

## Volunteers in California State Parks

Volunteers are integral to the overall operation of California State Parks. The Volunteers in Parks Program (VIPP) provides an organized, efficient, cost-effective, and legally-based approach to managing a wide range of volunteer programs in California State Parks. Volunteers can augment existing programs or begin new projects at a minimal cost to taxpayers. They can provide service on a temporary basis or on long-term assignments. They often bring expertise that is not otherwise available to the Department. Volunteer efforts enrich the visitor experience and are of personal value to the volunteers themselves.

At home in their communities, well-informed volunteers can help to communicate the Department's mission, values and goals, raise visibility of issues affecting parks, and advocate for parks in a variety of arenas.

### 0908.3.1 Authorization

The California State Government Volunteers Act (Government Code §§3110-3119.5), passed in 1978, recognized the value of volunteerism to State government. The Department developed the Volunteers in Parks Program (VIPP) in compliance with the Act, which states: "Each state department or division utilizing the services of volunteers shall:

- Provide sufficient staff for the effective management and development of volunteer programs.
- Develop written rules governing job descriptions, recruitment, screening, training, responsibility, utilization, supervision, and insurance of volunteers.
- Take such actions as are necessary to ensure that volunteers understand their duties and responsibilities."

Government Code §31129g declares: "It is not the intent of the Legislature that volunteers replace or supplant public employees, where such employees are providing services deemed necessary for the government to perform, but that they add new dimensions to providing of governmental services."

Government Code §3118 states: "All volunteers shall comply with applicable department and other state policy regulations." The Department does not consider volunteers as employees. The relationship between a volunteer and the Department must be one of mutual benefit.

A thorough discussion of laws, policies, practices and procedures is contained in the *Volunteers in Parks Program Guidelines*.

### 0908.3.2 Volunteer Program Administration

The organization and management of the Department's volunteer program is a multi-level responsibility, with overall policy and guidelines developed and maintained by the Volunteer Programs Coordinator in the Interpretation and Education Division. The diversity of volunteer programs, along with their wide-ranging geographic locations, requires management at the local (district, sector, unit) level.

#### 0908.3.2.1 Volunteer Program Administration Policy

The District Superintendent (or Division Chief for Headquarters Divisions) shall designate a Department representative, hereinafter referred to as the Volunteer Coordinator, to manage and supervise volunteer programs at the local level.

The Department employee serving as the Volunteer Coordinator shall not concurrently be a Cooperating Association Liaison (CAL). Operational needs and staffing levels may create temporary conditions for exceptions, but they are to be considered provisional and should be corrected as soon as possible.

The Department shall not accept volunteer services that result in the layoff or reduction of hours or services of any existing State employee.

### 0908.3.3 **Types of Volunteers**

Volunteers come from every age group, ethnicity, background, income level, gender, and type of job skills. In a well-planned program with adequate staff support and funding, everyone can be viewed as a potential volunteer for our parks. Each successful placement, however, depends on effective job design and description, recruitment, training, coordination, and evaluation.

#### 0908.3.3.1 **Adult Volunteers**

The Department defines adults as individuals 18 years of age and older.

#### 0908.3.3.2 **Emancipated Minors as Volunteers Policy**

The Department treats emancipated minor volunteers as adult volunteers.

The California Emancipation of Minors Law states: "A person under the age of 18 years is an emancipated minor if any of the following conditions are satisfied:

- The person has entered into a valid marriage, whether or not the marriage has been dissolved.
- The person is on active duty with the armed forces of the United States.
- The person has received a declaration of emancipation pursuant to the California Family Code §7122."

#### 0908.3.3.3 **Juveniles as Volunteers Policy**

The Department defines juveniles as individuals under the age of 18, with the exception of emancipated minors. Juveniles may serve as volunteers provided the Department has written consent on file from a parent or legal guardian.

