or pennants of societies are grouped and displayed from staffs with the Flag of the United States of America, the latter should be at the center and at the highest point of the group. If the flags are at the same height then it should be at the extreme right of the line. Courtesy places the flag of France at the right, Great Britain at the first-left, Italy next to France and Belgium next to Great Britain, Japan ranks next, etc.
5) When flags of states or cities or pennants of societies are flown on the same halyard with The Flag of the United States of America, the latter should always be at the peak. When flown from adjacent staffs it should be hoisted first and lowered last.

NO EMBLEM, FLAG OR PENNANT SHALL BE HOISTED ABOVE, OR DISPLAYED TO THE RIGHT (THAT IS, THE OBSERVER'S LEFT) OF THE FLAG OF THE UNITED STATES OF AMERICA. NO STAFF SHOULD BEAR ANY STAFF HEAD OTHER THAN THOSE USED BY THE ARMY AND NAVY.

6) When flags of two or more nations are displayed on perpendicular staffs they should be flown from separate staffs of the same height, and the flags should be approximately of equal height.

7) When The Flag is displayed from a staff projecting horizontally or at an angle from the window sill or balcony the union of the flag shall go clear to the peak of the staff unless The Flag is at half-staff.

8) When The Flag is displayed other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and at The Flag's own right, (the observer's left.)

9) When displayed over the middle of the street, The Flag should be suspended vertically with the union to the north in an east and west street and to the east in a north and south street.

10) When used on a speaker's platform, The Flag, if displayed flat, should be displayed above and behind the speaker. If flown from a staff, at the right of the speaker, never to cover the speaker's desk, nor to drape over the front of the platform. Bunting is used for such draping. The Flag should never be below the heads of the persons sitting.

11) When used in connection with the unveiling of a statue, monument, or memorial of any kind, the Flag should wave out and form a distinctive feature during the ceremony, but the Flag should never be used as a covering for whatever may be unveiled.

12) When flown at half-staff, the Flag should be first hoisted to the peak and there allowed to remain for an instant, when it is then lowered to the half-mast position; but before lowering for the day, it should be raised again to the peak before it is hauled down.

ON MEMORIAL DAY, MAY 30TH, THE FLAG IS DISPLAYED AT HALF-STAFF FROM SUNRISE UNTIL NOON AND AT FULL STAFF FROM NOON UNTIL.
13) Flags flown from fixed staffs are placed at half-staff to indicate mourning. When the Flag is displayed on a small staff, as when carried in a parade, mourning may be indicated by attaching two streamers of black crepe to the staff head, allowing the streamers to fall naturally. Crepe is used on the flagstaff only by order of the President.

14) When used to cover a casket, the Flag should be placed so that the union is at the head and over the left shoulder. It should not be lowered into the grave nor allowed to touch the ground. The casket should be carried foot first. This reversal of the Flag on a casket signifies death. Flowers placed on the bier cannot add to the respect shown by the Flag alone.

15) When the Flag is displayed in the body of the church, building, or open meeting, it should be from a staff placed in the position of honor at the right of the congregation as it faces the clergyman, the State Flag or other flags at the left.

16) When the Flag is in such a condition as to be no longer a fitting emblem for display, it should not be cast aside or used in any way that might be viewed as disrespectful, but should be destroyed as a whole privately.

THE FLAG IS DIPPED ONLY TO ANOTHER NATION. THERE ARE NO EXCEPTIONS IN CIVILIAN LIFE.

Starting in the upper left-hand corner and reading each row from left to right gives the stars of each state in order of the state's ratification of the Constitution and admission to the Union. California's star is 31.

OFFICIAL UNIFORM SPECIFICATIONS
DIVISION OF BEACHES AND PARKS, DEPARTMENT OF NATURAL RESOURCES, STATE OF CALIFORNIA. (MAY 1, 1947)

DRESS UNIFORM

FIELD JACKET: 16 oz. Forest Green Whipcord. To be lapel style, with peaked lapels. Concealed zipper front. To have coat construction throughout with bi-swing back (no half-belt). To have two breast patch pockets with box pleat and to have 3-point flaps with concealed button (flat bone). To be 5½” wide by 6½” deep. To have cloth badge holder with two metal eyelets, over breast pocket. Sleeves to be cut in regular coat style, and to have ½” black braid stripe on top side of sleeve 3½” from end of sleeve. Length to be to hip bone of wearer. To have two adjustment straps on waist band. To be full rayon lined with two inside breast pockets.
EMBLEM: To be 3/8" gold silk embroidered on navy blue cloth bearing insignia of California bear with word "California" centered around top of emblem and words "Beaches and Parks" centered along bottom of emblem. To have gold silk border. To be worn on left shoulder, at sleeve head.

TROUSERS: To be same material as field jacket. Cut easy to allow full freedom of movement with two side pockets, two hip pockets and one watch pocket. Hip pockets to have button and button hole, and to be 8" deep. Waist band to be 1 3/4" wide and to have large tunnel loops to accommodate regulation garrison belt. There shall be a 3/8" welt seam on trouser outseam. All trousers to have plain bottoms, zipper fly and leather heel stays.

HATS: To be Stetson Hat Company's "Nutria", with stiff brim 3" wide and crown 4" high. Regulation black leather hat band will be worn with hat.

SHIRT: Military cut, khaki type.

TIE: Black four-in-hand.

SHOES: Brown oxford or high top.

FATIGUE UNIFORM

Material to be United States Government standard khaki twill. Uniform to consist of khaki shirt and trousers, with brown oxford, brown high-top or heavy brown work shoes; and hat similar in style to dress uniform but of lower quality if desired.

WEARING OF THE UNIFORM

Following are rules and regulations covering the wearing of the dress and fatigue uniforms of the State Park Service:

DRESS UNIFORM

1) State Park dress uniforms are not to be worn out of the parks, except in connection with park duties.

2) When, due to weather conditions, the jacket is not worn, the sleeves on the shirt should be rolled down. Standard black ties should be worn at all times.

3) Field personnel should appear in their dress uniform whenever they are assigned to park work which necessitates contact with the public. This rule must be tempered with judgment and discretion in a one-man park.

FATIGUE UNIFORM--This uniform really is your work uniform and should be worn in connection with all park work which does not require the dress uniform. Boots and puttees may be worn.
with the fatigue uniform when the type of work, weather and circumstances, warrant same.

Any type of jacket may be worn with the fatigue uniform when required for comfort and convenience in carrying on your duties.

Present or former uniforms may be worn by park employees until same have been worn out. Replacements must be in accordance with the new standard specifications printed in this section.

OFFICIAL UNIFORM HOUSE

Statement of prices and services to State Park employees by official uniform house: SMITHS, 12th and Washington Streets Oakland, California (Effective May 1, 1947)

PRICES:

$45.00 - Dress uniform consisting of field jacket and one pair of trousers.

$17.50 - Extra pair of trousers.

$15.50 - Stetson "Nutria" hat with regulation leather hat band.

$3.00 to $4.50 - Shirts, price depending upon quality selected.

$.85 - Ties -- either all-wool wrinkle resistant or rayon barathea.

$6.95 - Style WO350 "Thorogood" Brand--smooth brown elk oxford with raw cord soles.

$9.50 - Style W326A "Winthrop" brand smooth brown calfskin Blucher type high shoe with full double soles, double stitched. Sizes 5 to 14, widths A to EE.

$10.95 - Style WO344A "Winthrop" brand "Action Soles", smooth brown calfskin, plain toe, with double soles, cushion arch, Blucher type oxfords. Sizes 5 to 14, widths AA to E.

SERVICES:

Credit: There is no additional charge of any type for credit. No down payment is required. A regular charge account provides for payment in full on the 10th of the second month.
following the month of purchase. A Budget Account provides payment in three equal amounts, the first third to be paid on the 10th of the month following the month of purchase. For credit purposes, anything after the 25th of the month is considered part of the next month.

**Delivery:** Free anyplace in California.

**Alterations:** Free in all cases.

**Mail and telephone orders:** will be handled as promptly as personal visits.

**Measurements:** for persons not able to come in to the store we will provide a measurement blank and instructions. On return of the measurements the order will be filled. Please allow 40 days from receipt by SMITHS of the measurements. Each uniform is made to measure.
PERSONNEL

EMPLOYMENT SCHEDULE FOR STATE PARK EMPLOYEES

The State Park Commission, meeting on November 18, 1938, adopted the following resolution defining the work schedule for state park employees; this resolution was previously concurred in by the State Personnel Board and the Director of Natural Resources:

"All State Park employees, except those in administrative capacities, will be subject to call in case of emergencies on the basis of seven days per week, twenty-four hours per day. Regular duties will be governed by a six-day, forty-eight hour week, until the establishment of the new standard five-day, forty hour week, which is to become effective on or about April 1, 1948. All employees are entitled to one day off per week and all legal holidays as granted to state employees, or a day in lieu thereof, except that during the period from May 1 to September 30, the regular day off must not be Saturday or Sunday, nor legal holidays. During this period, days off may be accumulated not to exceed a total of five to be taken off at some other period within six months."

Compensating time off shall be taken within 12 calendar months following the month in which the overtime was worked and without impairing services rendered.

The Personnel Board has established the normal work week for all classes of employees. These are:

Group 1 - Classes and positions with a work week of 40 hours.

" 2 - " " " " " " 44 "

" 3 - " " " " " " 48 "

" 4 - Classes and positions with unusual conditions or hours of work. While requiring at least 40 hours a week, the duties and responsibilities are such that they are not adapted to a maximum number of hours a week.

Work week group, and salary ranges, for classes used throughout the field of this Division are as follows:

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>WORK WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP</td>
<td></td>
</tr>
<tr>
<td>District Park Superintendent... $395-415-436-458-481</td>
<td>4</td>
</tr>
<tr>
<td>Assistant Dist. Park Supt. ... 325-341-358-376-395</td>
<td>4</td>
</tr>
<tr>
<td>State Park Ranger, Grade III ... 295-310-325-341-358</td>
<td>4</td>
</tr>
<tr>
<td>&quot; &quot; &quot; , Grade II. ... 255-268-281-295-310</td>
<td>4</td>
</tr>
<tr>
<td>(Chief Ranger)</td>
<td></td>
</tr>
<tr>
<td>&quot; &quot; &quot; , Asst. Ranger ... 210-220-231-243-255</td>
<td>4</td>
</tr>
<tr>
<td>(Deputy Ranger)</td>
<td></td>
</tr>
<tr>
<td>Curator of Historical Monuments ... 231-243-255-268-281</td>
<td>4</td>
</tr>
<tr>
<td>Assistant Civil Engineer ... 325-341-358-376-395</td>
<td>2</td>
</tr>
<tr>
<td>Senior Engineering Aid ... 243-255-268-281-295</td>
<td>1</td>
</tr>
<tr>
<td>Automobile Mechanic ... 255-268-281-295-310</td>
<td>1</td>
</tr>
<tr>
<td>Carpenter Foreman ... 281-295-310-325-341</td>
<td>1</td>
</tr>
</tbody>
</table>
Carpenter ........................ $255-268-281-295-310 1
Intermediate Stock Clerk  180-190-200-210-220 1
Groundsman & Flower Gardener  180-190-200-210-220 1
Skilled Laborer (Carpenter) (Plumber) (Electrician)
Laborer  170-180-190-200-210 1
Janitor-Janitress  170-180-190-200-210 1
Intermediate Steno-Clerk  190-200-210-220-231 1
Junior Clerk  160-170-180-190 1
Intermediate Clerk  180-190-200-210-220 1
Overtime for Group 4 employees is any authorized time worked on a day which would normally be a day off or on a legal holiday.

Overtime for Group 1 employees shall be all hours worked in excess of 40 hours a week. Between the dates of September 15, and May 15, inclusive, no field employee shall be requested, or permitted, to put in extra time which in turn must be matched with compensating time off, except in cases of dire emergency. Skilled laborers employed on an hourly basis are not to be worked on an overtime basis.

HOLIDAYS

July  4  Independence Day
September  1st Monday  Labor Day
September  9  Admission Day
October  12  Columbus' Day
November  11  Armistice Day
November  last Thursday  Thanksgiving
December  25  Christmas
January  1  New Year's Day
February  12  Lincoln's Birthday
February  22  Washington's Birthday
12:00 O'clock noon til 3:00 P.M. Good Friday

Note: Although employees who work on Good Friday from 12:00 noon until 3:00 P.M., or whose day off includes these hours, are not entitled to additional time off because of this holiday.

May  30  Decoration Day

Every day on which an election is held throughout the State, and every day appointed by the President of the United States, or by the Governor of this State, for a public fast, Thanksgiving, or a specially announced holiday.

When a day herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.

PROCEDURE FOR PERSONNEL APPOINTMENTS
(Note: This procedure is to be applied by District Offices only. The information is included here for the general information of all field personnel.)
The following instructions supplement all former procedures for making appointments and inaugurates a system initiated by the State Personnel Board for all State Agencies.

This system went into effect August 1, 1947, and does away with all old type forms of reporting permanent, limited term, and temporary authorization (TAU) appointments.

SIX copies of the forms must be submitted to Sacramento Headquarters when reporting appointments. The ORIGINAL copy must be signed by the employee in the space provided under the section "Oath and Acceptance." The forms are to be completed in the District Superintendent's office and may be typed or handwritten.

A copy of the appointment will be returned to the District Office for transmittal to the employee and will bear State Personnel Board's approval indicating any changes in the appointment. A memo of explanation will accompany any change.

On TAU (Temporary authorization) appointments, the employee's copy will indicate the date his appointment will expire in the lower right hand corner. However, the Sacramento office will continue sending memos as reminders of TAU expirations each month.

In no instance is the prevailing rate or salary to be recorded by the District Office. If the employee is entitled to a salary above the minimum, the memo of explanation will explain how he attained this salary.

Section entitled "Signature of Appointing Power" is not to be completed by the District offices.

Please indicate on the same line as "Division", the district to which appointment is being made.

Line 7, Title, must bear the full and true title of the position. This will be found on copy of Form 625 sent to the District office which gives authorization to appoint. On this same form will be found the TAU or Certification Number. On civil service appointments, type of employment list (line 16) can be found on list of eligibles-furnished along with Form 625.

Under "Remarks", if appointee previously was employed by a State agency, note the name of the agency and year so employed.

AUTHORIZATION FOR MAINTENANCE DEDUCTION is not embodied in the new forms. Therefore, it will be necessary to submit signed authorization for deductions to be made for this purpose. These forms should be forwarded to the Sacramento Headquarters office in duplicate.

EMERGENCY APPOINTMENTS. There is no change in reporting emergency appointments. However, ANY FOREIGN BORN PERSON EMPLOYED BY EMERGENCY OR TAU MUST HAVE PROOF OF CITIZENSHIP submitted along with reporting such employment.
COMPUTING 15-DAY EMERGENCY PERIOD.

(a) Each appointment may not extend longer than 15 consecutive working days. A working day will be regarded as any other day than Saturday afternoon, Sunday or a holiday.

(b) If an emergency appointment begins on a Saturday afternoon, Sunday, or a holiday, the first of the 15 consecutive working days to be counted will be the first working day (as defined in (a) above) after the day of appointment. In such cases, the method of counting the time limits over which the appointment may extend should not be confused with the time for which the employee may be paid.

For example, an individual is given an emergency appointment at a monthly salary rate on Thursday morning, February 12, 1948 (a holiday), and begins work on that day. The first working day to be counted against the appointment is Friday, February 13, 1948, and the appointment must be terminated not later than noon March 4th. The employee may, however, be paid for the period February 12 to noon March 4th, inclusive.

(c) Each working day of the 15 consecutive working days will be counted in computing the time period of the emergency appointment regardless of whether or not the appointee works each of the days. Each working day will likewise be counted as one day, regardless of whether the employee only, works a part of the day, a full day or in excess of the normal working day.

EXPLANATION OF THREE TYPES OF APPOINTMENT FORMS

FORM 626-P - REPORT OF PERMANENT APPOINTMENT

Appointments will be made on this form from civil service eligible lists which will be furnished you from the Sacramento office. Each District Office will contact and interview eligibles. Copies of telegrams or letters contacting eligibles with proper clearance information, i.e., replies, waivers, etc., must be submitted to this office for final clearance through the Personnel Board. Eligibles should be contacted in their proper order as soon as possible after receipt of eligible lists. A choice of one of three eligibles may be made if there are three eligibles interested in the appointment.

In contacting eligibles, pertinent information as to salary, length of employment, location, as well as any special features or conditions of the job, stating a definite time as to when reply may be expected, should be incorporated in the communication.

FORM 626-T - REPORT OF LIMITED TERM APPOINTMENT.

This is used when eligibles of civil service status are appointed from an eligible list for a period not to exceed six months.
FORM 612 - REPORT OF TEMPORARY AUTHORIZATION, i.e. TAU

This is issued by the State Personnel Board when an eligible list does not exist. Upon receiving such authorization, you may obtain someone within the vicinity who will be willing to work on a temporary assignment, but such employment may not exceed 5 months 29 days in any one calendar year. If the employee has had prior service with another State agency during the same calendar year, such time is counted in computing the 5 months 29 days period.

TAU appointments may be made only after submission of Form 660 to the Sacramento office which will in turn submit it to the Personnel Board for approval of qualifications. Upon receipt of notification from the Personnel Board of such approval or rejection, the Sacramento office will immediately notify the District Office.

Automatic Certifications (issued to replace TAU's). As new eligible lists are established or names of eligibles become otherwise available, the Personnel Board's certification section refers to the open requests on file for the class and locality where TAU's have been appointed and "automatically" sends to the agencies names of eligibles. These names will be preceded by the statement: "These eligibles are to replace TAU's which you have or have had in this class."

We wish to stress at this point the importance and legal obligation of the District Offices to replace TAU's where eligible lists are available. The eligibles must be communicated with at once and TAU's replaced if there are eligibles who will accept the position.

Special Note: Employee's Withholding Exemption Certificate (Form W-4) should be submitted for each new appointment or whenever any change occurs in the status of dependents previously reported.

CLEARING ELIGIBLE LISTS

Information which the Sacramento office will need in clearing eligible lists is as follows:

(1) A statement concerning the response of each eligible. Form P-5, in triplicate, is required. The following standard statements will be used. (They should not be put on separate sheets for each eligible but should be a continuous listing in the order they appear on your list of eligibles.)

(a) "Waived - Inactive." Use when the eligible waives the position and wishes to be placed on the inactive list.
(b) "Waived - Active." Use when eligible waives but desires to remain on active list and be certified to other vacancies.
(c) "Waived - No reply." To be used when agency has waited the required time, but eligible has failed to respond.
(d) "Appointed State - Inactive." Use when eligible indicates he has already accepted another State position and desires to be placed on the inactive list.

(e) "Already Inactive." Use when the eligible indicates he has previously requested that his name be placed on the inactive list for the class.

(f) "Appointed." Include this entry for those actually appointed as it helps to give a clear picture of the disposition made of the eligibles.

(2) A copy of the communication sent to the eligibles. Only one copy of the communication need be sent to the Sacramento office if it is the same as was sent to each eligible. Note on the copy "sent to all eligibles" if such is the case.

(3) Replies from eligibles. The original reply received from eligible must be sent. A copy of the reply will not be accepted.

TIME FOR ELIGIBLES TO REPLY

Eligibles must reply as follows:

1. If within the city where the notice is mailed, 3 days (72 hours) from the time notice is mailed.
2. If in some other city or county, add the mail time to and from the eligible's address to the 72 hours. The maximum time an agency need wait for a return from the remotest location in California is 10 days. The usual time should not exceed 7 days.
3. If telegram is used, the eligible must respond within 48 hours.
4. Failure to respond within the time provided, after notice of certification or any other communication requiring an answer has been transmitted, will result in the placing of his name on the inactive list for the class concerned and, in the case of certification, is a waiver thereof. (Effective 1/23/48.)
5. Waiver of Appointment. After three waivers of appointment to positions in any given class, the eligible's name shall be placed on the inactive list for that class. (Effective 1/23/48)

STANDARDS AND REPORTS OF PERFORMANCE

GENERAL

The performance of every civil service employee will be periodically reviewed by the supervising officer and a report of performance will be submitted to the Personnel Board in accordance with established procedure. Failure to maintain a satisfactory performance standard will be grounds for dismissal action.

All reports of performance shall be marked in such a manner as to truly indicate the performance of the employee without taking into consideration reports of performance for the others in the
same class, in other agencies, or in other units of the Division.

Superintendents shall be responsible for establishing a system of marking performance reports within their jurisdiction which will result in uniformly fair and accurate marking.
When an employee performs exceptionally well on a given occasion, he should be given written recognition, which should also be sent through channels for filing in the employee's personnel record. When an employee is notably deficient, the same procedure should be followed.

When an employee objects to his report of performance, he may file an appeal in writing with the State Personnel Board. His failure to sign the report of performance does not halt its transmittal to the Board.

PROBATIONARY PERIOD

An appointment from an eligible list or promotional eligible list is not permanent until after the expiration of a probationary period. The probationary period specified by the State Personnel Board for each class shall be considered a part of the civil service examination. Each supervising officer is responsible for so marking the Reports of Performance of all employees under his supervision that they will indicate the true fitness of the employee to attain permanent civil service status. He will notify his superior officer of cases meriting rejection action.

In cases where the probationer is to be rejected, the procedure established for making such rejections must be followed in ample time to accomplish the desired result within the probationary period.

The probationary period shall be six months unless the board establishes a longer period for the class in which the appointment is made.

A performance report is filed every two months from the date of appointment until the probationary period is completed. At the end of this period, an employee will be considered to have attained permanent status unless previously rejected in writing.

REJECTION (DISMISSAL) OF PROBATIONER

All supervising officers are charged with the responsibility of examining closely the performance of probationary employees and their fitness to become permanent members of the civil service system. Each supervising officer is charged with the responsibility of determining whether or not a probationary employee is qualified to hold his position and of notifying his superior officer of the fact before the end of the probationary period. When the supervising officer believes rejection action should be taken, he must submit Report of Separation (BP26), showing reason for rejecting the employee, at least 20 days prior to the completion of his probationary period. It is not necessary to prefer charges against a probationer. However, in all cases of rejection, the form BP27 (Request for Dismissal) should be filled out and mailed to the Sacramento office with submission of Report of Separation. The Chief of the Division will notify the probationer in writing of his rejection.
To summarize, the forms required for rejection of probationary employees are:

1. Final Report of Performance
2. Report of Separation (BP26)
3. Request for Dismissal (BP27)

Following is the wording of new form BP27:

REQUEST FOR DISMISSAL
PROBATIONARY OR PERMANENT EMPLOYEE

Name of Employee __________________________
District __________________________
Classification __________________________ Location __________________________
Status __________________________ (Park or Beach)

Reasons for which dismissal charges should be filed:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Dates and circumstances under which such acts occurred:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Present mailing address of employee:

________________________________________________________________________

I hereby certify that the above reasons are true to my own knowledge.

Name __________________________
Title of Supervisor __________________________

Approved for dismissal action.

District Park Superintendent
Reasons for dismissal charges should be given as listed in Section 19572 of the Government Code, as follows:

"19572. Each of the following constitutes cause for discipline of an employee or person whose name appears on any employment list:

(a) Fraud in securing appointment.
(b) Incompetency.
(c) Inefficiency.
(d) Inexcusable neglect of duty.
(e) Physical or mental disability.
(f) Insubordination.
(g) Dishonesty.
(h) Drunkenness on duty.
(i) Intemperance.
(j) Addiction to the use of narcotics or habit-forming drugs.
(k) Inexcusable absence without leave.
(l) Conviction of a felony or misdemeanor involving moral turpitude.
(m) Immorality.
(n) Discourteous treatment of the public or other employees.
(o) Improper political activity.
(p) Wilful disobedience.
(q) Violation of this part or board rule.
(r) Any other failure of good behavior or acts which are incompatible with or inimical to the public service.
(s) Failure to take and subscribe the oath as prescribed re Citizenship."

The dates and circumstances under which such acts occurred should also include names of other employees concerned and specific acts.

Dismissal of Permanent Employee:

Any civil service employee may be dismissed for reasons listed above. Only the Chief of the Division shall "dismiss" or "suspend pending dismissal."

The supervising officer shall prepare Request for Dismissal forms and send two copies to the District Park Superintendent. If the District Park Superintendent approves such action he will send one copy to the Chief of the Division for Action. If the District Superintendent is undecided as to whether a long suspension or dismissal charges should be undertaken he should immediately transmit the Request for Dismissal form with his recommendation and a complete written account of the case. In the meantime the offender may, or may not, be placed on restricted duty according to the best judgment of his field supervisors.
VACATION

1. Division Policy
   a. The time at which an employee shall be granted a vacation is in the discretion of the District Superintendent with the approval of the Chief of the Division.

   b. When an employee desires to take earned vacation time, he must first submit a written request therefor.

   c. Vacation requests approved by the District Superintendent will be automatically allowed unless immediately informed to the contrary by the Sacramento Headquarters Office.

   d. District Superintendents shall approve or disapprove vacation requests and shall be responsible for so arranging the vacation program of employees under their jurisdiction that the flow of work is not materially interrupted, the convenience of the employee is given all possible consideration, and restrictions mentioned herein observed.

2. General Rules
   After six months of continuous service, each State civil service employee is entitled to one and one-quarter days' vacation for each month or major portion of a month he is employed. In computing vacation time, only five days per week are counted for all employees.

   If an employee works only six months or any shorter time, he is not entitled to any vacation credit, but if he continues in State service for more than six months, he receives credit for the first six months he worked. For example: A person who begins work on January 1 becomes eligible for vacation on July 1 and receives seven and one-half days' vacation credit for the six months that he has worked, but if he leaves State service at any date before July 1, he does not receive any vacation credit.

   When an employee leaves State service, he is paid for any earned and unused vacation and, if he returns, he must start again to serve six months before being eligible for vacation since he has had a break in service. A military leave or a leave of absence is not considered a break in service for purposes of computation of vacation and sick leave, and when a person returns from such a leave, he does not have to serve six months to be entitled to vacation. He does not receive vacation credit for time spent on leave.
A person who receives workmen's compensation payments for injuries received on the job receives vacation credit for the time spent on compensation just as if he were working. Under the provisions of Section 18102, an employee on compensation may elect to use vacation to his credit, after his sick leave has been exhausted, to supplement his disability compensation so as to give him his full salary or wage.

In the event an employee is unable to take the vacation to which he is entitled in any calendar year, he shall be permitted to accumulate the unused portion to his credit; provided, however, that he shall at no time be entitled to accumulate a greater total than 30 working days in addition to vacation to which he is entitled for the current calendar year, except as he may have accumulated additional days under rules of the Board prior to Feb. 12, 1948. Prior to January 1, 1950 each employee having such additional days shall be allowed, in addition to vacation otherwise provided by law, to take such number of days of accumulated vacation as may be necessary for him to reduce his accumulated vacation to not more than 30 working days. Failure of the employee to take such additional accumulated days shall constitute a waiver as of January 1, 1950, of all accumulated vacation in excess of 30 working days.

Employees regularly engaged in part-time or intermittent work may be granted vacation on a pro-rata basis.

SICK LEAVE

Policy

Form No. 634, Request for Sick Leave, must be submitted by the employee in sextuplicate, retaining one for file and sending balance to the District Superintendent (see Page J-3 for further distribution) in accordance with rules as set forth herein before the expiration of the pay period in which absence occurs. If absence extends into another pay period, a separate report may be submitted covering time involved in that period.

The District Superintendent must be notified on the date absence occurs and if possible estimated period of absence from duty must be given so that the Superintendent may advise the Headquarters Office to secure for him the number of days sick leave the employee is entitled to be allowed with pay.

Every supervisor is charged with the responsibility of acquainting such of his employees as are absent from work with valid cause for sick leave, with the necessity of filing a request for such leave immediately upon return to work.
The validity of all requests for sick leave of more than two (2) working days duration must be certified to by a physician or by the Park Ranger (for persons under his jurisdiction) or by the District Park Superintendent. Valid requests for two (2) days or less shall be initialed by the supervisor, and/or District Park Superintendent.

In the event that the immediate supervisor or District Park Superintendent does not believe a request for sick leave to be for valid cause, he shall notify the employee of that fact and refuse to certify the request, or he may require a doctor's certification.

In the event of absence due to illness of more than two days for which employee has not been attended by a physician, the following certification should appear on the face of the Form 634:

Although no physician was called, I certify this to be a legitimate claim for sick leave.

District Park Superintendent

General Rules

1. Employees are credited with sick leave AFTER they have been continuously employed for a period of six months. They accumulate sick leave at the rate of one day each month. Unused sick leave may be accumulated from year to year up to a total of 150 days.

2. Exempt employees are entitled to earn and use sick leave just as civil service employees. Employees on leave, military or otherwise, do not earn sick leave, although employees on disability compensation for injuries suffered on the job do.

3. Once an employee has become eligible for sick leave, if he leaves the State service and later returns, he is not required to serve another six months to become eligible for sick leave. When he leaves State service, any earned and unused sick leave remains to his credit and upon his return, he may immediately draw upon his balance whenever necessary. (This does not apply to Vacation.) Because the foregoing is policy, it may be revoked by State Personnel Board at any time.

4. Sick leave may be taken by an employee when he is ill or incapacitated for the performance of his regular duties; has been exposed to contagious disease, for attendance upon a member of his family who
is seriously ill, or for death in the employee's immediate family. Sick leave may be granted to female employees who are incapacitated by childbirth, beginning on the day of delivery and continuing for as long as the doctor certifies that the employee is incapacitated for the performance of her duties, provided the employee returns to work for at least one month following her leave.

5. "Immediate family" means mother, father, husband, wife, son, daughter, brother, sister, or any person living in the immediate household of the employee. Not more than five days of sick leave within any one calendar year may be granted to an employee for the care of or attendance upon members of his immediate family. In requesting sick leave for care of a member of the family, the member of the family and the illness should be designated on the form.

Not more than five days of sick leave may be granted to an employee for each absence due to death of members of his immediate family.

6. It is emphasized that sick leave is a privilege rather than a right provided by law and the purpose of the rule permitting the accumulation of sick leave is to encourage thrift on the part of the employees in reserving for future periods of real necessity the sick leave which has accumulated to their credit.

SEPARATIONS

GENERAL INSTRUCTIONS

On Report of Separation (BP26), enter full name and correct mailing address of employee. Enter correct title of classification. The last day worked is the date of separation.

Indicate method of separation, either: Resignation, Completion of temporary assignment (for limited term or temporary authorization only), Layoff, Rejection during probationary period, Dismissal (used only for permanent civil service employees dismissed by Personnel Board order after filing of charges by department), Retirement, Death.

Each District Superintendent is responsible for determining to the best of his ability the time at which it will be necessary and proper to make layoffs of seasonal employees under his jurisdiction. Seasonal employment in this Division is that period between May 15th and September 15th, which comprises our busiest season.

Each District Superintendent shall notify seasonal employees verbally or in writing that their services no longer are required by the Division. Termination papers should be transmitted through the District Superintendent to the Chief of the Division. Just cause will be considered:
(a) The work project has been completed.
(b) Appropriations are exhausted.
(c) It may be necessary to lay off TAU employees because civil service employees are entitled to the position, or
(d) Because the employee has completed six months employment in a calendar year without acquiring civil service status.
(e) Failure to perform duties required of the class to which appointed.

LAYOFF - LIMITED TERM EMPLOYEES.

A limited term employee may be separated at any time prior to the expiration of the term for which appointed by giving him, on or before the date of separation, written notice setting forth the reasons therefor; provided, however, a limited term employee may not be separated by action of the appointing power, except for cause, if temporary or emergency employees remain employed in the same class and the same layoff subdivision.

Within 30 days after the effective date of such separation, a copy of the notice shall be sent with the report of separation to the Sacramento Office. The employee has no appeal from the action of the appointing power in terminating his limited term employment except on the grounds that temporary or emergency employees remain employed in violation of this rule. (Effective 2/12/48)

LAYOFF - PERMANENT EMPLOYEES

Because of lack of work or lack of funds, or in the interests of economy, reductions in staff affecting civil service employees may become necessary.

All emergency, temporary and limited-term employees in that order in the class and layoff unit must be separated before any permanent or probationary employees are separated.

DISMISSAL

Any civil service employee may be dismissed for reasons listed in Section 19572 of the Government Code. (See reverse side of Form No. BP27). Only the Chief of the Division shall "dismiss" or "suspend pending dismissal."

Before any action is taken for dismissal of an employee, further information should be obtained from the Sacramento Office regarding procedure, since such instances are rare.

RESIGNATIONS

A letter of resignation is required from all permanent, probationary, and limited-term employees who desire to resign. An employee may resign voluntarily for any reason and under no circumstances shall he be forced to resign.
Employees who resign in good standing may be reinstated within three years upon the recommendation of the Appointing Power and with the approval of the State Personnel Board. Reinstatement is a privilege which does not have to be granted.

AUTOMATIC RESIGNATION – AWOL

When an employee leaves a position without giving verbal or written notice of resignation, after ten working days he should be separated as being absent without leave (counting the time on a basis of a 5½ day week). The actual effective date of separation must be after the expiration of the ten working days.
ACCIDENTS TO STATE OFFICERS AND EMPLOYEES

EMPLOYEES' COMPENSATION

All state employees are entitled to compensation (as determined by the State Compensation Insurance Fund) for injuries or illnesses caused by the job they are required to perform.

When an employee incurs an illness or injury while on duty, a Report of Injury must be submitted through channels to the Sacramento Office.

Each supervising officer will be held responsible for the prompt transmittal of Reports of Injury.

A Report of Injury should be made out and transmitted not later than 24 hours after the occurrence of the illness or injury.

Employees should be notified of their responsibility to report such occurrences to their supervisors.

FIRST REPORT OF INJURY

Form 67, First Report of Injury, State Compensation Insurance Fund, must be made in sextuplicate. Four copies must be forwarded immediately to Headquarters of the Division of Beaches & Parks, one copy is kept in the district office, and one copy may be retained by the injured.

When an employee's injury is serious enough for him to be off duty, the Sacramento Office should be notified immediately the date employee returns to duty.

In preparing Report of Injury, all questions must be answered by the person submitting the report WITH THE EXCEPTION of Item 1. Also, at the bottom of the page the line "Reported for Department by" "Title" and "Date" should NOT be filled in as this is to be completed in the Sacramento Office.

The seven-day waiting period before the beginning of disability compensation payments will, as in the past, be shown as full days of sick leave if the employee has sufficient sick leave to his credit. He is nevertheless entitled to medical, surgical, and hospital treatment as provided in the Labor Code.

ACCIDENTS IN STATE PARKS TO OTHERS THAN STATE EMPLOYEES

In the case of an accident in a State park to persons other than State employees, determine all the facts of the case, being careful to list witnesses. Make out completely in triplicate, sending one copy to the Sacramento office, (through district office), one to district office, and retaining triplicate in park.
TRANSFER OF PERSONNEL AND MOVEMENT OF BELONGINGS

When a field employee requests transfer, the entire expense of moving shall be paid by the employee making request.

Use of State trucks for moving of equipment other than State equipment is prohibited. However, if personnel are ordered to move within a 20 mile area, State equipment may be used for transportation of household goods.

Whenever an officer, agent or employee is required by the appointing power to change his place of residence necessitating the moving of household effects, such officer, agent or employee shall receive his actual moving expenses not to exceed $240. If such expenses are incurred by common carrier, claims shall be scheduled in the regular manner and submitted through the Sacramento office to the State Controller for payment.

If such expenses are incurred in any other way than by common carrier, claims shall be scheduled in the same manner and submitted through the Sacramento office to the Board of Control for approval of payment. All such claims must be substantiated by vouchers or other supporting evidence.

If reimbursement is claimed under this rule, then travel allowance will be discontinued as provided by Section 708, Rules and Regulations, State Board of Control, which reads: "A state officer or employee remaining in one location for more than one month shall be deemed to have established his headquarters at such location. Allowance for hotel and meals at such location thereafter shall be discontinued except in unusual cases approved by the Department of Finance...".

ENTRANCE REQUIREMENTS--STATE PARK RANGER
GRADE ONE

EITHER I

EXPERIENCE: One year of experience in one or a combination of the following:

(a) Construction, engineering, park or forestry work providing a knowledge of several skilled or semi-skilled trades.
(b) Camp or park management or supervision.
(c) Armed forces' experience providing a knowledge of construction, such as Navy Construction Battalion, aviation engineers, or Corps of Engineers.