##### 0908.3.3.3.1 **Parental/Guardian Permission and/or Presence Policy**

The District Superintendent shall determine the minimum age requirements and shall document in the volunteer duty statement the specific tasks, hours of service, and times when a parent or guardian is required. Juveniles who arrive in a state park with adults who are not their parents or legal guardians shall not be permitted to participate in volunteer activities without the written permission of a parent or guardian.

##### 0908.3.3.3.2 **Juvenile Volunteers Prohibited Duties Policy**

Juveniles shall not perform any work considered potentially hazardous to life or limb, such as operating motor vehicles, working on or around machinery, on railroad equipment, or with hazardous chemicals.

0908.3.3.4 **Student Interns Policy**

The Department shall manage adult or juvenile unpaid student interns as either short-term or long-term volunteers, and manage paid student interns as seasonal employees.

0908.3.3.5 **Court Referrals Policy**

The Department does not consider individuals referred by court jurisdictions as volunteers. Neither the Department nor the assigning jurisdiction is authorized to use volunteer documents for registration of court referrals.

0908.3.3.6 **Current Department Employees Policy**

California State Parks employees may volunteer their services, but shall not participate in duties the Department pays them to perform within the scope of their employment. Prohibited duties include those based on State Personnel Board classification specifications, in addition to those in the employee's duty statement.

Refer to California Fair Labor Standards Act (Employees Exempt Under the Act: 3. Volunteers).

0908.3.3.7 **Family Members of Department Employees Policy**

Family members of employees may perform volunteer services for the Department provided they follow all established guidelines. Department employees shall not act as the designated Department representative in approving the Volunteer Service Agreement (DPR 208) for volunteer services to be provided by their immediate family members.

Refer to Dam Chapter 0200 Personnel, regarding placement of and working relationships between people with close personal relationships.

0908.3.3.8 **Former Department Employees Policy**

Former Department employees may provide volunteer services under the following conditions:

- A Department supervisor or manager shall not coerce or pressure any former employee to volunteer for the Department. A supervisor who accepts volunteer services from a former employee shall inform the individual that the Department may not provide preferential treatment in any future hiring decisions.
- The former employee has been separated from the Department for at least one full pay period. Note: This requires that actual time worked (ATW) employees are not placed on "inactive status," but are formally separated from state service.
- Former employees shall not, to the extent possible, be assigned duties they previously performed while employed by the Department.
- Former employees shall cease their volunteer services one full pay period prior to applying for any position with the Department.

- If a former employee offers to volunteer for the Department, the offer shall be referred to the Volunteer Coordinator, who shall determine whether to accept the offer. If the Volunteer Coordinator is uncertain whether the Department may properly accept the offer, he/she shall discuss this matter with the respective supervisor.

#### 0908.3.3.9 **Cooperating Association Members and Volunteers as Department Volunteers Policy**

Cooperating association members and volunteers may serve as Department volunteers using Department registration processes. The Department shall differentiate clearly volunteer duties performed for the Department from volunteer duties provided to the cooperating association. Department volunteers are not required to become members of a cooperating association or any other Department affiliated organization.

#### 0908.3.4 **Volunteer Status**

Volunteers are designated as either long-term or short-term and as active or inactive, based on the following definitions.

##### 0908.3.4.1 **Long-Term Volunteer**

Long-term volunteers are those who serve more than three consecutive days.

##### 0908.3.4.2 **Short-Term Volunteer**

Short-term volunteers serve for three days or less; for example, a one-day or weekend special event.

##### 0908.3.4.3 **Active Volunteer**

The status of volunteers will vary from unit to unit depending upon standards established by each District and approved by the District Superintendent, based on assessments of district and park program needs.

##### 0908.3.4.3.1 **Active Volunteer Policy**

The District Superintendent shall establish the minimum number of hours a volunteer shall serve to qualify as an active volunteer.

##### 0908.3.4.4 **Inactive Volunteer**

An inactive volunteer is one who has not met or maintained the minimum requirements for active status, as established by the District. The inactive volunteer does not enjoy privileges or benefits beyond those of state park visitors.