AND

EDUCATION: Equivalent to completion of the twelfth grade.
(Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.)
Two years of college training supplemented by three months of experience on construction, forestry, or park jobs.

CITIZENSHIP AND RESIDENCE: All applicants must be United States citizens and be residents of California for at least one year immediately prior to the date of the examination.

VETERANS' PREFERENCE: A separate request for veterans' preference must be sent to the Department of Veterans Affairs, Box 1559, Sacramento, for every examination taken, not later than the date of the examination. See examination application form for more detailed information.

THE POSITION: This is the entrance class of the State Park Ranger series, and there are promotional opportunities to higher grades in the series. A State Park Ranger, Grade 1, is expected to perform a wide variety of tasks ranging from common labor to semi-skilled duties of a maintenance nature. Park Rangers give information and assist the visiting public and enforce park rules and regulations.

Typical tasks consist of checking visitors into State parks, assigning them to camp areas, and collecting fees for various camp services; giving directions and explaining interesting features about the park or monument; clearing and grubbing fire trails and fighting forest fires as required; building new roads, trails and bridges or repairing existing structures within the park area; caring for trees, shrubs and flowers; cleaning up picnic and camp grounds; maintaining sanitary equipment and water systems; patrolling the park and protecting plants and wildlife; preparing reports on work done; and doing other work as required.

Section 18901 of the Government Code provides that any list of eligibles resulting from an examination "will expire not less than one but less than four years after adoption of such list".

PLACE OF EXAMINATION: Sacramento, San Francisco, Los Angeles, and such other places in California as the numbers of candidates warrant and conditions permit.

<table>
<thead>
<tr>
<th>WRITTEN TEST</th>
<th>REQUIRED RATING</th>
<th>RELATIVE WEIGHT</th>
</tr>
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<tbody>
<tr>
<td>1. Familiarity with and aptitude for construction, repair and maintenance.</td>
<td></td>
<td>70%</td>
</tr>
<tr>
<td>2. Familiarity with State recreational areas, points of historical interest and the purposes of the State Park System</td>
<td></td>
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</tbody>
</table>
WRITTEN TEST:

3. Ability to reason logically and to take effective action under varying circumstances.

4. Ability to follow oral and written directions.

NO SAMPLE QUESTIONS ARE AVAILABLE

QUALIFICATIONS APPRAISAL

1. Education.

2. Experience.

3. Personal traits and fitness, including demonstrated interest in outdoor life, willingness to work at various locations throughout the State, willingness to work at odd or irregular hours, tact, good judgment, and ability to drive an automobile safely as evidenced by possession of a valid California motor vehicle operator's license.

70%  4

Appraisal will be made either by personal interview or by evaluation of the statements on the application, supplemented by investigation of the employment record and character of competitors who qualify in the written test.

MEDICAL REQUIREMENTS

1. Physical strength and agility.

2. Good health and freedom from disabling defects.

A medical examination will be required of candidates who qualify in the written examination and the qualifications appraisal. It will be made by an authorized civil service examining physician whose fee must be paid by the candidate. Candidates may be rejected for any deficiency, abnormality, or disease that tends to impair health or usefulness.

APPLICATIONS will be accepted only if they clearly indicate that the applicants meet all the entrance requirements listed in this bulletin.

APPLICATIONS filed at the State Personnel Board's offices must be filed not later than the close of the business day of the final day for filing. Applications filed by mail must be
addressed to the State Personnel Board, 1015 L Street, Sacramento, and will not be accepted if postmarked later than midnight of the final day for filing. Applications must be made on Form 660, the official application form of the State Personnel Board. Applications must be completely filled out and signed. Failure to sign your application may jeopardize your right to take the examination.

FINGERPRINTING: Competitors must be fingerprinted prior to employment.

NATURE-RECREATION PROGRAM

POLICY AND GENERAL INSTRUCTIONS

Following is a statement of policy and general instructions for State Park Nature Guides and Recreation Leaders, and their relation with the park staff.

1. For all administrative purposes, Nature Guides and Recreation Leaders shall be considered under the supervision of the Ranger-in-charge of the park. The ranger will report employment, keep attendance records, and report separation.

2. The general direction of the education and recreation program is the responsibility of the Supervisor of Conservation Education, who will plan the programs for the individual parks each season in joint conference with the Ranger-in-charge, the District Superintendent or his representative, the Nature Guide and/or the Recreation Leader.

3. Typical tasks of the Nature Guide shall be: Studying the history and the natural features, including the geological, botanical, zoological, and aesthetic phases of the areas in the State Park System; compiling information and assembling data of interest to visitors; preparing exhibits; delivering lectures and writing articles explaining natural and historical features of the parks; planning, organizing and conducting nature study trail trips and special tours; assisting in, and occasionally presiding at, campfire programs; explaining to visitors the rules and regulations of the State Park System; gathering miscellaneous data regarding parks for the central office of the Division; training assistants and directing their work; making reports on work done.

4. Typical tasks of the Recreation Leader shall be: Planning and directing entertainment, recreational activities such as campfire programs, hikes, picnics, plays, swimming parties and outdoor games for children and adults; securing the participation of park guests in entertainment; planning programs for visiting organizations, such as Boy Scouts and YMCA groups; directing community singing and acting as master of ceremonies at campfire programs; acting as a host of the park when not engaged in program work; informing the visiting public of the features and facilities of the park; protecting property from damage; making reports on work done.
5. Criticisms of the program from the Ranger-in-charge or the District Superintendent are to be directed by them to the Supervisor of Conservation Education.

6. Under emergency conditions the Ranger-in-charge of park, or the District Superintendent, may take action when program arrangements are unsatisfactory; and then advise the Supervisor of Conservation Education of the situation and action taken.

7. Nature Guides and Recreation Leaders shall work at least eight hours a day, six days a week. Actual hours of work should be arranged to fit the program. The day off shall be determined by the employee and the Ranger-in-charge in the best interests of the program.

8. Nature Guides and Recreation Leaders shall make weekly reports in quadruplicate, the original to the Supervisor of Conservation Education, and copies to the Ranger-in-charge and the District Superintendent, retaining one copy for the employee's file.

9. Weekly reports shall be made out on the regular Ranger's Weekly report form, crossing out Ranger and writing in Nature Guide or Recreation Leader. Under "visitors", Nature Guides will report attendance at trail activities and museums (separate); and Recreation Leaders will report attendance at campfire programs and athletic activities (separate). Fill out this form completely, noting miscellaneous items and news items of interest; and include comments on activities and suggestions for improvement of program.

10. General direction of the campfire program shall be the responsibility of the Recreation Leader.

11. The Nature Guide will direct all trail activities for the campers, and will participate in the campfire program with a 10 to 15 minute nature talk at least four times a week. It is suggested that one of these talks each week should be concerned with the features and facilities of other parks of the system.

12. In the absence of a Recreation Leader the Nature Guide shall direct the campfire program.

13. Nature Guides and Recreation Leaders will wear the following uniform: forest green whipcord trousers (or skirts for women, if desired); khaki shirt, stiff-brim Stetson (women excepted), and black four-in-hand tie. The shoulder insignia will be worn at the shoulder seam on the left arm. Uniforms need not be worn on the playfield, on extensive hikes, or if engaged in manual labor. Wearing of the official field jacket is optional.

14. Encourage volunteer participation in campfire programs on the part of the Ranger Staff. These men are looked upon with respect by the public, and their volunteer participation in the program will add greatly to its value.
15. Nature Guides and Recreation Leaders shall, at the conclusion of the season, make a full report, with recommendations for improvement of the program, on the season's activities, and submit same to the Supervisor of Conservation Education, with copies to the District Superintendent and the Chief Ranger.

16. Nature Guides, Recreation Leaders, and Rangers all are members of the same team. Develop a close cooperation and accord with the Ranger Staff to present a harmonious and constructive front to the public. This cooperation will give the public the feeling that they have enjoyed an outstanding experience in the outdoors. They will carry the good word far and wide, resulting in a vast new army of friends for the State Park System.
ACCOUNTING

PARK REVENUE CLASSIFICATIONS

State park revenue is separated under five accounts:

1. Park Services
2. Park Concessions
3. Land and Structure
4. Taxable Sales
5. Miscellaneous

Revenue from Park Services will be that revenue derived from service facilities furnished by the Division of Beaches and Parks through its own personnel, such as:

- Camp Site Rental
- Electricity
- Park Concessions
- Telephone Rentals
- Water
- Picnic
- Garbage Service
- Parking
- Entrance Fees
- Equipment Rental
- Auto Tickets

Revenue from Park Concessions will be that revenue received from any services furnished by concessionaires under agreement with the State Park Commission, such as:

- Fishing Pier
- Service Station
- Concession on Cots
- Fountain
- Stable
- Meat Concession
- Hotel
- Store
- Camp Concession
- Meals
- Studio
- Cuyamaca Girls Group
- Cabins and Cottages
- Stable
- San Diego Union
- Theatres and Halls
- Dance Hall
- Camp Ground
- Concession

Revenue from Land and Structure would be rentals or leases entered into by the State Park Commission for use of land or structures, such as:

- Cabins and Cottages
- Apple Crop
- Grazing
- Land
- Dance Hall
- Apartment Rental
- Theatres and Halls
- Agricultural Agreements

Under the account "Taxable Sales", enter all sales on which we pay sales tax to the Board of Equalization. The only example we have at present is wood sales.

Miscellaneous Revenue would be that revenue which could not be classified under the four previous headings. This account should seldom be used.

On the printed Daily Report of Collection form (and this is important to the Accounting Office) enter revenue from Park Services on the line marked "Theatres and Halls", writing in the words "Park Services" above it. On the first blank line below "Theatres and Halls" write in "Park Concessions". On the second blank line write in "Land and Structure", and on the red line, "Miscellaneous". Enter all taxable sales on the
line marked "Wood Sales". Always see that this order is never varied. If you do not happen to have all kinds of services, leave the line blank for the kind of service not reported.

If for any reason the above instructions are not clear to you, communicate with the Departmental Accounting Officer.

COLLECTING AND REPORTING STATE PARK REVENUE

The following instructions are furnished to all employees authorized to collect and report revenue derived from charges authorized by the State Park Commission.

CAMPSITE RENTAL RECEIPTS: The camper will be given the triplicate or blue copy of this form with instructions to display same prominently at campsite. Park employees will check paid occupancy from these receipts without necessity of disturbing occupants.

The duplicate copy will be retained in the park and used by the Ranger as an alphabetical register of campers. A daily check will be made of expiration dates in order that the camper may be checked out or additional rental collected for a renewed period.

The original receipts will be totaled at the end of each day's business and the numbers and total amount entered on the Daily Report of Cash Collections, to which they will be attached for mailing to the Cashier in Sacramento. (See Letter of Transmittal instructions)

RECEIPT FOR MISCELLANEOUS SALES: The Receipt for Miscellaneous Sales will be used for all sources of collection except campsite rentals, picnicking permits and wood sales.

The duplicate receipt will be given to the customer.

The original receipts will be totaled at the end of each day's business and the numbers and total amounts entered on the Daily Report of Collections, to which they will be attached for mailing to the Cashier in Sacramento. (See Letter of Transmittal instructions)

The triplicate receipt will be retained in the book as the Ranger's permanent record.

REFUND RECEIPTS: The Refund Receipt is printed in duplicate only and will be used for any refunds that might be necessary.

The original will be torn carefully from the book and attached to the Daily Report of Collections for mailing to the Departmental Accounting Officer in Sacramento. (See Letter of Transmittal instructions)

The duplicate will remain in the book for park records.
DAILY REPORT OF COLLECTIONS: (See instructions on back of form also) Deposits of cash collected will be made in the nearest branch of the Bank of America, which branch will remit to the 6th & J Streets office of that bank in Sacramento for credit to Cash State account of the Department of Natural Resources. You will secure a duplicate deposit slip for each deposit made, attach same to the receipts and Daily Reports of Collection it covers, and mail to the Cashier in Sacramento. (See Letter of Transmittal instructions following.) Where no branch of the Bank of America is available, a U. S. Postal Money Order will be secured, and mailed in the same manner as the duplicate deposit slip above. The fee for securing the money order will be a proper claim by employee on his expense account.

LETTER OF TRANSMITTAL: This form must be prepared in duplicate and mailed to the Cashier in Sacramento, and all duplicate deposit slips, postal money orders, Daily Reports of Collections, Campsite Rentals, Miscellaneous Sales, Picnicking Permits, Wood Sales and Refund Receipts must be attached to support your remittance. All information connected with the above forms must be given in the spaces provided. Do not allow your collections to accumulate.

IMPORTANT: All of the above forms must be mailed flat, in large envelopes. This is necessary, since they are used in the accounting system of this office. Great care must be taken to keep them in perfect order. This applies especially to the Daily Report of Collections Form. "DO NOT OVERLOOK THIS FACT WHEN PREPARING FORMS FOR MAILING."

ALL OF THE ABOVE REPORTS MUST BE IN THE CASHIER'S OFFICE BEFORE THE 5TH OF THE MONTH FOLLOWING THE MONTH IN WHICH COLLECTIONS WERE MADE.

NEVER ALLOW PARTS OF TWO SEPARATE MONTHS' COLLECTIONS TO APPEAR ON ONE LETTER OF TRANSMITTAL.

ACCOUNTS RECEIVABLE: Infrequently, concessionaires, under their concession agreements, are furnished with wood or other services for which they are to reimburse the State at the end of each month. Such sales are to be recorded on Miscellaneous Sales Receipt, with the notation "To be billed", obtaining the signature of the concessionaire, and the receipt forwarded with the Daily Report of Collections to the Sacramento Office in the same manner as other miscellaneous receipts where they will be accumulated for the month and billed on the regular Department of Natural Resources invoice by this office at the end of each month.

Under no circumstances are field employees to bill concessionaires for credit sales.

WHAT TO DO ABOUT CHECKS: Fees owing the State for campsite rental, picnic charges, or other miscellaneous sales, are payable in cash. If a State employee accepts a personal
check made payable to the State Division of Beaches and Parks, he does so at his own risk, but in doing so the check is to be transmitted to the Cashier at Sacramento and not cashed by the park employee unless he is depositing park revenue to a branch of the Bank of America for credit to the Cash State account of the Department of Natural Resources in the Bank of America in Sacramento.

Under no circumstances are checks to be made payable to the employee.

If, for any reason, a field employee of the Division of Beaches and Parks should receive a check made payable to the State Division of Beaches and Parks for credit other than revenue to the State of California, the check is to be forwarded to the Cashier of the Department of Natural Resources at once.

Handling of Short and Over-Remittances: We frequently find errors on collection reports, and it is necessary for the ranger to add to or deduct from his next transmittal of funds amount covering previous collections.

There have been some instances in which the park employee remitted shortages simply with a note or the original of the memorandum which had been sent to him.

Handle all additions or deductions on the next following letter of transmittal with the proper notation as to the nature of the item.

Inventory of Unused Receipts: At the close of each season a list of unused receipts, (by numbers), on hand is to be prepared in duplicate and dated. The original is to be forwarded to the Departmental Accounting Officer and the duplicate retained for Parks records.

Picnicking Permit Receipts

The Picnicking Permit is in duplicate, serially numbered; the name of the park is to be stamped on the original and the duplicate with the rubber stamp. These, of course, may be stamped ahead of time to the extent of your probable demands for several days.

The year, month, and day are to be punched through the original and the duplicate, beginning with the lowest number first, the buff-colored original being the customer's receipt and the white duplicate being transmitted with the Daily Report of Cash Collections, properly listed. There will be no change in the handling of the money.

If you wish to keep a record of the date on which transmittal was made, you may write or stamp in the date on the stub. It is advisable to indicate the date for your own
records, the advantage being a better check when the accounts are audited.

INVOICES

All invoices must be billed to the State of California, Department of "Natural Resources; Division of Beaches and Parks, and addressed to Departmental Accounting Officer, Sacramento, California.

Invoices or vouchers not on printed billheads must be signed in two places---on the top and bottom of the bill---by the vendor or person furnishing supplies or services.

OPERATING EXPENSES ALLOTMENT CONTROL

In order to effect better control over the expenditure of the allotments for "operating expenses" for park maintenance, a system of allocating the allotment between the various park districts has been devised. These allocations have been made on the basis of past experience. It will be the responsibility of the District Superintendent to plan his work so that the allotment will cover all proposed expenditures as no further funds will be available. Allotments are further broken down into quarters, being as follows:

1st quarter -- July to September
2d quarter -- October to December
3d quarter -- January to March
4th quarter -- April to June

The necessary supplies and expenses must be held within the amount available for each quarter. Charges to the allotments will be made on the basis of requisitions covering the following items of expense:

Office: Tracing paper, maps, office supplies other than those obtained by Store's Order from the Sacramento Office, for such items as stationery, pencils, paste, flags, mending tape, etc. A complete list of items so obtainable will be furnished at a later date.

Automobile: Gasoline, oil (except credit card purchases), tires, tubes, and repairs.

Light, Heat, and Power: Stove wood, stove oil, Diesel fuel for light plant, butane and Flamo (exceptions are regular monthly gas, light and power bills which are billed by public utilities companies).

General Maintenance: All materials and supplies necessary to operate and keep in repair all existing
structures; roads and trails. Small hand tools may also come under this item, although proper budgeting is to provide under Equipment for the Replacement for these items. Equipment items will be requisitioned separately, showing the Equipment Item number in the District budget. The 98th fiscal year equipment budget was previously sent to you, and you will enter your requisition number on that budget.

**ALLOTMENT CONTROL RECORD**
(Kept by District Superintendent)
(See Form BP-1 sample, Section J)

Explanation in the Use of Allotment Control Record: A separate record will be kept for each quarter's requisitions. Entries will be made from requisitions as explained below:

Column 1 - Date received from the Park.
Column 2 - General description of items requested.
Column 3 - Name of Park.
Column 4 - Park requisition number.
Column 5 - District requisition number, which will be the basis for all inquiries concerning the requisition addressed to the Division Office.
Column 6 - Date forwarded from District Office to Sacramento Office.
Column 7 - Amount of requisition.
Column 8 - Balance of allotment represents the unexpended balance of the allotment for that particular quarter.

Approximately five days after the end of each month, the Sacramento Office will prepare and forward a "statement of allotment" for each district. This will show the amount by which your requisitions for that month have been increased or decreased as a result of changes made in your requisitions. The net increase or decrease should be entered on the allotment control record. In this manner the district will know the amount of money available (unexpended balance) for expenditures at all times. Example of "Statement of Allotment" follows:

**STATEMENT OF ALLOTMENT**

<table>
<thead>
<tr>
<th>OPERATING EXPENSE</th>
<th>4TH QUARTER</th>
<th>MONTH OF APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLOTMENT FOR NORTHEAST DISTRICT</td>
<td></td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

Requisitions

April from 1 to 5 261.50
**ADJUSTMENTS**

<table>
<thead>
<tr>
<th>Increase:</th>
<th>Req.No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Price</td>
<td>2</td>
<td>18.00</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>4.00</td>
</tr>
<tr>
<td>Total, increase</td>
<td></td>
<td>22.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decrease:</th>
<th>Req.No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Price</td>
<td>1</td>
<td>6.00</td>
</tr>
<tr>
<td>Cancellation</td>
<td>4</td>
<td>7.50</td>
</tr>
<tr>
<td>Total, decrease</td>
<td></td>
<td>13.50</td>
</tr>
</tbody>
</table>

**RECAPITULATION**

| Total increase  | 22.00   |
| Total decrease  | 13.50   |

Net Increase                      8.50
Net Deduction for April            270.00
Total Allotment Available for 4th Quarter $4,730.00
TRAVEL EXPENSE ALLOWANCES

A maximum allowance of $5.00 per day is allowed for meals. Where individual meals are claimed, the maximum for each will be: breakfast, $1.25; lunch, $1.50; dinner, $2.25.

The maximum allowance for meals on train is $6.00 per day. Individual meal allowances are: breakfast, $1.50; lunch, $1.75; dinner, $2.75.

The maximum allowance for hotel accommodation is $5.00 per day, and all claims for hotel must be supported by a receipt for lodging.

Per diem of $6.00 no longer is allowed. This will require that all claims for travel requiring lodging will be submitted on the basis of meals and hotel expense, with the hotel charge supported by a receipt.

The Departmental Accounting Office will disallow claims for noon meals when away from headquarters for that meal only, unless the claimant states under "Remarks" on the claim as follows: "Noon meal taken on day where no other meals are shown has imposed on me an expense additional to that which would have accrued at my headquarters or residence."

Time of departure and arrival, as required on the travel form, are only to show departure from and arrival back at headquarters. For example, on a five day trip from San Francisco, leaving Sept. 8 and returning September 12, departure time is shown only on September 8 and arrival time only on September 12.

License number of private cars used under permit for State travel must be shown upon the "mileage claim" form and upon the travel expense voucher in place of the state car license number. In the column "mode of travel" the letters sc or pc must be shown to differentiate between use of state car or private car.

Power of Attorney should be delegated to the Departmental Accounting Officer in Sacramento by all employees who claim reimbursement for travel expenses. Form 764, Power of Attorney, is available through the district office. Fill out form in duplicate. Mail original to Departmental Accounting Office, State Building No. 1, Sacramento; and duplicate to Sacramento headquarters. If the power of attorney is not delegated, reimbursement must be made by sending the claim to the State Comptroller, resulting in additional payment delay.

READ THE INSTRUCTIONS ON THE BACK OF THE WHITE COPY OF THE TRAVEL EXPENSE VOUCHER. THESE INSTRUCTIONS ARE IMPORTANT AND TIMELY.
**INSTRUCTIONS**

**IMPORTANT**

This form must be filled out for each day that collections are made. Attach supporting Camp Site Rental, Miscellaneous, and Refund Receipts for the day's business. ALL information called for on the form must be shown.

Make sure that you enter collections opposite the proper Source of Collections. This form is used in Accounting Office audits, and any error is reflected in your accounts. Accuracy is very important. Make all entries carefully. Always check your addition and subtraction.

Use only the space marked "Total Collections" in totaling your report. The two spaces immediately below this are for Accounting Office use ONLY. Total all columns, regardless of the number of entries.

Show receipt numbers in the spaces provided, beginning with the number of the first receipt attached, and ending with the last number, inclusive. When listing large numbers of receipts for one day's business, arrange them in blocks to correspond with receipt books. That is: numbers 1 to 50, 51 to 100, etc.

Please keep all receipts in strict numerical order, with the LOWEST number on TOP. Keep all dated forms in strict date order, with OLDEST date on TOP. Always mail flat, in large envelopes. DO NOT ROLL RECEIPTS OR FORMS.

<table>
<thead>
<tr>
<th>PARK</th>
<th>DATE</th>
<th>AMOUNT COLLECTED</th>
<th>AMOUNT REMITTED</th>
<th>REFUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARK SERVICES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARK CONCESSIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAND AND STRUCTURE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAXABLE SALES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COLLECTIONS**

**LESS SALES TAX**

**NET REVENUE**

**RECEIPTS FOR MISCELLANEOUS SALES**

<table>
<thead>
<tr>
<th>No. From</th>
<th>No. To, Incl.</th>
</tr>
</thead>
</table>

**CAMPSITE RENTAL RECEIPTS**

<table>
<thead>
<tr>
<th>No. From</th>
<th>No. To, Incl.</th>
</tr>
</thead>
</table>

**PICNIC TICKETS**

<table>
<thead>
<tr>
<th>No. From</th>
<th>No. To, Incl.</th>
</tr>
</thead>
</table>

**REFUND RECEIPTS**

<table>
<thead>
<tr>
<th>No. From</th>
<th>No. To, Incl.</th>
</tr>
</thead>
</table>

**PARK NAME**

**AUDITED:**

**BY:**

**REMARKS:**

**TITLE**
DEPARTMENT OF NATURAL RESOURCES
Division of Beaches & Parks
Sacramento  
November 16, 1949

TO: ALL STATE PARK EMPLOYEES

SUBJECT: TIME CARDS - NEW PROCEDURE FOR PREPARATION AND SUBMITTING.

On October 1, 1949, in accordance with directives from the Department of Finance and the State Controller's office, a new procedure for reporting the time of employees of the Division of Beaches and Parks, being paid on a monthly basis, became effective.

For the month of October, this Division continued to utilize the mimeographed Form BP-10 and required three copies to be forwarded to the Division office. Since that time, Form BP-10 has been printed, in quadruplicate, with carbons. We have been informed by the Departmental Accounting Office that District offices are to mail two copies of the individual Time Report, Form BP-10, new form, directly to that office, bypassing the Sacramento Parks Office completely in this procedure. We have, therefore, amended our instructions of September 30, 1949 and the following supersedes the instructions included in the September 30 memorandum:

1. Monthly Attendance Report, Form #681, is no longer to be used for monthly payrolls.

2. In accordance with directives from the Department of Finance and the State Controller's office, two copies of the individual Time Report on printed Form BP-10 are to be mailed from the District office directly to the Personnel Section of the Departmental Accounting Office in Sacramento.

This procedure is to be followed for all regular employees, whether T.A.U., limited term, or permanent, but does not include C.I.R.E. or other hourly rate employees.

If the following details are not strictly adhered to in the Time Reports, the District or Section payrolls will be delayed until all corrected reports are received in the Accounting office. To assist in the process of these forms, the District office must arrange them according to position numbers and transmit all Time Cards for the District directly to the Personnel Section of the Departmental Accounting Office on the same dates as has been the present practice for submitting the Monthly Attendance Report. Any changes necessary other than clerical errors, after the form has been mailed, should be telegraphed or night messaged to the Departmental Accounting Office prior to the first day of the following month.

A. Show the actual hours worked in the proper columns.

B. Show the regular assigned days off each month for the individual, as provided on the Time Report just above the employee's signature.
C. Indicate days off in the column headed "Assigned Day Off" and also by placing a dash (-) in the "Total Hours Worked" column opposite such days, indicating the hours worked in the "Work on Day Off" column, and being certain to make the correct overtime entry at the top of the form.

D. Any holiday for which an employee normally is entitled to have time off, which follows on one of that employee's normal assigned days off, should be reported by showing his first regular workday following as a day off and placing a dash (-) in the "Total Hours Worked" column. Should the employee work on that day, record the fact in the "Work on Day Off" column.

You will note that this procedure eliminates the problem of what to do about holidays that fall on an employee's regular days off, when such days are other than Saturday and Sunday.

E. In computing work days, the time during which an employee is excused from work with pay because of sick leave, vacation, compensating time off, or other leaves with pay, is considered as time worked. In addition to showing the time in the Sick Leave or Vacation column, the figure 8 will be shown in the "Total Hours Worked" column. Two out of each seven days must be considered as days off; thus, if an employee works on his regular days off, such work must be recorded as "Work on Day Off" with compensating time off correctly being given.

F. Attached is a chart showing how many work days an employee must put in, in accordance with his regularly assigned days off. It will be noted that some shifts require more working days in any individual month than others. Over a period of time, however, this balances up.

You are reminded that in no instances is an employee to work less than the required number of working days per month. In order to avoid complications, regularly assigned days off should not be changed any more than it is absolutely necessary and all such changes are to become effective only on the first of the month.

3. Time for C.I.R.E. and other hourly rate employees is to be reported the same as at present, using the pink mimeographed Form EP-30. There will be no change in the procedure for submitting C.I.R.E. time.

4. Form EP-10 may be typed or made out in pencil. Retyping of forms made out in pencil should be avoided. Please be certain to fill out the name of the District and all other information required on the form. Additional supplies of this form are to be ordered, using Inter-Office Requisition, directly from the Sacramento Headquarters office by the District authorities. The District office should keep adequate supplies on hand to furnish the field in the event of shortages.
5. Inasmuch as the approval of an immediate supervisor is necessary for all overtime work and authorized compensating time, it is essential that an order of approval of Time Reports be set up. For this reason the following is submitted:

Individual Time Cards will be signed by the following Supervisors:

Clerical Classifications in the Sacramento office will be signed by Semi-Senior Accountant.

All technical employees' Time Cards will be signed by their immediate supervisors.

SECTION HEADS:

Beach Erosion Engineer - Col. Edwin C. Kelton
Supv. Lands Purchasing Officer - John Hennessey
Deputy Chief - Earl P. Hanson
Administrative Aid - Ernest Camper
Executive Secretary - Jack Covington
Semi-Senior Accountant - Ronald Miller
Supervisor Conservation Education - Elmer Aldrich

ENGINEERING & PLANNING

Beach Erosion Engineer ...............by ....Chief of Division
Senior Civil Engineer ............" ........Beach Erosion Engineer
Sub-Section Supervisors ........" ........Senior Civil Engineers
Surveys & Plans Sub-Section)
Construction Sub-Section) By Sub-Section Supervisors
Trails "
Columbia "

Time Cards of employees in the Acquisition Section of the San Francisco and Los Angeles Offices will be signed by the designated Office Supervisor.

ACQUISITION

Supervising Lands Officer ...............by ...Chief of Division
State Park Lands Purchasing Officers .......by ...Office Supervisors
Assistant Right of Way Agent ................by ...Supervising Land Officer
Senior Land Title Abstractor ...............by ...Supervising Land Officer
Clerical Classifications—L.A. & S.F. ....by ...Office Supervisors

EDUCATION & CONSERVATION

Supervisor of Conservation Education....by ...Chief of Division
State Park Naturalist ....................by ...Supv. of Conservation Education

Employee Classification and Supervisor Signing:

The District Park Superintendent - Supervisor signing:
Chief or Deputy Chief
The Assistant District Park Superintendent will be signed by the Superintendent.

The State Park Ranger, Grade III; or State Park Ranger, Grade II, in charge
Carpenter Foreman
Senior Engineering Aid
Intermediate Stenographer Clerk
Highway Equipment Operator-Laborer
Curators not supervised by a Ranger, Grade III or a Ranger, Grade II

ARE TO BE SIGNED BY THE DISTRICT SUPERINTENDENT AND THE ASSISTANT DISTRICT SUPERINTENDENT.

*State Park Ranger, Grade II
State Park Ranger, Grade I
Curator of Historical Monument
Skilled Laborer
Janitor - Janitress
Groundsmen and Flower Gardeners

or any other employee assigned to the Park on a permanent basis.

SUPERVISOR SIGNING - STATE PARK RANGER, GRADE III OR STATE PARK RANGER, GRADE II, IN CHARGE.

Should any of the designated supervisors be absent during the payroll period, the Time Cards should be signed by the next highest supervisor; and in the instance of Section Heads, they will be signed by the Deputy Chief.

A. E. HENNING
Chief, Division of Beaches & Parks

By
EARL P. HANSON
Deputy Chief

*Exception - Exceptions to the above occur at Pico Pico, where the Curator will sign for the Groundsmen and Flower Gardeners. In all instances, where a Grade III or a Grade II Ranger and Curators are assigned to the same monument area, the Grade III or Grade II Ranger shall be the Supervisor signing.
<table>
<thead>
<tr>
<th>Shift Number</th>
<th>NUMBER OF WORK DAYS IN MONTH</th>
<th>Circular Letter No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Days Off</td>
<td>Sat-Sun</td>
<td>Sun-Mon</td>
</tr>
<tr>
<td>August, 1949</td>
<td>23</td>
<td>22</td>
</tr>
<tr>
<td>October, 1949</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>November, 1949</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>December, 1949</td>
<td>21</td>
<td>23</td>
</tr>
<tr>
<td>January, 1950</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>February, 1950</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>March, 1950</td>
<td>23</td>
<td>23</td>
</tr>
<tr>
<td>April, 1950</td>
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<td>21</td>
</tr>
<tr>
<td>May, 1950</td>
<td>22</td>
<td>21</td>
</tr>
<tr>
<td>June, 1950</td>
<td>22</td>
<td>22</td>
</tr>
</tbody>
</table>

Note: This table is based on holidays shown at right and must be adjusted should additional holidays be declared. Should an additional holiday not falling on Saturday be declared in any month it would result in decreasing the number of work days in that month by one on all shifts except those on which the holiday occurs on a regular day off.
PROPERTY AND EQUIPMENT

PROPERTY ACQUISITION REGISTER (P.A.R.)

All property and equipment assigned to an individual unit of the State Park System is recorded periodically on the Property Acquisition Register, after a field check by the property section of the Departmental Accounting Office, which office is the accounting authority for property records of this Division. Copies of the P.A.R. are furnished the park unit, district and Sacramento headquarters offices. When received, the park copy should be checked and the Departmental Accounting Office immediately informed of any discrepancies.

A. Accountability

1. The employee in charge of the park unit (park head) is responsible for all items listed on the P.A.R. and for all items received in that park between official departmental inventory recordings.

2. When the park head is transferred, or leaves the service, the P.A.R. must be checked in the presence of his successor, who must be satisfied that the departing park head has adequately accounted for all shortages. If the successor cannot be present, the P.A.R. must be checked in the presence of a responsible employee of the park or district who later must recheck with the succeeding park head before the latter accepts full responsibility for the park property inventory.

B. New Property and Inventory Record (I.R.)

1. New property and equipment received in the park unit must be listed immediately as line items on the reverse side of the P.A.R., exactly as shown on the purchase order including the date and number of the latter, the estimate number, and the date each item was received.

2. Periodically, the Departmental Accounting Office forwards to the park unit new property acquisitions itemized on an Advice of Transfer of Equipment form. These bear an I.R. (Inventory Record) number and code numbers all of which must be recorded on the reverse side of the P.A.R. in line with the corresponding items listed as per instructions in paragraph 1 above. All copies of the I.R. must be signed and forwarded as indicated on each copy of the advice of transfer by the head of the park to which the items were originally consigned, regardless of transfer of any of the items subsequent to their original consignment.

3. When property or equipment is donated or acquired by other than State purchase, enter each item with complete description and estimated value on an advice of transfer from showing source and
method of acquisition of the item. This type of form should be marked, "Overage". This applies to all additional structures constructed by park-supervised labor, and to those not given a unit valuation in contracts completed. Each structure should be shown as a new line item on the P.A.R. together with information similar to that which identifies similar structures previously listed on the P.A.R.

C. Advice of Transfer of Equipment (A.O.T.)

1. When property items are transferred from one park unit to another, these must be entered on an Advice of Transfer of Equipment (A.O.T.) form, listed exactly as shown on the P.A.R., with page, line and code numbers included. Date of transfer and new location must be noted on the P.A.R. The park head receiving the transferred items must sign all copies of the A.O.T., after checking, and return all but the receiver's copy to the shipper who then forwards the remaining copies as shown thereon. The transferred items must then be entered on the P.A.R. of the park which received them.

2. For temporary loans, prepare only three copies of the A.O.T., labelling them "Loan Only"; copies going to the park units involved and to the district office. Follow this same procedure when returning the property. The receiver in each case signs and distributes the copies of the A.O.T.

3. Warning: Equipment Loan Blanks are not to be used for park to park loans, but should be limited to local use on a very short term basis only.

D. Reporting Losses or Damage (See Property Surveys).

All losses, theft or damage must be reported immediately in writing to the district office by the park head, regardless of the quantity or value of the items. Give a complete explanation and indicate what steps have been taken to recover the loss or repair the damage. A specific form - No. 270 - is required for damages to vehicles.

E. Local Inventory Checks

Park heads should check their inventories against the properly kept P.A.R. at least once each year, being certain that all items are accounted for. This will aid in training park personnel and will materially assist the property inspector with the field inventory check.

PROPERTY SURVEY REPORT

Property Survey Report (No.152) is the official document which, when properly approved, releases a State agency from its accountability for State property and equipment under control of the agency.

The Departmental Accounting Office has delegated to the Division of Beaches and Parks, the authority to survey all property and to dispose of the same in accordance with the following procedure:
I. There will be two boards of survey. One covering equipment, the other for structures. They will consist of:

A. For Equipment
   1. Employee recommending the survey.
   2. Ranger in charge of Park
   3. District or Assistant District Superintendents

B. For Structures and Facilities
   1. Ranger in charge of Park
   2. Assistant District Superintendent
   3. District Superintendent

II. Survey Form 152 will be prepared by the party recommending survey. Separate survey forms will be prepared for each type of survey. One for equipment items, the other for structures and facilities. In each instance, it is imperative that each form be signed by all three members of the survey board, as shown on specimen copy on page H-6.

A. Park to forward all copies to the District Superintendent's office for signature, who will send the original and six copies to the Sacramento office, Division of Beaches & Parks, retaining the eighth copy for suspense. Sacramento office retains one copy for suspense and transmits original and five copies to the Departmental Accounting Office.