#### 0908.3.5 **General Volunteer Policies**

The following policies apply to all Department volunteers:

##### 0908.3.5.1 **Recruitment Policy**

The Department shall recruit volunteers without regard to race, religion, color, ancestry, gender, sexual orientation, age, national origin, or disability.

The Department is not required to accept or retain every person who volunteers his or her services.

#### 0908.3.5.2 **Registration Policy**

The Volunteer Coordinator shall register individuals and groups using the Volunteer Service Agreement (DPR 208) prior to a volunteer beginning service.

#### 0908.3.5.3 **Duty Statement Policy**

The Volunteer Coordinator shall prepare duty statements for each long-term volunteer position before the volunteer begins service, and shall ensure that the volunteer understands his or her duties and responsibilities.

The Volunteer Coordinator shall attach a duty statement to the Volunteer Service Agreement (DPR 208), clearly indicating the expected tasks, time requirements, performance standards, reporting authority, and training and skills required.

#### 0908.3.5.4 **Orientation and Training Policy**

Successful long-term volunteers grasp the Department's mission, as well as policies and procedures related to their duties. They have the skills needed to perform their tasks efficiently, and know who to talk to if they have a problem.

The volunteer coordinator shall ensure that, at a minimum, all volunteers receive sufficient training to perform safely and effectively the duties assigned to them. Volunteers providing interpretive services must meet the training requirements described in Section 0900.3.7 of this chapter.

#### 0908.3.5.5 **Evaluation Policy**

Volunteers must know when they are successful or need improvement in completing their assignments. Effective evaluation of volunteers should be used to uncover problems and to reward accomplishments during a volunteer's term of service.

The District Superintendent shall ensure the district has a plan for evaluating volunteers using the Performance Evaluation found in the Volunteers in Parks Program Guidelines.

Using the volunteer's duty statement as criteria, the Volunteer Coordinator shall provide long-term volunteers a Periodic Evaluation Summary, which is located in the Volunteer Service Agreement (DPR 208).

#### 0908.3.5.6 **Termination Policy**

The Volunteer Coordinator has the prerogative and the responsibility for determining whether a specific volunteer or volunteer group is appropriate for the needs and requirements of the Department.

The Volunteer Coordinator or the volunteer may terminate the volunteer relationship at any time and without cause.

**0908.3.5.7 Medical Conditions and Physical Limitations Policy**

Physical health or medical conditions may impact a volunteer's ability to complete the essential functions of an assignment, and may determine what activities they can be assigned.

The Volunteer Coordinator shall ensure that all new prospective long-term volunteers complete and have on file an approved Essential Functions Health Questionnaire (STD 910).

**0908.3.5.8 Travel Expenses Policy**

The Department may ask volunteers to travel as a part of their park activities and may reimburse volunteers, using the same limits for mileage, meals, and lodging that apply to non-represented State employees.

The Department shall reimburse volunteers for travel expenses that meet all the criteria and conditions specified in the *Volunteers in Parks Program Guidelines*.

**0908.3.5.9 Confidential Information Policy**

All documents containing personal information collected by the Department from volunteer applicants are subject to both the Information Practices Act and the Public Records Act. The Department accords these confidential documents the same confidentiality and protections as similar records of Department employees and job applicants, and should disclose information only as may be required by law.

The Volunteer Coordinator shall not have access to, nor retain, the volunteer's confidential information, unless the Volunteer Coordinator is also the Division/District/Sector/Unit personnel officer. The Volunteer Coordinator shall forward confidential information to the appropriate personnel officer for retention.

**0908.3.5.10 Workers' Compensation and Tort Liability Policy**

The Department extends workers' compensation insurance program coverage to properly registered long-term volunteers. Short-term volunteers waive coverage when they are registered. The Department's obligations (tort liability) regarding injury to a person or damage to property caused by volunteers through negligence, intentional acts or omissions will be determined on a case-by-case basis. In some cases, depending upon the circumstances, the Department may be liable for the actions of a volunteer acting within the scope of his or her assigned duties.

**0908.3.5.11 Risk Management Policy**

Risk management imposes constraints on certain types of volunteer assignments. Volunteers must observe the same safety precautions as employees, and the Volunteer Coordinator must evaluate carefully any use of volunteers in jobs considered hazardous, such as wood splitting or chainsaw operation. To the extent possible, the Department should include volunteers in training about workplace safety.

The following risk management policies shall apply:

- Volunteers may provide public information, observation, and reporting services.
- Volunteers shall not perform physical law enforcement or security activities, nor shall they be assigned duties that place them in life-threatening situations.
- Volunteers shall not be assigned duties that they do not feel comfortable completing, or do not willingly agree to perform.
- The Division or District must provide adequate first-aid training and proper equipment and communicable disease protection to all volunteers whose duty statements specifically include administering first aid services to visitors, staff, or other volunteers. In accordance with DOM 1100, Emergency Medical Services, the District Superintendent shall determine which Department volunteers will be given Emergency Medical Services training and at what levels, in order to meet the District's needs.

0908.3.5.12 **Firearms/Ammunition Policy**

Volunteers are not authorized to handle contemporary firearms and/or ammunition while serving in a volunteer capacity. This policy does not apply to volunteer use of antique firearms, replicas of antique firearms, or black powder.

Refer to Section 0904.9 on use of historic weapons.

0908.3.5.13 **Volunteers in State Housing Policy**

Active Department volunteers may reside in state housing under the same policies that apply to seasonal employees.

Refer to DOM 2200, Department Housing.

0908.3.5.14 **Uniforms Policy**

Volunteers shall be readily identified to park visitors and their uniform shall be clearly distinguishable from department employees. The District Superintendent may authorize the wearing or display of specially designed park unit patches, name badges and hour bars, vests, and/or other clothing items for use by volunteers.

0908.3.5.15 **Period Attire Policy**

Volunteers shall conform to the park's established guidelines regarding period dress. Period attire that allows the public to recognize a volunteer's official capacity shall be worn without the volunteer patch. If appropriate, a volunteer nametag may be worn on the outside of period clothing.

0908.3.5.16 **VIP Passes Policy**

The VIP Statewide Pass (DPR 208E) shall be given to individuals or Host couples who have volunteered 200 hours or more during the previous calendar year. The VIP District Pass (DPR 208F) may be given to active volunteers as determined by the District Superintendent.

Only those hours worked directly as a Department volunteer, under the Volunteer Service Agreement (DPR 208) and a written duty statement, may accrue toward

earning the statewide pass. Hours worked as an employee or volunteer of a state park cooperating association shall not be counted toward the 200 hours of volunteer service required for a statewide pass.

#### 0908.3.6 **Camp and Park Host Program**

The Camp and Park Host Program is a specialized program within the Volunteers in Parks Program.

##### 0908.3.6.1 **Sector or Unit Host Coordinator Policy**

The district superintendent shall designate a host coordinator for parks that have a host site. A host coordinator will oversee issues such as host recruitment, orientation, training, scheduling, record keeping, evaluation and recognition. The host coordinator may also serve as volunteer coordinator.

##### 0908.3.6.2 **Chain of Command/Supervision/Lead Policy**

While non-supervisory staff may provide most of the day-to-day oversight (lead) of the Host Program, a designated supervisor must accomplish supervisory-specific jobs such as host registration, termination and providing formal performance appraisals.

##### 0908.3.6.3 **Designated Host Site Policy**

The district superintendent or their designee shall assign a campsite for the host's residential use while the host actively provides volunteer services. Host occupancy of the site shall be a required condition of volunteer service and must be the host's primary residence during the service period. Host duties must have a clear operational connection to the host site.

The department shall not hire hosts as paid staff while the host lives in a designated host site and performs services as a host.