B. Upon approval of the survey by the Department of Finance, the Departmental Accounting Office will forward to the Sacramento office three approved copies, one of which will be retained and the remaining two forwarded to the District Superintendent's Office, who in turn should replace the suspense copy with the approved one and forward the remaining copy to the particular park where the property is located.

C. In order to maintain accurate property records, it is essential that as soon as the survey report is received, the item should be ruled off of the Acquisition Register and the survey report number and date of approval posted therein.

III. Care should be exercised in preparing the survey report. All possible information, relative to the item being surveyed, should be given. Surveys are made under three different situations and require different justifications. They are:

A. Items having a trade-in value, i.e. automobiles, tractors, etc., which are obsolete or the cost of operation and overhaul are excessive to the point that it would be advisable to replace the item with new equipment.
   1. Justification for the survey of automobiles must always include the mileage, and two estimates of the cost of repairs, from competent garagemen, and a
general statement as to the condition of usefulness. Tractors should show, in lieu of mileage, the number of hours of operation, or if there is no hour meter, the approximate number of hours of operation. Other types of equipment should clearly show the condition, age, and the need for replacement.

2. Proposed disposition: A statement, "trade-in or outright sale, whichever is to the best advantage," should be given. The Department of Finance then uses their discretion as to which method of disposal should be employed. In the event that equipment to be disposed of is located in a remote area and a decision to sell the item by competitive bid would work a hardship on the personnel by endeavoring to obtain bids, you should in such instances specify trade-in only, and your reason for requesting same.

3. Actual disposition: Should final decision be made to dispose of the equipment by outright sale, you will be required to obtain three bids or supply an explanation why these bids were not obtained. As soon as the new piece of equipment is received replacing the old one, bids should be obtained and forwarded to the Sacramento office for final action. At the time of forwarding the bids, kindly advise where the equipment will be located, so the successful bidder can take possession. Equipment which is registered by the Department or Motor Vehicles, must have the registration cancelled at the time the new owner takes possession. In order to do this, the white registration certificate must be forwarded to the Sacramento office; also the license plates must be removed from the vehicle prior to turning the car over to the dealer. The plates can be mailed to the Sacramento office of Beaches and Parks, or if the field personnel turns the plates into the Department of Motor Vehicles, the receipt must be forwarded to Sacramento.

B. Items worn out or damaged beyond repair: This type of equipment usually consists of such items as water heaters, hand tools, tanks, etc., and whose salvage value is junk or negligible. Articles under this section require more specific information, namely, purchase date, cost, and exact location to assist the Property Office with identification.

1. Justification: Should set forth such pertinent information that will best describe its condition. Just the word, "junk" or "poor" under the column headed, "Present Condition" on the survey form, is not sufficient. Further explanation is required.

2. Proposed disposition: This should be shown under the "Proposed Disposition" as:
   a. JUNK - Salvage value negligible, or
   b. Will be sold for scrap value.
the "Proposed Disposition" as:

a. JUNK - Salvage value negligible, or
b. Will be sold for scrap value.

3. Actual disposition: No action to dispose of the items requested for survey should be made until the approved survey report is received. Upon approval the items should be demolished and disposed of. If the items are made of material having a scrap value and a junk dealer is available, the material might be disposed of through him. Any funds derived from this source should be forwarded through the Sacramento office with a transmittal giving the details. It is permissible to salvage parts from two or more discarded items and turn them into a useful piece of equipment. They must be noted on the Acquisition Register and will be given a value by the Field Property auditor.

C. Property which has been lost or stolen: A survey of this type should not be made until every possible means to locate the item has been exhausted. This type of survey must be submitted upon separate forms No. 152. They can not be included with items under a or b.

1. Explanation: The statement of justification for the survey should give the circumstances under which loss occurred, as well as an indication that the persons using the property have been contacted in an effort to locate the articles. In case of theft of valuable property, the local police authorities should be notified.

2. A survey of this type is not approved until the next biennial audit is made by the Department of Finance, at which time you will be notified as to the acceptance of the survey.
Form 152 is to be prepared in eight copies and the signatures placed on the form in the manner illustrated as follows (or):

**SPECIMEN COPY--(Form 152)**

Explanation: Reason for proposed .........................
Location

Equipment Survey Board
Recommended by:
___________________________ Title,__________
___________________________ Title,__________

**Certification of Executive Officer and Custodian Responsible for Property**

We certify that the above statements regarding state property are true and correct; that the disposition proposed is best for public interest.
___________________________ Signature
Title
___________________________ Signature

**PROPERTY INSPECTOR**
Title

This is a sample following procedure A above.

For structures and facilities, signatures and titles should be as shown under B above.
PURCHASES

RECEIPT OF PURCHASES IN PARK

1) When a shipment of goods is received, check every item with the copy of the purchase order to see that everything corresponds with material listed on the order.

2) When equipment comes "knocked-down", assemble all parts and put together immediately to see that nothing is missing and that all parts are in workable condition.

3) If shipment is incomplete and there is no notice that the rest will be shipped at a later date, wait a reasonable length of time for other part of shipment, then if it has not arrived, notify the Sacramento Office direct, giving particulars.

4) If a substitution has been made or inferior material received, notify your district superintendent for further instructions. Do not return the material or take up the matter direct with the vendor unless in the case of lumber or pipe being delivered by truck and found to be inferior. In the latter case, if you do not want to accept the material, do not allow them to unload it.

5) In checking shipments, take particular care to check the trade names and numbers with the purchase order. On galvanized pipe there is a great difference in the weight and galvanizing of the different brands. The brand is stamped at intervals of about three feet along the lengths of pipe. On black japanned locks we are sometimes furnished with locks having cast iron working parts, when bronze working parts have been ordered.

6) After all items on a purchase order have been received, sign your name on the goldenrod copy with your O.K. and the date received; mail it direct to the Departmental Accounting Officer immediately. Do not hold the purchase order as this delays the payment of the invoice, resulting in a loss of discount.

7) When a partial delivery of commodities ordered by Quarterly Purchase Orders for quantity purchases (gasoline, oil, sand, cement, wood, etc.) is received on a regular purchase order, an entry should be made in the space provided on the goldenrod (original) copy, showing number of units received (gallons, barrels, yards, etc.), the amount charged, and date received. Use Accounting Office Form No. 117 Revised (AO 117 Rev.) to report these partial deliveries, except for petroleum products from Shell and Standard Oil companies.
8) Upon acceptance of delivery of petroleum products from Shell and Standard Oil companies, the receiver will issue subpurchase orders on Form NR40 (except on deliveries on credit cards). Distribution of copies will be somewhat different than in normal distribution of NR40. The first, second and fourth copies will be given to the driver from the oil company, and the third copy will be retained by the field man and sent to the district office. The fifth copy will be held in the issuing office. The first and second copies will be transmitted by the oil company driver to his company office, where they will be used for billing purposes.

9) Distribution of AO 117 Rev. shall be: original and two copies to district office; one copy to representative of company at time of delivery; and one copy to file. A notation should be placed on the copy to the company representative as follows: "Mail invoices in triplicate to: Department of Natural Resources, State Office Building No. 1, Sacramento, California. Kindly indicate on your invoice the purchase order number, as shown above."

10) On the last partial delivery of such materials as indicated in paragraph 7 above, sign your name on the goldenrod copy, with your O.K. and the date received and immediately mail it to the Departmental Accounting Officer, State Office Building No. 1, Sacramento, California. On final delivery only, preparation of AO 117 Rev. will be in quadruplicate, with distribution as follows: original and Duplicate to district superintendent; triplicate to company representative making delivery; and quadruplicate for file. The district superintendent will send original to Sacramento Office, and retain duplicate. The field man will note on the forms for the last partial delivery: "This is the final partial delivery."
USE OF INTER-OFFICE REQUISITION FORMS

Inter-office requisition forms are in two forms--General Maintenance, Form BP-2 (white), and Construction, Form BP-3 (buff). They will be prepared in quadruplicate and signed by the Park Ranger or Curator requisitioning the supplies. The requisitions will be numbered serially by park.

Each of the districts will number their requisitions consecutively, and will show:

N/E - 1, etc.
N/W - 1, etc.
C - 1, etc.
S/C - 1, etc.
S - 1, etc.

These will be recorded on the form allotment control record before being forwarded to the Division Office in Sacramento. The quadruplicate will be retained in the Park Office. The original and two copies will be forwarded to the District Office where the requisition will receive the District number. The duplicate will be retained in the District Office and the original will be approved by the Superintendent and forwarded to the Sacramento Office. The third copy will be returned to the park bearing the Superintendent's approval. Upon the receipt of the approved requisition, the fourth copy should be destroyed. Strict compliance with this procedure will result in prompt handling by the Sacramento Office. Requisitions without the Superintendent's signature, or the district requisition number, will be returned for completion. Requisitions for the next succeeding quarter should not be forwarded to the Division Office earlier than the 15th of the month prior to the beginning of the new quarter.

GENERAL MAINTENANCE REQUISITION (white)--Separate requisitions will be made for:

Materials and Supplies
Property and Equipment
Office Supplies

CONSTRUCTION REQUISITION (buff)--This form will be used for materials used in the:

1) Construction of new facilities.
2) Additions or major alterations to existing structures and should show the "construction job" or "directive number".
These items will be charged to Construction, Improvement, Repairs, and Equipment (C.I.R.E.).

AUTHORIZATIONS FOR PAYMENT OF INVOICES.

Effective 5/1/47, Accounting Office Form #117 Rev., Authorization for Payment of Invoices, will be used to report the withdrawal of gasoline, oil, fish food, and other commodities, ordered by quantity purchase orders set up quarterly. Form 117 Rev. is to be used also to indicate deliveries made by the Printing Division against printing estimates.

Accounting Office Form 117 Rev. also is used to show the completion of service agreements and estimated jobs on automotive equipment. The employee reporting the completion (or partial completion) of such jobs will indicate on the form that this report is in connection with a service charge and show in detail how much work has been completed satisfactorily.

ACKNOWLEDGEMENT OF FREIGHT CHARGES

Form AO-164 replaces Form AO-129 for acknowledgement of freight charges.

In addition to the instructions on the form, the following will be procedure:

(1) When carrier on delivery presents you with collect freight charges:

Prepare Form AO-164 as designated in the Field Manual, (Sec. J-3 Rev.) and attach the original freight bill to the duplicate of Form AO-164, and forward as directed.

(2) When a shipment is to be made by you to another park or party:

At the time you contact the local freight agent, request that the freight invoice be mailed directly to you. Upon the receipt of the invoice, prepare Form AO-164 and attach the original freight invoice and forward as directed in Sec. J-3.

Under no circumstances are these forms AO-164 to be prepared or forwarded without an original freight bill attached. Special care should be exercised in the preparation of these forms; all information called for should be supplied when available.

AO-117 (Rev.), and AO-164 must be complete in every detail as follows:

(1) Purchase Order Number must be accurate as the Accounting Office files are to be in numerical order and any error in the purchase order number will delay payment.

(2) The name of the company making the delivery must be
shown and must agree with the name on the purchase order issued by the Purchasing Division.

(3) Deliveries of gasoline, oil, flamo, etc., must show the vendor's delivery tag number and the amount delivered.

(4) The regular golden rod sheet of the purchase order for withdrawals of gasoline, etc., will be sent to the Accounting Office when complete (or at the close of the period for which the merchandise was ordered) and this sheet should show, in the space provided, the date, vendor's tag number, and the quantity of each delivery.

USE OF NEW SUB-PURCHASE ORDER FORMS

The use of the new sub-purchase order (NR40) is intended for emergency purchase of materials or services not covered by a service agreement.

In case of an emergency, the field employee will contact the District Superintendent or Assistant District Superintendent who will authorize the purchase or service up to fifty dollars ($50.00). All sub-purchase orders issued on the basis of an emergency must be accompanied by a complete explanation (Cont. on next page)
All services of $15.00 (fifteen dollars) and over must be supported by three bids.

Quote from Dept. of Finance Circular Letter No. 279 of 7/31/47 concerning bids: "Economic conditions have again reached a point where competitive bids can be secured for many types of services. Effective immediately, State agencies will be expected to make diligent efforts to secure at least three competitive bids on all contracts submitted for approval. All bid proposals received must accompany the agreement when submitted to this department.

"Where three proposals cannot be secured, a full explanation must accompany the agreement, including the names of the firms or individuals requested to bid. The phrase, "no other bids obtainable," will no longer be sufficient.

"Excepting emergency cases to protect human life or State property, the contract must be approved prior to commencement of work.

"Section 13370, Government Code, provides that contracts shall be transmitted with all papers, estimates, and recommendations concerning them to the Department of Finance, and, if approved, shall be effective from the date of such approval."

When the purchasing division of the Department of Finance has been unable to obtain materials and has cancelled out your requisition, and you have located the material desired and wish to acquire, use the following procedure:

Contact the Sacramento Office for prior approval and be prepared to give the name of the firm, description of material or article, quantity, and price. When confirmation is obtained from the Purchasing Division, the Sacramento Office will wire or advise you of the Estimate Number to be used in obtaining the material.

The materials so received will be reported on a Form A.O. #117 Rev. and mailed with the estimate number which was authorized and marked showing "Confirmation Request."

Services amounting to over $50.00 (fifty dollars) must be prepared on a Form 2, Service Agreement. This agreement should be signed by the low bidder and then forwarded with the other bids to the Sacramento Office for approval, with the exception that automotive repairs do not require service agreements.

Repairs to automotive equipment must be cleared through the District Superintendent's office. In cases where the bids received amount to under $100.00 (one hundred dollars), only the district superintendent's approval will be required. Repairs over $100.00 (one hundred dollars) must have the approval of the Department of Finance so the bids will be forwarded through the District Superintendent to the Sacramento Office.
to obtain this approval. In both cases, a sub-purchase order will be issued to the vendor by the park field employee upon accepting completion of the repair work.

This Division will make the following distribution of the sub-purchase order forms:

The quintuplicate will remain in the book and be retained by the issuing office.

The quadruplicate will be given to the vendor and will be retained by him as his copy of his invoice. The vendor need not prepare another invoice. The original, duplicate, and triplicate copies will be signed by an authorized employee and forwarded to the district office for approval. The duplicate will be approved by the district officer and forwarded with the original to the administrative office in Sacramento. The triplicate is retained in the district office.
PAYMENT OF RENTS WITH NR40—Sub-purchase orders authorizing the payment of rents, etc., for unlimited terms are void beginning May 1, 1947, and no new ones will be honored.

Hereafter, the Department's representative will prepare a sub-purchase order on the new form (NR 40) authorizing payment of each month's rental. This may be done at the beginning of the month and forwarded through the proper channels to prevent delay in payments.

Each authorization for garage rentals must show the license number of the equipment stored, and excepting those for public garages shall bear a certificate of the operator of the car that the garage for which rent is claimed is not located at his place of residence.

MISCELLANEOUS USES—NR 40 should be used for towel service and all charges for storage. Items not covered by regular formal leases.

NR 40 is to be used to cover the purchase of forms from the Accounting Office, vendor's copy to be given to the Accounting Office to be used as the basis for the necessary bookkeeping entry.

Orders for supplies from the Stores Division, Bureau of Purchases will be made on their Supply Order Form 116.

Service requests made to the Department of Finance may be made by letter as in the past, but a copy of each request must be sent to the Claims Section of the Accounting Office.

HOW TO PREPARE NR-40—The following rules must be observed in preparing the new form "Subpurchase Order—Vendor's Invoice", NR-40:

1) Prepare in pencil. (Print) Manila cover is to be slipped under the set of forms.

2) No erasures or alterations—cancel and rewrite.

3) Date—Must be the date form is prepared. Show complete date.

4) Vendor—Firm Name—warrant will show this name as payee. Address—City—Where warrant will be mailed.

5) Certification—Vendor's signature—to be signed by the owner, partner, manager, assistant manager, or bookkeeper, depending on person authorized by vendor to sign business documents. Note: This must be signature.

6) Title—For example, Richard Roe, Manager, Store No. 49.

7) Quantity—number of units in this column.
8) Units--pounds, dozens, gallons, etc.

9) Description--give complete--such as color, size, part number, etc. Do not include subsistence with other items. (If automotive, also show license number.)

10) Unit price and amount--If units given as dozens, unit price should show @ per dozen.

11) State sales tax in space provided.

12) Total in space provided.

13) Employee and title: Employee signing certificate at the bottom must be bonded and his title must be shown.

14) Period: Budgetary information consisting of period of fiscal year such as first quarter, second quarter, etc.

15) County--name of county.

16) Location--park, monument, beach or headquarters where used.

17) Leave entire bottom line (blanket estimate no., PO number, and object of expense) blank. This will be filled in by Sacramento office.

18) On the pink copy must be shown the explanation in complete detail of emergency requiring the issuance of this subpurchase order--vendor's invoice. Failure to do so will delay payment until facts are furnished. Do not show explanation on original copy.

19) Fifth copy (yellow) to remain in book. (Snap out four copies). Fourth copy (white) to vendor for his records. Third copy (blue) Ranger and Superintendent sign, forward to Sacramento office. Second copy (pink) Ranger and Superintendent sign, forward to Sacramento office. First copy (original goldenrod) vendor and ranger sign, forward with pink and blue copies to Sacramento office.

PREPARATION OF FORM 2 SERVICE AGREEMENTS

The procedure outlined below is to be followed in the preparation of Form 2 Service Agreements. Strict adherence to these factors will assist us in obtaining the necessary approvals:

1) Obtain bids from three responsible parties.

2. Clearly indicate on the Contract the following:
   a) Where the work is to be done.
   b) What work is to be done.
c) When it is to be completed.
d) That upon completion of the work in a manner satisfactory to the Division of Beaches and Parks, or its duly authorized representative, the State agrees to pay the contractor the sum of $. 
e) Where work is to be performed on a unit rate basis, and the total amount of the contract will not exceed the sum of $. 

3) All contracts for construction or improvement work other than maintenance work must contain a clause setting forth the prevailing wage rates. This clause should read as follows:

"The general prevailing rate of per diem wages and the general prevailing wage rates for legal holidays and overtime work for each craft or type of workman needed to execute this contract has been ascertained to be as follows:

<table>
<thead>
<tr>
<th>CRAFT OR TYPE OF WORKMAN</th>
<th>PER DIEM WAGE RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
</tr>
</tbody>
</table>

4) Contracts between two political subdivisions do not require the "prevailing rate clause" or the labor and material bond required under Section 4200 of the Government Code.