A district superintendent or their designee may approve occupancy of a host site by department staff, but staff shall be subject to the same lease requirements as any other paid staff residing in state housing.

##### 0908.3.6.4 **Host Qualifications Policy**

Hosts must be over the age of 18 and physically able to carry out the assigned duties. Hosts must supply a suitable motor home, trailer, or camper in good repair, subject to approval of the district superintendent or their designee.

##### 0908.3.6.5 **Host Duties and Responsibilities Policy**

The primary role of a host is to provide park visitors with information, direction, and service. Secondary duties can include staffing a visitor center, interpreting resources, maintaining facilities, removing litter, collecting fees, and selling firewood and/or publications for a cooperating association.

Hosts represent California State Parks and shall:

- Comply with all state park rules and regulations
- Wear the appropriate volunteer uniform and maintain a neat appearance

- Maintain a neat and orderly campsite at all times
- Respond to requests for assistance in the park
- Be available and responsive to visitor inquiries, and provide correct information in a courteous and thoughtful manner
- Be available during scheduled duty hours (recommended 30 hours a week per site) and be available during the times scheduled to meet park operational needs.

Hosts shall be observant at all times, and report on and advise campers of infractions through informational non-law enforcement contacts. Hosts must clearly understand the difference between informing and enforcing.

Hosts shall report emergencies they observe or that park visitors report to them, by using the appropriate methods of communication (calling 911, dispatch, contacting ranger staff, etc.) Hosts shall report all violations to park staff as instructed.

Hosts may collect fees in relief of park staff assigned to that function.

Hosts may assist in or lead interpretive programs.

Hosts are encouraged to participate in evaluating the Host Program.

#### 0908.3.6.6 **Length of Host Occupancy Policy**

Hosts shall serve a maximum of 6 months annually in any single unit. If no other qualified applicants are available, the district superintendent may extend the time limit on a month-by-month basis, up to an additional 2 months. District superintendents may establish a shorter period as a maximum.

#### 0908.3.6.7 **Condition of Premises Policy**

Hosts shall maintain and keep the site clean, sanitary and in good repair. Upon termination of the occupancy, the host shall return the premises to a condition similar to that which existed when the host took occupancy, except for ordinary wear and tear. The host shall remove all personal property when vacating the site.

The host shall immediately notify the district superintendent or designee of any defects or dangerous conditions in and about the site when the host becomes aware of them.

#### 0908.3.6.8 **Damage to the Premises Policy**

The host shall reimburse the department for the cost of any repairs to the premises damaged by host, household members, pets, or guests through misuse or neglect.

The department is not required to repair or replace host's property unless the department is responsible for causing the damage.

#### 0908.3.6.9 **Pets Policy**

For the purpose of this policy, "pets" refers to dogs or cats. No more than 1 dog and 1 cat may be permitted per host site. Animals which remain inside the host's residence in a cage, aquarium, or other container will normally be allowed. Other

or additional animals are prohibited unless authorized in writing by the district superintendent. It is the host's responsibility to keep the campsite free of all pet/animal waste. Hosts shall be responsible for damages to the host site or private property by their pets/animals.

Pets permitted in host sites shall be subject to legal regulation, including:

- State Park regulations, including California Code of Regulations §4312 Dogs; Animals
- City/county regulations
- Refer to DOM 2200, Department Housing, Section 2206, Animals.

#### 0908.3.6.10 **Private Vehicle Registration Policy**

A host using a vehicle registered outside California shall register the vehicle in California if the vehicle is located or operated in California for a greater amount of time than it is located or operated in any other individual state during the registration period in question (California Vehicle Code 40004b).

#### 0908.3.6.11 **Home Based Occupations / Commercial Activities Policy**

The host may conduct home-based occupations and or commercial activities on park property only with prior written approval from the district superintendent or designee, when such activity complies with:

- Federal and State laws, including the California Code of Regulations.
- California State Park and Recreation Commission policies, local and county ordinances, local coastal plans, and fire district regulations.
- The department's Incompatible Activities Policy found in DAM 0200, Personnel, Section 0260.6.
- Refer to DOM 2200, Department Housing, Section 2210.2, Commercial Activities.