All other contracts for construction or improvement work in excess of $500.00 (five hundred dollars) should contain a clause:

"Contractor agrees to furnish labor and material bond as required by Sec. 4200 of the Government Code."

5) Where plans and/or specifications are a part of the contract, the exhibit number should be inserted thereon and on the contract itself, and eight copies are required, one for each of the following:

Contractor
State Agency
Department of Finance
Office Copy

Two copies of the Form 2 without plans and specifications should be submitted also, as all Form 2's should be submitted in six (6) copies to this office.

6) All six copies of Form 2 should be signed by the Contractor and forwarded to the Sacramento Office for approval by the proper officials.
### DISTRIBUTION OF FORMS & REPORTS

#### ADMINISTRATIVE FORMS

<table>
<thead>
<tr>
<th>No.</th>
<th>Form Name</th>
<th>Copies</th>
<th>Mail To</th>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP 6</td>
<td>Ranger's Weekly Report</td>
<td>3</td>
<td>1-Sacramento</td>
<td>Mail Monday following Week of report. Show attendance as indicated on report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-Dist. Supt.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-Retain</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BP 12</td>
<td>Visitor's Accident Report</td>
<td>3</td>
<td>2-Dist. Supt.</td>
<td>Supt. initials original copy, mails to Sacto., retains 2nd copy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-Retain</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monuments</td>
<td></td>
<td>1-Donor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-Retain</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-Dist. Supt.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-Retain</td>
<td></td>
</tr>
<tr>
<td>BP 19</td>
<td>Monthly Equipment Inspection Form</td>
<td>2</td>
<td>1-Dist. Supt.</td>
<td>To be made out by Supt. or authorized Repr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-Park</td>
<td></td>
</tr>
<tr>
<td>BP 20</td>
<td>Notice of Violation</td>
<td>3</td>
<td>1-Violator</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-Dist. Supt.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-Retain</td>
<td></td>
</tr>
<tr>
<td>BP 21</td>
<td>Dangerous or Unsafe Tree Removal</td>
<td>4</td>
<td>3-Dist. Supt.</td>
<td>Supt. sends original to Sacto., retains 2nd initials 3rd to park destroys suspense copy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-Suspense</td>
<td></td>
</tr>
<tr>
<td>BP21A</td>
<td>Down Tree Removal</td>
<td>4</td>
<td>Same as above</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-Retain</td>
<td></td>
</tr>
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### ADMINISTRATIVE FORMS (CONT.)

<table>
<thead>
<tr>
<th>No.</th>
<th>Form Name</th>
<th>Copies</th>
<th>Mail To</th>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP 23</td>
<td>Park Register</td>
<td>1</td>
<td>Retain</td>
<td></td>
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<tr>
<td>A0161</td>
<td>Living Quarters Survey</td>
<td>3</td>
<td>3-Dist. Supt.</td>
<td>Supt. sends 2 signed copies to Sacto.</td>
</tr>
<tr>
<td>No.</td>
<td>Form Name</td>
<td>Copies</td>
<td>Mail To</td>
<td>Special Instructions</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------</td>
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<td>-------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>BP 1</td>
<td>Allotment Control Record</td>
<td>1</td>
<td>3-Dist. Supt. 1-Suspense</td>
<td>For District use only. Supt. sends original to Supt.; retains 2nd, initials 3rd, back to park; dest. susp.</td>
</tr>
<tr>
<td>BP 2</td>
<td>Inter-office Requisition (maintenance)</td>
<td>4</td>
<td>Same as above</td>
<td>Same as above.</td>
</tr>
<tr>
<td>BP 3</td>
<td>Inter-office Requisition (construction)</td>
<td>4</td>
<td>Same as above</td>
<td>Same as above.</td>
</tr>
<tr>
<td>A0197</td>
<td>Report of Collection</td>
<td>4</td>
<td>3-Acct. Off. 1-Retain Tri-plicate</td>
<td>Mail original, 2nd and 4th copies direct to Accounting Office. See instructions Section G.</td>
</tr>
<tr>
<td>BP 7</td>
<td>Electric Meter Reading</td>
<td>2</td>
<td>1-Acct. Office 1-Retain</td>
<td>Send in by 5th of following month. Applies only when Concession is billed by or through State.</td>
</tr>
<tr>
<td>BP 8</td>
<td>Electric Plant Record</td>
<td>2</td>
<td>1-Dist. Supt. 1-Retain</td>
<td>Send in by 5th of following month.</td>
</tr>
<tr>
<td>BP 9</td>
<td>Gasoline Record (non-automotive equipment)</td>
<td>2</td>
<td>1-Supt. 1-Retain</td>
<td>Same as above.</td>
</tr>
<tr>
<td>262</td>
<td>Travel Expense Voucher</td>
<td>5</td>
<td>4-Dist. Supt. 1-Retain</td>
<td>Supt. sends 3 signed copies, with original on white, to Sacramento. Retains one.</td>
</tr>
<tr>
<td>263 Rev.</td>
<td>Auto Mileage Claim</td>
<td>5</td>
<td>4-Dist. Supt. 1-Retain</td>
<td>Same as above, for private cars only as authorized, and attached to above.</td>
</tr>
<tr>
<td>NO.</td>
<td>Form Name</td>
<td>Copies</td>
<td>Mail To</td>
<td>Special Instructions</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------------------------</td>
<td>--------</td>
<td>--------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>AO 194</td>
<td>Auto Repair Estimates</td>
<td>7</td>
<td>6-Dist. Supt. 1-Retain</td>
<td>Supt. send original and 4 copies to Sacto. See instructions Section I.</td>
</tr>
<tr>
<td>NR 40</td>
<td>Sub-Purchase Order</td>
<td>5</td>
<td>Orange-Supt. Pink Blue White-Vendor</td>
<td>Supt. mails orange and pink to Sacto; retains blue. See page I-IA (Rev.) for Distribution on Petroleum products.</td>
</tr>
<tr>
<td></td>
<td>Advice of Transfer of Equipment</td>
<td>5</td>
<td>Orig-Acct. Off.</td>
<td>Made out in Park from which transfer is made. For 2nd-Sacto. 3rd-Receiver loans, 3 copies - one each 4th-Dist. Supt. park, one Supt. 5th-Retain See instructions Section H.</td>
</tr>
<tr>
<td>BP 18</td>
<td>Equipment Loan</td>
<td>2</td>
<td>1-Shipper 1-Receiver</td>
<td>For local loans only</td>
</tr>
<tr>
<td></td>
<td>Service Agreement</td>
<td>9</td>
<td>8-Sacramento 1-Retain</td>
<td>To be made out only by Supt. or authorized representative.</td>
</tr>
<tr>
<td>AO 117</td>
<td>Merchandise Receipt for Partial Deliveries</td>
<td>5</td>
<td>3-Dist. Supt. 1-Co. Repr. 1-Retain</td>
<td>Supt. sends original and 2nd to Sacto, retains 3rd. See instructions, Section I.</td>
</tr>
<tr>
<td>AO 164</td>
<td>Transmittal of Freight Bills</td>
<td>5</td>
<td>Same as above</td>
<td>Same above, include orig. and 2 copies of invoice with copies to Sacto.</td>
</tr>
<tr>
<td>BP 24</td>
<td>Request for Fund Allocation 2</td>
<td></td>
<td>1-Sacto. Off. 1-Retain</td>
<td>District Office use only</td>
</tr>
<tr>
<td>No.</td>
<td>Form Name</td>
<td>Copies</td>
<td>Mail To</td>
<td>Special Instructions</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------</td>
<td>--------</td>
<td>-----------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>152</td>
<td>Property Survey Report</td>
<td>8</td>
<td>8-Dist. Supt.</td>
<td>Supt. sends orig. and 6 copies to Sacto., retains 1. See instructions, Section H.</td>
</tr>
<tr>
<td>AO 201</td>
<td>Maintenance Deduction</td>
<td>4</td>
<td>3-Dist. Supt.</td>
<td>Supt. mails two to Sacto., Retains one. Forward with employment documents</td>
</tr>
<tr>
<td></td>
<td>Authorization</td>
<td></td>
<td>1-Retain in Employees file</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Notice of change of Rental</td>
<td>4</td>
<td>3-Dist. Supt.</td>
<td>Supt. signs and sends 2 copies to Sacto. Retains one.</td>
</tr>
<tr>
<td></td>
<td>Status</td>
<td></td>
<td>1-Retain</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Form Name</td>
<td>Copies</td>
<td>Mail To</td>
<td>Special Instructions</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------</td>
<td>--------</td>
<td>-----------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>BP 10</td>
<td>Time Card (Regular)</td>
<td>2</td>
<td>1-Dist. Supt. (original) 1-Retain</td>
<td>To Supt. by 23rd of month.</td>
</tr>
<tr>
<td>BP 30</td>
<td>Time Card (CIRE)</td>
<td>4</td>
<td>2-Dist. Supt. 1-Acct. Off. 1-Retain</td>
<td>Ranger mails original to Acct. Off. on last working day of each semi-monthly pay period</td>
</tr>
<tr>
<td>BP 11</td>
<td>Vacation Request</td>
<td>5</td>
<td>4-Dist. Supt. 1-Suspend</td>
<td>Supt. mails signed orig. and 1 to Sacto., retains one, returns 1 approved copy to employee.</td>
</tr>
<tr>
<td>634</td>
<td>Request for Sick Leave</td>
<td>6</td>
<td>5-Dist. Supt. 1-Retain</td>
<td>Supt. mails initialed orig. and 3 to Sacto., retain 1.</td>
</tr>
<tr>
<td>67</td>
<td>First Report of Injury</td>
<td>6</td>
<td>Same above</td>
<td>Same above</td>
</tr>
<tr>
<td>BP 16</td>
<td>Custody Slip</td>
<td>2</td>
<td>1-Dist. Supt. 1-Retain</td>
<td>Supt., retains one.</td>
</tr>
<tr>
<td>622</td>
<td>Leave of Absence</td>
<td>7</td>
<td>6-Supt. 1-Retain</td>
<td>Supt. mails orig. and 4 copies to Sacto; retains one. Prior authorization by Chief required.</td>
</tr>
</tbody>
</table>
### Personnel Forms
(For District Office Only)

<table>
<thead>
<tr>
<th>No.</th>
<th>Form Name</th>
<th>Copies</th>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>620</td>
<td>Report of Separation (and Resignation)</td>
<td>6</td>
<td>5-Orig. &amp; 4 - Sacramento 1-Copy Dist. Hdq.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-Sacto. Made out by Supt. 1-Supt. file</td>
</tr>
<tr>
<td>BP 17</td>
<td>Request for Employment</td>
<td>2</td>
<td>1-Set Sacto. Supt. sends to Sacto. with 1-Copy retain. attached declaration of citizenship and form W-4.</td>
</tr>
<tr>
<td>BP 33</td>
<td>Waiver</td>
<td>2</td>
<td>3-Orig. &amp; 2-Sacto. accompanied by copy of communication to eligibles. 1-Copy Dist. Hdq.</td>
</tr>
<tr>
<td>BP 37</td>
<td>Clearance of Eligibles</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>626 P</td>
<td>Report of Permanent Appointment</td>
<td>7</td>
<td>Same distribution as for #612 above noted with maintenance deduction authorization</td>
</tr>
<tr>
<td>626 T</td>
<td>Report of Limited Term Appointment (Less than Six Months)</td>
<td>7</td>
<td>&quot; &quot; &quot; &quot; &quot; (Used when eligible is appointed from Civil Service List for less than six months and position is only set up temporarily.)</td>
</tr>
<tr>
<td>681</td>
<td>Monthly Attendance Report</td>
<td>4</td>
<td>Supt. use only. Mail 3 copies Sacto. Sacto returns one to Dist. DestSupt.</td>
</tr>
</tbody>
</table>
1) GENERAL PROCEDURE IN EXECUTION OF CONSTRUCTION PROGRAM

Due to the extent of the large construction program that is facing the Division of Beaches and Parks, a system of operation that will insure speed and continuity of progress, a measure of design and financial control and a coordination of efforts on the part of all concerned, whether in the Central Office or in the field, is essential. The following procedure is prescribed as a general guide in operations.

All operations of the Division are dependent upon legislative action. In general, appropriations are made to carry out the purposes of the legislation. This legislation may be for the general purpose of maintaining and operating the park system or for special purposes set forth in the acts or resolutions. During the process of the legislation through the Legislature, the Division is frequently called upon to furnish information to members or committees of either house. After the legislation becomes law, the Division becomes the agency for executing the project and responsible for the correct and proper administration of the funds appropriated.

Upon passage of the law, the Chief of the Division will review the legislation and make plans for its execution under the direction of the State Park Commission and the Director of Natural Resources, and issue his instructions for the operations.

Under State procedure, no funds can be expended under an appropriation until a budget showing the breakdown of the proposed expenditures has been submitted to and approved by the Director of Finance. These budgets set up all expenditures on an itemized basis. The amounts set up in these individual items cannot be exceeded without authority of the Director of Finance. Funds may be transferred from time to time from one of these items to another more urgent one upon application by the Division of Beaches and Parks to, and upon approval of, the Director of Finance. These transfers shall be kept to a minimum.

Consecutive construction work orders for work at each park will be issued in duplicate from the Sacramento main office to the district superintendents authorizing and directing the work to be accomplished under the direction of the district superintendents. Work to be performed by the Department of Public Works (Division of Highways, Division of Architecture, or Division of Water Resources) will not be included in the work orders to the District Superintendents, but copies of letters to and from these divisions will be furnished the proper district superintendents in duplicate for their information and guidance. The work orders will set forth the funds available
for the work directed. The District Superintendents will break these amounts down into:

1) Salaries and wages.

2) Materials and supplies. (including construction contracts.)

Estimated costs of the individual items will be included in the work orders. Variations in the cost of these items from the estimates is probable but every effort should be made to remain within the amounts set up. No authority, however, will be required from this office for the district superintendent to exceed the amount for any individual item if it becomes necessary, if equal savings can be effected in other items of work at the same park. The total for any park set up in the work order for that park will not be exceeded without authority from the Sacramento office.

Records of obligations for both wages and materials will be maintained in the district offices and reported to the Sacramento office in a manner similar to that used in the past. Further instructions will be issued on this procedure in the near future. However, each item of expense must be referred to the proper construction work order, as for example, "Mount Tamalpais, W.O. #1."

Progress reports will be requested from the District Superintendents on forms to be supplied by the Sacramento office. These forms will be prepared by the District Superintendents for each individual park and two copies submitted to the Chief of Division of Beaches and Parks, and one submitted to the Chief Ranger at the Park. Care will be exercised to see that the information is complete. The reports for all parks in the district will be assembled for the district and submitted so as to reach the Sacramento office not later than the 6th of the month for the period covering the prior month. Each report will include a statement giving causes for the delay in the work, if any, and the work proposed for the next period.

2) REQUISITIONS FOR MATERIALS AND REPORTS

Due to the increased scope of construction activities at the beaches and parks of the Division, meticulous care will be required of all concerned to strict compliance with the following instructions with respect to submission, review and approval of all requisitions for materials, time reports covering construction personnel and preparation and submission of contracts and informal agreements for construction work.

All requisitions for materials for work at a specific park will include a statement of the purpose for which it is to be used, the name of the park, and the work order number. For example, a requisition for lumber might read, "Portola State
Park, W.O. #1" or, in the event that a large quantity of material is ordered, more than one work order can be mentioned showing approximate proportion for each work order. Normally, materials purchased for one park will not be transferred to another park. If, in order to expedite the work, such transfer is necessary, the Sacramento office will be notified in writing, in words somewhat as follows:

"It has been found necessary to transfer the following materials purchased for Portola State Park to Mt. Diablo. Please make following transfers on your books:

<table>
<thead>
<tr>
<th>Credit</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portola W. O. #1</td>
<td>Mt. Diablo W. O. #1</td>
</tr>
<tr>
<td>2,000' B.M. Lumber $160</td>
<td>2,000' B.M. Lumber $160</td>
</tr>
<tr>
<td>20'. Sash 120</td>
<td>20'. Sash 120</td>
</tr>
<tr>
<td>$280</td>
<td>$280</td>
</tr>
</tbody>
</table>

Time rolls will be supplemented by notations to show salaries that should be charged to the proper work order for proper park.

3) DELEGATION OF AUTHORITY

After approval of the Chief of the Division of Beaches and Parks of definite projects for engineering and construction at State Beaches and Parks, the responsibility for the execution of the projects in accordance with law and regulations is hereby delegated to the Engineering Section of the Sacramento office. From time to time that unit will issue work orders, orders and instructions to the field in connection with the construction program. This action will be taken as a staff function for the Chief of the Division. These instructions will be followed by all Park personnel with the same attention as though they were issued by the Chief of the Division.

4) PROGRESS REPORTS FOR WORK ORDER CONSTRUCTION

Under Section J of this manual is a copy of Form for monthly progress report to be submitted by District Superintendents so as to reach this office not later than the 6th of the month following the period covered in the report. Instructions on making out the Form are given on the reverse side of the Form. For the present separate reports will be made under each work order issued.

5) MAINTENANCE OF ROADS IN STATE PARKS AND BEACHES

This order is rescinded.
6) RELATIONS OF PARK PERSONNEL WITH CONTRACTORS OF PUBLIC WORKS AGENCIES

In order to avoid conflicting instructions to contractors of the Division of Architecture, Division of Highways, and the Division of Water Resources working in State Parks, the following instructions shall prevail for all Park Personnel:

a) The contractors are working under a contractual relation with one of the Divisions of Public Works as Contracting Officer.

b) The contract is between the contractor and a Public Works agency.

c) The Division of Beaches and Parks and its employees are not a party to the contract.

d) While the contractor and representatives of the Public Works agencies are in a State Park or Beach they are subject to the rules and regulations of the State Park System.

e) Employees of the State Park System will not direct or request any contractor or any of his employees to
perform work, change specifications, make modifications or otherwise issue instructions to the contractor or his employees.

f) Any questions as to location of storage areas, operational areas, water supply, electric power, sanitary facilities, standards of construction which are deemed vital to the work in hand will be taken up informally by the District Park Superintendent or the Senior Park Ranger with the State Inspector. If such suggestions meet with the approval of the Inspector, no reference to this office will be necessary. If, however, any of the operations being performed are deemed to be not in accordance with the plans and specifications, or an amicable agreement cannot be reached, a full report in writing of the conditions is to be made to the Sacramento office in order that the matter may be taken up with the proper Division of the Department of Public Works.

g) When the work is being performed under the Department of Public Works on a hired labor basis, the field forces of the Department of Public Works are in effect the contractors for the job. They are operating under the direction of the central offices of the Department of Public Works in Sacramento in accordance with plans and estimates prepared by the field forces and approved by the central offices. Foremen in the field have no authority to extend, modify, or delete items of work without authority from their superiors. Hence the general policies expressed above for contractors will apply to the foremen of the Department of Public Works while engaged on work in State Parks.