#### 0908.3.7 **Special Requirements for Volunteers**

Policies and guidelines may apply to individual volunteers in positions with special requirements designated by the Department.

##### 0908.3.7.1 **Using Equipment and Vehicles Policy**

Certain volunteer duties may require use of state equipment or motor vehicles, or use of private motor vehicles on State business.

Volunteers are prohibited from operating law enforcement or emergency vehicles, unless the vehicle is clearly marked "out of service."

When operating state vehicles and equipment, and/or when operating private equipment and vehicles on state business, volunteers are subject to the same legal and administrative requirements as Department employees. Operation of certain vehicles may require special licenses or testing. Refer to DAM 0200, Personnel, Policy for Drug and Alcohol Testing Program.

Before a volunteer may operate a state or private motor vehicle on official state business, the Volunteer Coordinator must:

- Verify the volunteer is at least 18 years old and has a valid California driver license.
- Conduct a driving record check through the California Department of Motor Vehicles for California residents. For out-of-state residents, follow procedures for seasonal employees (see DAM 0200, Personnel).
- Complete and submit the Authorization to Use Privately Owned Vehicles on State Business form (STD 261), if a privately owned vehicle will be used.
- Instruct each volunteer on proper vehicle operation, maintenance, and safety, including seat belt use and accident reporting requirements.
- Administer a driving test, which must be passed for each type of vehicle to be operated.
- Require each volunteer to maintain a current Equipment Operators Qualification Card (DPR 161) for any vehicle or special equipment (chainsaws, power tools, etc.) to be operated. See DAM 1200, Employee Safety, for information on the Equipment Operators Qualification Card.

#### 0908.3.7.2 **Criminal History Background Checks Policy**

Certain volunteer duties/positions require a criminal history background check. Refer to DAM 0200, Personnel, Section 0215.3, Employment/Pre-Employment Criminal History Checks. A criminal history background check that includes fingerprinting is required prior to a volunteer performing any of the following activities:

- Serving as a host.
- Supervising or having sole control over minors, such as in Junior Ranger programs, nature walks, museum tours, and other programs specifically designed for children.
- Having independent access to security systems, warehouses, master keys, locked offices, shops, museum collections, or expensive equipment.
- Working with purchase documents or large sums of money (amount to be determined by the District Superintendent).
- Having access to the California Law Enforcement Telecommunications System (CLETS) or other criminal justice records.
- Having authorization to possess reproduction firearms and/or black powder in a park.

When a criminal history background check is required, the volunteer must complete the appropriate Department forms, including DPR 883, Pre-employment Arrest/Conviction Disclosure Statement, that request permission from the volunteer for completion of a background check and the District shall bear responsibility for completion of the Request for Live Scan Service (BCII 8016) and pay all fees for the processing of the fingerprint scan by the Department of Justice.

#### 0908.3.7.3 **Conditional Appointments Policy**

Processing of a volunteer's health questionnaire and background checks may take an extended period of time. In certain cases, a volunteer may begin supervised volunteer training while awaiting final clearance. The District Administrative Officer shall determine whether to grant a prospective volunteer a conditional appointment, pending formal approval of their health questionnaire and/or background checks. The District Superintendent shall inform the volunteer that if either the health questionnaire or the background check is not approved, his/her status as a Department volunteer will cease.

#### 0908.4 **Cooperating Associations Program**

The Cooperating Associations Program helps fund and support interpretation and education in California State Parks. Through this program the Department may enter into formal agreements with local charitable nonprofit organizations known as "cooperating associations." These organizations are involved with one or more state parks and are committed to funding and supporting publications, programs, events, and facilities that advance education and interpretation in California State Parks. Each park unit normally has only one cooperating association.