7) POLICY WITH RESPECT TO SURVEY PARTY

The following policy with respect to the operating conditions under the Sacramento office is published for the information of all concerned:

a) The normal work week will be from Monday through Friday, eight hours per day.

b) When the party is at a considerable distance from Sacramento, the Chief of Party may work his party on Saturday and Sunday and the party be granted equal time off, such compensatory time to be taken within a month from the time so worked. All overtime (i.e., Saturday, Sunday and Holiday work, and work over the normal eight hour work day) will be reported on the Monthly Time sheets (Form E 1001) and all overtime so reported will be taken as compensatory time off. No monetary allowance in lieu of compensatory time off is authorized.
c) The Chief of Party may utilize State transportation to return to Sacramento on Friday evening or Saturday morning, if the distance from the site of the work is less than three hours normal driving time.

d) The use of State transportation to go from temporary quarters to the job is authorized. The Chief of Party should endeavor to locate suitable quarters within forty-five minutes driving time from the job.

e) Travel time to the job will be on State time and return therefrom to permanent or based quarters will be on employees time.

f) The Chief of Party will designate the hour and place of rendezvous for the next day's work at the end of each work day. Normally the party will obtain quarters near each other or near a telephone so that all may be reached in an emergency.

g) Expense accounts of members of the party will be initialed by the Chief of Party before submission to the Sacramento Office. "Per Diem" no longer is permitted.

h) The Chief of Party will be furnished with sub-purchase order books (NR-40) to permit emergency purchase of authorized services or articles. The use of the sub-purchase authority will be limited to that found absolutely necessary for the proper operations of the party.

8) FIELD RESPONSIBILITY CONCERNING AGREEMENTS BETWEEN DIVISION OF BEACHES AND PARKS AND AGENCIES OF DEPARTMENT OF PUBLIC WORKS

Two forms of agreements are used by the Sacramento office in setting forth the contractual relations between the agencies for work to be performed by this Division. When dealing with the Division of Highways, this Division prepares a Form 2 Service Agreement. When signed by the Division of Highways and approved by the Director of Finance, it becomes a binding contract between two agencies in the amount stated in the agreement.

When dealing with the Division of Water Resources and the Division of Architecture, this Division requests one of the above divisions to investigate the work desired by this Division, prepare an estimate of cost and a letter of understanding. Upon acceptance by this Division and approval by the Director of Finance, funds in the amount set forth in the letter of understanding are transferred to Division of Architecture or Division
of Water Resources.

In order to obtain more intimate knowledge of the construction being performed under the supervision of the agencies of the Department of Public Works under either of these forms of agreement, it will, henceforth, be the policy of the Sacramento office to submit two copies of the Form 2 Service Agreement or the letter of understanding to the field. They will be sent to the District Superintendent concerned, who in turn will give one copy to the ranger in whose park or beach the work is being done. The ranger will make a daily check of the work in progress to ascertain if the specifications contained in the Form 2 Service Agreement or accompanying the letter of understanding, are being duly carried out. Any major variations therefrom will be reported to the District Superintendent at once.

Upon completion of the work, the District Superintendent will be notified, and if it has been completed in a satisfactory manner, he will inspect the work in company with the State Inspector and then sign the Forms #117 Rev. which accompanied the Service Agreement, and send two copies to the Sacramento office. The third will remain in the district office file. He will take the same action by office memorandum to the Sacramento office in case a letter of understanding has been used. On the other hand, if the work is not completed in a satisfactory manner, prompt report will be made by the Superintendent to the Sacramento office, covering all variations from specifications. Further action will be taken by the Sacramento office.

All correspondence pertaining to the above-mentioned project, will be marked to the attention of the Engineering Section.

9) SURVEY INFORMATION

Monthly survey reports will be submitted on forms furnished by the Sacramento Office, reporting the surveying work accomplished during the month. Each form will contain the following information on work done in a park:

a) Name of the park.

b) Area surveyed showing total acreage and/or length of boundary surveyed.

c) Whether boundary monumented or not.

d) If topographic survey included.

e) Is survey recorded or to be recorded. 

f) Cost of survey (wages, expenses, etc.)

10) PROGRESS REPORT OF CONSTRUCTION BY OUTSIDE AGENCIES

Under Section J of this manual is a copy of Progress Report of Construction by Agencies other than the Division of Beaches and Parks. This form will be sent from the Sacramento office direct to the district superintendents on the second
Monday of each month.

Opposite the projects listed by the Sacramento office, the Ranger in Charge will place the percent physically complete each project is as of the 25th of each month. This estimate may be obtained from the person in charge of the project or by the Ranger's own estimate.

Under "Remarks" column may be placed explanatory notes, indicating conditions affecting the project, portions completed, etc.

Two copies will be sent to the District Superintendent who will review same and forward one to the Sacramento Office. It is essential that the report reach the Sacramento Office by the first of the month.

11) POLICY WITH RESPECT TO DEVELOPMENT PLANS OF NEWLY ACQUIRED PARKS

The following policy with respect to studies and preparation of plans for the development and improvement of newly acquired State Parks and Beaches is announced for the guidance of all concerned:

a) After approval of the State Park Commission and acquisition of new parks or beaches through the State Parks Lands Officer, the Engineering Section will be notified that the acquisition has been completed.

b) The Engineering Section will then make boundary and topographic surveys of the areas sufficient to monument the property and to formulate plans for water, power, gas and sewage disposal developments.

c) Copies of these maps will then be furnished the appropriate District Superintendent with request for the layout of park facilities according to a general schedule to be furnished from the Chief of the Division

d) Upon receipt of the topographic maps the Superintendent after consultation with the Engineering Staff, will submit recommendations for the detailed layout of buildings, camp and trailer units, picnic areas, etc., landscaping, road circulation system, service area, recreational facilities for a complete development of the park. This information will be reviewed by the Engineering Section which will then prepare a Master Plan of Development of the park.

e) In all steps of this procedure informal contact between the field and the Sacramento Office is to be encouraged in order that full consideration may be given to the project by all concerned and all desirable features incorporated in the plan before time is
wasted in detailed work that might be occasioned by changes in the basic plans.

12) ABSTRACT OF BIDS

It is the policy of this Division to make available to the public, on demand, all bids received in connection with projects that have been advertised for bidding.

An "Abstract of Bids" will be made for each set of bids that are received, and this abstract will be available for those desiring information of the bidding.

NOTE--A break of five pages will occur between divisions in this section to allow for additions to this division. Section continued on page K-15.

13) DIVISION OF RESPONSIBILITY IN CONTRACTS FOR HOUSES AND OTHER INSTALLATIONS

Contracts for houses and other installations in State Parks are completed from time to time by the Divisions of the Department of Public Works. In most cases, especially those of the Division of Architecture for the construction of houses, final inspection and acceptance is made through the medium of the joint inspection by representatives of the Sacramento offices of this division and the division of the Department of Public Works.

The responsibility for the structures rests with the Public Works divisions until officially turned over to this division. No work will be done by the Division of Beaches and Parks in the way of additional equipment, modification of the structure, moving in of equipment or household belongings until final inspection and acceptance has been made. This procedure clearly delineates the responsibility for the structure until the official transfer is made.
[No Pages K-10 to K14]
STANDARD HOUSING UNIT FOR EMPLOYEES
SPECIFICATIONS

GENERAL CONDITIONS

These specifications are intended to guide the construction and serve as a basis of understanding between the State and Contractor. They are inserted in this manual to assist field employees in checking on progress of construction, and in drawing up specifications for informal bids on other construction projects.

INTENT OF DRAWINGS AND SPECIFICATIONS--The drawings and specifications are intended to illustrate each other generally and that which is shown in one and not mentioned in the other is to be done or incorporated as though set forth in both. Dimensions shown in figures are to take precedence over scaled dimensions.

These plans and specifications pre-suppose an intelligent knowledge of the builder in common structural practices and make no attempt to cover all items in detail. Only the unique features contributing to the success of the structure or certain items which are not adequately met by standard building methods are fully treated. In such items these plans and specifications take precedence over local building practices. Deviation from these specifications may be necessary for structures other than the accepted standard house plan.

LOCATION AND EXAMINATION OF SITE--The location of the building, or buildings, shall be directed by the STATE DIVISION OF BEACHES AND PARKS.

Before submitting proposals for this work, each bidder will be held to have examined the premises and satisfied himself as to the existing conditions under which he will be obliged to operate in performing his part of the work, or that will in any manner affect his work.

MATERIALS AND LABOR--The materials specified and illustrated are deemed satisfactory for the purpose and available at reasonable cost at all points in California.

All labor is to be performed in a neat and workmanlike manner.

PERMITS--The general contract is to obtain all necessary permits and comply with all local and State building and sanitary laws and ordinances. Also to comply with the Departments rules for protection of local plant and tree life.

BIDS--The submission of bids and the selection of successful bidder will be accomplished in compliance with existing State regulations.
GUARANTTEE—The contractor is responsible for, and must make good, any defects arising or discovered in his work within one year after completion of work, whether from shrinkage, settlement, or faults in labor or materials.

EXTRA WORK—Should the State desire any variation from the work as planned and specified, or any additional work executed, the same shall be executed by the contractor only after the State, through a representative duly authorized for this purpose, shall order it in writing over his signature, describing the nature, scope and agreed price for the work.

CLEANING—On completion of the work the building is to be left broom clean, the windows thoroughly washed and all rubbish hauled from the site.

EXCAVATING AND GRADING

LAYING OUT THE WORK—The general contractor shall establish a permanent bench mark, to which easy access may be had during the progress of the work. All lines and grades are to be determined from this bench mark at elevations and alignments acceptable to State.

EXCAVATING—Excavating for walls and piers shall be wide enough to permit proper form construction.

In no case shall excavation be carried below base of footings. Sand pits under foundations shall be dug out to solid bottom unless otherwise directed. The bottom of all excavations for foundations shall be leveled off at depths required, and foundations shall be placed on undisturbed earth. Where fills are required under foundations they shall be with concrete. No earth filling under foundations will be accepted.

BACKFILLS AND GRADING—When the concrete is poured and the forms are removed, carefully backfill against all walls and level the soil under the building. Fill where entrances occur to the elevations as shown and place fill under all areas where slabs are to be placed. These fills are to be made with moist earth, thoroughly tamped in layers not exceeding 4 inches thick. No puddling will be allowed. Each layer of earth shall be well tamped before adding succeeding layers and this procedure shall be continued until the required elevation is reached. Before laying concrete slabs place a sand cushion immediately under the slab to a depth of 3 or 4 inches and carefully level off.

All finish grading shall be done by the State and all surplus earth from the excavation not used in backfills is to be left for the State's use.

CONCRETE WORK

SCOPE OF WORK—Furnish all labor and material necessary for the proper construction and pouring of all concrete forms.
indicated in the accompanying plans and these specifications,

**FORMS**--The foundation forms shall be built to a straight, true line at the proper level, and shall be securely braced and tied together with form wire of sufficient weight to insure holding the forms in true alignment during pouring. Accurately cut spacers shall be used inside forms, close to tie wires, to keep walls uniform at required width. All spacers shall be removed as concrete is poured. Upon removal of the forms all tie wires shall be cut flush with the surface of the concrete.

Sheathing for the forms shall be of surfaced material free of knot holes or other defects that may impair the strength or appearance of the finished wall. Use a sufficient number of 2 x 4 or other studs to hold the sheathing in true alignment while the concrete is being poured. In those instances where ground slopes may require walls exceeding 2 feet in height above the footing, purlines shall be installed both inside and outside the forms at 2 foot intervals. These shall be kept parallel to the finished level of the wall and in good alignment with the tie wires being brought through to secure them in place.

The walls shall be of the spread footing type, minimum thickness of walls, 8 inches. Footing to have a minimum width of 16 inches and a minimum depth of 6 inches. Height of walls shall be controlled by the nature of the terrain, permitting a minimum of 18 inches between ground level and bottom of floor joists. When, in the foundation area, the soil is found to have variable supporting strength, the footing is to be widened and deepened to properly compensate for this difference. At least 4 continuous, horizontal re-enforcing rods are to be placed in all walls. Where ground slopes make necessary walls 4 feet or over in height, standard re-enforced concrete walls will be required for these walls.

Forms shall be constructed to permit pouring of walls and footings at once.

The forms shall be loosened the second day to prevent swelling and cracking the green concrete, but left in place at least 4 days to assist in curing the concrete.

**CONCRETE MATERIALS**--All cement used is to be fresh Portland cement; no hardened or otherwise defective cement shall be used. The aggregate shall be of good quality, clean washed sand and gravel, of the size best suited to the work to be accomplished.

The mix shall be:  
1 part cement  
2 parts sand  
4 parts gravel

Sufficient water shall be used to assure a good mix but should approximate 6 gallons to the sack of cement for damp aggregate. 5 gallons for very wet aggregate and 7½ gallons
for dry aggregate. Ingredients should be mixed for one minute or longer to assure proper mixing.

PLACING--Care should be taken in dumping the concrete into the forms to prevent segregation of aggregate sizes, and in rodding, it in the forms to secure a dense mass. Sill anchor bolts, ¼ x 10 inches in size, are to be set immediately after pouring. One bolt should be set approximately 6 inches each way from all corners and sufficient other bolts to insure having a bolt every 4 feet on long pieces of mud sill and at least 2 bolts to every piece under 4 feet in length.

SURFACE FINISHES--Where concrete slabs, porches or walks are included in the contract they shall be given an even, well troweled finish.

CURING--All concrete surfaces shall be covered with straw or burlap and kept moist for 4 days after placing.

CHIMNEYS

SCOPE OF WORK--Furnish material and labor for the installation of 6 inch patented flue in closet off living room. Flue to have 6 inch side opening into living room. Center of opening in living room, 6 feet 9 inches from floor, complete with roof jack, patented metal stack, combination cleanout and base exposed in closet.

1 - 6 inch patented flue over gas stove in kitchen, in location shown on plan, with 4 inch opening in ceiling, complete with roof jack and patented metal stack.

SHEET METAL WORK

Furnish and install 2 inch down spouts, of standard guage, galvanized metal, from front and back porch gutters, down spouts to be brought to within 6 inches of the ground.

Furnish and install 20 inch valley tin of standard guage for roof valleys, tin shingles for flashing where roof intersects vertical wall surfaces, and all customary vent jacks.

CARPENTRY AND MILLWORK

SCOPE OF WORK--Furnish material and labor for the installation of all rough and finish carpentry and millwork, both exterior and interior, including wood frames, sash, doors, backing for sheet metal work, wood trim of every character, wood partitions, blocks, bucks, grounds, forms for concrete, all glazing, roofing work and the application of all finish hardware.

MATERIAL--Foundation forms--#2 Com. Doug. Fir or Oregon Pine; mud sills-Heart Com. Redwood; stringers, timbers, rafters--#1 com. Doug. Fir or Oregon Pine; finish floor-B or better Doug. Fir flooring; finish siding-clear heart redwood; inside finish-clear ponderosa or other soft pine; all other framing including
sub-floor, wall and roof sheathing: #2 Com. Doug. Fir or Oregon Pine.

FRAMING—All framing shall be properly fitted and accurately set to the required lines and levels and rigidly secured in place. Framing for chimneys, pipes, ducts, etc., will be carefully done so as not to impair the strength of the frame generally. All mud sills, stringers and underpinning below the joist line will be painted or impregnated with a heavy coat of creosote oil on all sides before being set in place.

Mud sills are to be 2" x 6" Redwood.

Floor joists are to be 2" x 8", set on 16 inch centers and run as shown on the foundation plan. No warped or twisted joists are to be used.

Joist may be boxed framed around the outside wall but solid bridging is to be installed over all stringers.

Stringers are to be 6" x 8" and placed as shown on plan. Posts under stringers are to be 6" x 6".

Double all joists under partitions running parallel to joists.

All joists shall be sized to bring the top edges of joists to same level.

All studding shall be 2" x 4" with the exception of bath room wall carrying plumbing stack. This wall shall be framed with 2" x 6" studding and plates.

All studding are to be set on 16" centers, set true and straight with single bottom and double top plates. One row of 2" x 4" bridging is to be installed midway between the top and bottom plates. Sufficient diagonal bracing of 2" x 4" is to be cut into all walls to insure a rigid frame.

Rafters shall be 2" x 4" not more than 24" on centers, set to the pitch given in the drawings and with full seat on top of plate. Collar beams shall be placed at each pair of rafters, using 1" x 6" up close to ridge and nailed thoroughly to rafters. Diagonal ties of 1" x 6" shall be provided near the eaves and be securely nailed to the sides of the ceiling joists and rafters. Install strongback under rafters midway between outside plate and ridge and support with diagonal braces from main bearing partition and collar beam if necessary.

Ceiling joists are to be 2" x 4" re-enforced with strong-backs securely nailed to the top edge of the joists. They shall be located as follows:

2 rows equally spaced over living room and front bedroom;
2 rows equally spaced over kitchen and back bedroom.
1 row in pass hall.
1 row in dinette.

Install 1" x 6" tie every 4 feet from ceiling joist to rafter in main rooms. These ties are not to be nailed to ceiling joist until the roof has been completed.

**FLOORS**—Entire floor to be covered with 1" x 8" Doug. Fir or Oregon Pine shiplap sub-floor laid diagonally, followed by laminated Kraft or other waterproof paper and 1" x 4" T. & G. flooring as specified, laid at right angles to joists.

**SIDE WALLS**—Side walls to have 1" x 8" horizontal sheathing, waterproof paper and finish siding of 3/4" x 10" rabbeted bevel siding, rough on bevel side, green. This siding to run horizontally to top of plate under eaves. Finish siding for gables to be 1" x 10" shiplap, SIS, Vd on rough side (green) set vertical. All finish siding to be Redwood as specified.

Siding and all other exterior Redwood finish to be nailed with galvanized nails.

**ROOF**—Roof to be solid sheathed with 1" x 8" Doug. Fir or Oregon Pine shiplap placed at right angles to rafters. All joints to be over rafters and properly spaced. All boards to be well nailed with at least 2 - 8d common or box nails to every rafter.

This is to be followed by a covering of 45 pound roofing paper also laid at right angles to the rafters. Edges are to be lapped at least 2 inches and end laps are to be at least 6 inches. Laps to be well coated with joint cement and properly nailed.

Next roof is to be covered with Redwood shingles.

Shingles to be laid 4¼ inches to the weather. First course and every fourth course thereafter to be doubled. Ridges to be laced with shingles in the usual manner. Extra wide shingles to be split before nailing. All shingles to be nailed at least every 4 inches and no shingle to have less than 2 nails.

**WALL AND GABLE VENTS**—Place vents between or under floor joists and louvers in gables as indicated in drawings. Vents and louvers to have double screening, 1/4 inch mesh hardware cloth and 16 mesh copper fly screen.

**INSPECTION OPENING**—Frame 24 inch square opening in ceiling where shown for scuttle hole. Grounds shall be placed around opening and suitable cover and trim provided at time finish work is being accomplished.

**WINDOW FRAMES**—Window frames are to be for double hung windows with the exception of living room which is to have
triple mullion frame as shown, with 1/4" x 6' x 0" x 4' x 6" fixed plate glass center light. Puttied both sides. All frames are to have 1" x 4" Redwood blind stop to set flush with the face of wall sheathing and 1/2" x 2" moulded Redwood trim with 3/4" rabbet on back edge to receive finish siding.

Frames are to have Acme or other comparable invisible type sash balance.

WINDOW SASH--With the exception of the plate glass window in the living room all sash are to be 4-light, double hung Pine window sash. 1 light wide and 4 high. Single strength glass bedded in putty. Lower sash in bath room to have obscure glass.

DOOR FRAMES--Exterior door frames are to be made of Doug. Fir. 1-3/4" stock, with oak sill and threshold. Frame to have 1-3/4" rabbet for inswinging door and 1/4" rabbet outside to allow for the additional depth required to accommodate a 1" net screen door stock.

Interior door frames are to be standard inside door frames with either rabbetted or key stops, for 1-3/8" doors.

WINDOW AND DOOR SCREENS--Window screens Redwood 1" x 2" top and side members and 3" bottom rail with 1" horizontal bar opposite meeting point of double hung sash. Galvanized screen hangers are to be installed at top with two screen hooks at the bottom, inside with 16 mesh copper screen.

Screen doors are to have 5½" top rail and stiles with 11¾" bottom rail. Doors to have single panel at bottom with screen above. All screen stock to be 1" net with 16 mesh copper screen.

CASE AND CUPBOARD WORK--Kitchen cabinets are to be as per detail in attached drawings. Hinges on rabbetted plywood doors are to be semi-concealed type. Swenson or equal catches and capscrew surface hardware with clear glass knobs.

Ironing board to be wall type with swivel joint and iron receptacle. Door to be rabbetted plywood to match kitchen cabinets.

Medicine cabinet to be Venetian type, 16" x 26" rough opening. 14" x 24".

INTERIOR FINISH--Base to be 1" x 4" set flush with plaster. Window, door and all other trim on openings to be 1" x 3/4" moulder casing.

Front bedroom to have 1 - 14" shelf across back and left side, 5' - 6" from floor. 1" x 6" hook strip below and continuing around closet. 1 - 1 3/8" clothes rod set 5' - 2" from floor across back of closet.
Back bedroom to have 1 - 14" shelf across back and 1 - 10" shelf on each side all set 5' - 6" from floor with 1" x 6" hook strip below. 1 - 1-3/8" clothes rod across back, set at 5' - 2" from floor.

Hall closets to have five shelves each, the full depth of the closets. Living room and service porch closets to have 1 shelf each. 6 open shelves in trimmed opening in living room.

FINISH HARDWARE--Screen door hardware to be 1 pr. Bommer EA 2103 or equal adjustable tension hinges and EA 3460 or equal lock set.

Inside doors to have Corbin 727-048 or equal mortise lock sets, dull brass finish. 1 pr. 3 1/2" x 3 1/2" loose pin butt hinges, dull brass.

Front door hardware to be Corbin cylinder 727-842 dull brass or equal. Cost not to exceed $10.00 for set. 1 1/2 pair 4" x 4" loose pine butt hinges, dull brass.

Back door to have Corbin 727-048 mortise lock or equal with 1 pair 3 1/2" x 3 1/2" loose pin butt hinges, dull brass.

Bathroom door to have Corbin 727-074 or equal bathroom door set with dull brass finish outside and nickel finish inside with 3 1/2" x 3 1/2" nickel plated loose pin butt hinges.

Doors from kitchen to pass hall, pass hall to bath, pass hall to back bedroom, pass hall to front bedroom, kitchen to dinette, both bedroom closets, pass hall to living room and front door all to have dull brass finished, rubber tipped door stops.

Double hung windows to have 2 dull brass bar sash lifts and Corbin EA 1829 or equal sash fasteners.

Windows to have invisible sash balances.

GENERAL--Furnish and install all wood grounds for plastering and do other cutting, backing, etc., as required by other tradesmen in the performance of their work.

Furnish all nails, spikes, screws, bolts and similar materials necessary, all to be of standard quality.

CLEANING UP--All scrap lumber and trash shall be removed from beneath the floor and stakes and all form lumber from around forms.

No interior trim shall be delivered to the job until plaster is dry enough to not affect this material and it is to be stored in the building in such manner as not to be damaged by workmen.
PLASTER SPECIFICATIONS

SCOPE OF WORK--Furnish all labor and material necessary for the proper application of three coats of plaster to all interior walls and ceilings of a house or houses, built according to the attached plan, as per schedule of these specifications.

MATERIALS--All materials used shall be of a quality to meet the Standard Specifications of the American Society for Testing Materials.

LATHING--Lath to be perforated Rocklath, 3/8" x 16" x 32" or 3/8" x 16" x 48".

Nails to be 1-1/8" - 13 gauge, blued, 5/16" flat head, smooth diamond point for securing lath to studs and ceiling joist.

All interior walls and ceilings to be lathed with Rocklath except area back of sink splash board. Area back of sink splash to be wood lathed in preparation for tile.

Wood lath to be spaced not less than 1/4" or more than 3/8" apart and secured at each bearing with standard shingle nail, 2 to each end and 1 at each intermediate bearing.

Rocklath shall be applied with the long dimension at right angles to the framing members, butted, with broken joints in each course. Stagger joints between walls and ceiling so that the vertical joints on wall will not meet ceiling joints.

Fit rocklath tight together at all re-entrant angles and corners. Cut accurately and fit Rocklath neatly around all electric outlet boxes.

All re-entrant angles, window and door openings shall be reinforced over Rocklath with metal lath strips wide enough to insure against cracking or separation at these points.

All corners (both vertical and horizontal) shall be protected with corner beads for their full length (or height).

Arched doorways shall be further reinforced on the full face of the opening with metal lath.

Corner beads shall be rigidly and substantially secured; accurately set, plumb, true and straight.

In securing Rocklath to bearings, space nails approximately 4" apart using 5 nails to a stud. First nail 1/2" from edge, nailing the center support first, then the outer edges. Each nailing edge must have a firm bearing on the studs, joists and furring. Drive nails home.

SCRATCH COAT--Do not wet lath. Scratch coat shall be well scratched in to fill all spaces between lath and secure good key in lath perforations.
BROWN COAT—When scratch coat is nearly dry, brown coat may be applied. Brown coat shall be brought to a true level plane with rod and darby, flush with the grounds. Angles and corners shall be left straight, true and plumb.

FINISH COAT—When lime putty is used it shall be well troweled and a sufficient amount of gauging plaster used to avoid chip-cracking.

All finishes shall be applied evenly and carefully and of sufficient thickness to insure against discoloration from the undercoat.

Angles and corners shall be left straight, true and plumb.

SCHEDULE—Kitchen, bath, service porch and closets off these rooms to be smooth troweled lime putty finish.

All other walls and ceilings to be textured interior stucco in color.

PROTECTION—Adequately protect from damage and plaster droppings all finish of the buildings.

DAMAGE—Breakage of glass or other damage to building or equipment through accident or carelessness incident to work under this contract shall be satisfactorily repaired or made good by replacement at the contractor's expense.

CLEANING—At completion, remove all rubbish, plaster droppings, etc., and leaving building broom clean.

The contractor shall remove all plaster from the glass and other finish and leave in condition found.

CUTTING AND PATCHING—After erection of finish by others, contractor shall, when called upon, cut out where required, patch and point up all finished plaster work and leave the entire work in perfect condition.

WORKMANSHIP—All work shall be executed by skilled workmen in a manner to satisfactorily fulfill the provisions of these specifications.

EXAMINATION—The contractor shall examine all construction supports and base to receive lathing and plastering and shall report any defects that may affect the quality of his work. Report to be made to construction foreman on job in writing.

GUARANTEE—Contractor guarantees all work against any defects attributable to faulty workmanship or material furnished under this contract.
TILE SPECIFICATIONS

SCOPE OF WORK--Furnish all labor and materials, including waterproof paper, metal lath and reinforcing, necessary for the proper installation of the tile indicated in the schedule of these specifications.

MATERIALS--All tile shall be Standard quality, Hermosa, dust pressed white body, colored glazed tile, as manufactured by Gladding, McBean & Co., and graded in accordance with Simplified Practice Recommendation R-61-30 issued by the U. S. Department of Commerce. Colors and textures are to be selected by the State from standard line of colors, not including mottled or special glazes.

All tile shall be delivered to the job in grade-sealed cartons. A manufacturer’s “Master Grade Certificate” shall be furnished by the tile contractor before installation is started.

SETTING--All materials and workmanship shall be in accordance with current “Manual of Tile Setting Specifications”, as published by the “Association of Tile Manufacturers”.

Cartons in which tile are packed shall be kept dry until tiles are removed, and every precaution shall be taken to see that the tiles are not stained before they are set.

All wall tiles shall be set with spaced joint, approximately 1/16”.

All rooms shall be carefully laid out so that the tiles will be centered on each wall or section of wall and so that unsightly cuts may be avoided. All necessary cuts shall be rubbed smooth with a fine stone.

Joints shall be thoroughly washed out and setting bed well saturated before grouting. Joints shall be grouted with white, non-staining waterproof tile grouting cement mixed to a creamy consistency and thoroughly forced into all joints so that the joint is filled to its entire depth. All joints shall be neatly finished flush with surface of adjoining tiles.

CLEANING AND PROTECTION--All tile work shall be wiped clean after grouting and floors shall be protected with heavy gray felt or similar building paper over entire surface before any other trade shall have access to the room. Acid shall not be used for cleaning glazed tiles.

MANUFACTURERS NAMES ARE USED UNDER ‘MATERIALS’ ABOVE AND UNDER ‘SCHEDULE’ ON ATTACHED SHEET, FOR THE PURPOSE OF INDICATING GRADE AND PATTERN OF TILE DESIRED.

IDENTICAL TILE BY OTHER MANUFACTURER ACCEPTABLE.
KITCHEN--Sink drain and splash board as shown in detail:

- Splash Cap - 6 x 3 BH-170 set horizontal
- Liner - 6 x 4 BH - 440p - 1 row below cap
- Deck - 3/4 x 3/4 BH - 170 set diagonally
- Vitreous cap - 4142 BH - 180
- Bead at sink - 375 BH - 180

PLUMBING SPECIFICATIONS

SCOPE OF WORK--To furnish labor and material for all rough and finish plumbing.

All plumbing work is to be done in a workmanlike manner in full accordance with all local and State laws governing this work. All work shall be given a complete test before turning the job over to the State. Any leaks that develop during this test are to be corrected at once.

PIPING--All water, gas and oil lines and all fittings to be standard galvanized. All threads to be bushed and painted with a graphite pipe joint compound before making up.

The main water supply shall be a 1" pipe starting 5 feet from the building line, with a brass non-rising stem gate valve installed, and continuing until not more than 3 bibbs are to be served. All branches shall be 3/4" pipe with 1/2" risers to individual bibbs, and equipped with 18 inch air chambers.

All piping and wastes are to be buried to a minimum depth of 18 inches until clear of the perimeter footings and then to rise to be securely strapped to the floor beams or other suitable building members.

The main waste line shall be 4" standard cast iron soil pipe starting 5 feet from the building line and continuing to a 4 inch vent stack located in the bathroom partition. Joints are to be made up with well tamped oakum with not more than 3/4 inch of plumbers lead well caulked.

Branch wastes shall be 2" leaded cast iron soil pipe or screwed pipe with drainage fittings to individual fixtures with a fall of 1/4 inch or more to the foot and provided with a clean out for each branch.

All lines shall be properly tested and defaults corrected before final work of building has been applied.

Laundry, kitchen sink and lavatory shall be trapped immediately beneath the fixture.
The bath shall be trapped with a cast iron "P" trap W/cleanout under the floor directly beneath the fixture.

Laundry, kitchen sink and lavatory shall be provided with a 2" vent on the sewer side extending vertically to 12 inches above the roof and properly flashed.

No branch or turn to be greater than a 60° angle.

A 3/4 inch line for fuel oil is to be run from the living room to 5 feet outside the rear of the building. This line is to be equipped with globe valve shut-off outside the building.

A 3/4 inch gas line is to be run from outside the building to the water heater on the service porch and to the range in the kitchen.

SETTING OF FIXTURES--The kitchen sink shall be set by the carpenters before tile drain and splash are installed. When the tile has been set long enough to be safe to work around, the plumber shall complete water supply and waste connections.

If recessed tub is used in bathroom, plumber shall set tub before lathing and plastering work are started in the building and shall make adequate provision to protect tub from injury while balance of construction is being accomplished.

All other fixtures shall be set after plastering is complete and has had sufficient time to dry.

SCHEDULE--Bath tub shall be 5' - 0" white enameled all over one piece 4 1/2" rim, right or left end outlet, as required, with 1/2 inch built in compression valves, metal crossed handles indexed and metal escutcheons Plate 1971 or equal.

Lavatory shall be vitreous china straight front with integral back 16 x 20 inches, plate #2143 or equal with metal cross handled compression bibs and combination metal spout and pop-up drain fitting. This fixture to be trapped to the wall; services shall have 1/2 inch N.P. indexed cross handle, angle valves installed not lower than 6 inches below the rim.

Water closet shall be 2" low pattern vitreous china with jet and back supply with 6 gallon china tank and fittings, Plate #2271 or equal. Service shall have a stop valve installed corresponding to those on the lavatory, seat shall be composition white with cover.

Kitchen sink shall be a 2 compartment 20 x 32 x 7 inches enameled iron flat rim plate #2683 or equal, with N.P. duplex strainer with N.P. "P" trap to wall and 1 set N.P. quick compression swing spout sink faucet w/metal indexed handles set 6 inches on center above sink rim. #902 or equal.
Laundry trays shall be acid-resisting enameled iron one piece roll rim two-section with iron adjustable frame, drains and stoppers with "P" trap to wall and 1/2" rough brass swing spout mixing faucets indexed and hose attachment. Plate #2771 or equal.

Numbers from Tay-Holbrook catalog.

ELECTRICAL WORK

SCOPE OF WORK--To furnish material and labor for installation of all electric wiring required to service fixtures and outlets as shown in plan. All wiring is to be completed and lines tested before plastering has been started. Service shall be brought into building through service porch and switch and fuse box installed in that room.

ELECTRIC MERRING--All electric wiring shall be done in accordance with the National Electric Code.

Service to the building shall be 220 volts entering through the service porch to a 30 amp, fused single throw enclosed knife switch. The load shall be properly balanced leaving all convenience outlets, closet lights and receptacle over gas range hot.

All other lights shall be switched as indicated on plan. Outlet circuits shall be 12 ga. R. C. wire and all lights shall be 14 ga. R. C. wire throughout.

Switches shall be flush tumbler type with bakelite plates, Convenience outlets shall be duplex flush type mounting with bakelite plates. Conduit shall be rigid sherardized with metal boxes securely strapped at all boxes and other necessary points.

SCHEDULE--All convenience outlets shall be duplex, receptacles in the clothes closet porcelain pull chain, receptacle over medicine cabinet wall bracket type with plug-in switched and all other lights switched as indicated on plan.

Front porch light shall be wall bracket type,

Living room, bedroom, hall, dinette, bath, backporch and kitchen fixtures to be purchased and installed by State until lighting fixture companies are able to supply a standard line of fixtures.

PAINTING SPECIFICATIONS

SCOPE OF WORK--To furnish labor and material for all interior and exterior painting to be done on the building.

EXTERIOR PAINTING--All exterior sash, doors and screen doors shall receive 1 coat of priming and 2 coats of cream exterior ready mixed paint.
All other exterior walls, gables, louvres, window and door trim and all exposed wood work to have 1 priming coat and 2 finish coats ready mixed paint tan in color. Roofs to be treated with 1 coat of hot linseed oil.

INTERIOR PAINTING—All interior trim to receive 1 primer and 2 finish coats of first quality interior ready mixed paint. Eggshell or similar gloss paint ivory in color.

All walls in service porch, kitchen and bath to receive 1 primer and 2 finish coats of interior ready mixed paint of first quality. A light cream color high gloss paint is to be used. Plastered walls are to be glue sized before any paint is applied if satisfactory paint sizing cannot be obtained for a prime coat.

Inside of kitchen cabinets are to receive 1 coat of linseed oil thinned with enough turpentine to obtain good penetration. Outside surfaces to be painted the same as other woodwork in the house.

FLOORS—All floors are to be sanded and the floors in the dinette, living room, hall, both bathrooms and all closets off these rooms are to have 1 coat wood filler wiped clean followed by 1 coat good quality floor varnish and one coat wax.

CLEANING—All paint is to be cleaned from window glass, both inside and out, after work is completed.

Woodwork other than Redwood on exterior surfaces is to be colored to match Redwood.