##### 0908.4.1 **Authorization**

The Public Resources Code (PRC) establishes and governs California State Parks and cooperating associations. The specific code sections authorizing the Cooperating Associations Program are PRC §§ 513, 5009, and 5009.1 through 5009.3.

##### 0908.4.2 **Interpretation and Education Division Responsibilities Regarding Cooperating Associations**

The Department's Interpretation and Education Division shall manage and oversee the Cooperating Associations Program. The Interpretation and Education Division will develop and manage the standard contract, standard lease, annual report, program guidelines, and other documentation relating to cooperating association relationships.

##### 0908.4.3 **District Responsibilities Regarding Cooperating Associations**

The Department is responsible and accountable for all activities on Department property, and, through the District Superintendent, monitors and oversees association activities as they relate to park policy, interpretive operations and public image. The District Superintendent has the ultimate responsibility and authority to work with cooperating associations in his or her district.

##### 0908.4.3.1 **District Responsibilities Policy**

The District Superintendent will ensure:

- Day-to-day state park operations are not delegated to a cooperating association.
- The Department, not a cooperating association, is responsible for orientation, training, and administration of Department volunteers, although cooperating associations may fund Volunteers in Parks Program activities, including training and operational support.
- Cooperating association employees and volunteers will not use State vehicles for association business.

- Cooperating association employees and volunteers will not undertake any function or activity that would lead the public to conclude they are State employees. If association employees come into regular direct contact with the public, they must be easily identified as association employees/representatives.

#### 0908.4.4 **Cooperating Association Liaison (CAL)**

The CAL is the official liaison between the Department and the cooperating association, and is key to a successful relationship.

##### 0908.4.4.1 **Cooperating Association Liaison Policy**

The District Superintendent will serve as the Cooperating Association Liaison (CAL) or will appoint someone to serve in that capacity in order to represent him or her to the association.

The Cooperating Association Liaison (CAL) will:

- Have a broad understanding of unit, sector or district operations and have the authority and competency to speak on relevant policy matters involving the State and nonprofit organizations.
- Monitor expiration dates of contracts, insurance certificates and other documents to ensure their timely renewal and submission to the Interpretation and Education Division.
- Receive training in nonprofit corporation procedures and responsibilities, including the role of associations in California State Parks.
- Review the Cooperating Association Annual Report (DPR 973) for completeness and accuracy and approve and sign it before submitting it to the Interpretation and Education Division.
- Ensure publications, projects or programs involving cooperating associations comply with Department policies and standards.
- Ensure visitor information facilities and sales areas used in conjunction with a cooperating association meet Department accessibility requirements.
- Not be directly involved in the cooperating association's financial or governance matters (e.g., a CAL may not sign association checks, prepare bank deposits, authorize association expenditures, or develop board policy).
- Review all requests made by the cooperating association and respond in a timely manner.
- Be a permanent Department employee.

#### 0908.4.5 **Department / Association Relationships**

The Department and the cooperating association are separate entities in a contractual sales and fundraising relationship. Understanding, recognizing, and managing the contract, the authority, the administrative processes, and the limitations of both the Department and the cooperating association will help promote a cohesive relationship. Ongoing dialogue and collaboration between the association and the Department is necessary to ensure high quality interpretive and educational opportunities are available to the public.

Refer to the Department's *Cooperating Associations Program Guidelines* and the Cooperating Associations Program contract for more information.

#### 0908.4.5.1 **Department / Association Relationships Policy**

In administering a cooperating association relationship, the Department will:

- Maintain a distinct separation between management, administration, and operation of Department and cooperating association activities.
- Use the Special Event Permit (DPR 246A) whenever a cooperating association is independently conducting a program or special event in a state park unit, or when the Department is sponsoring an event in which the cooperating association is involved (in this instance, the permit serves as a written agreement to specify responsibilities of the cooperating association).
- Recognize that Department employees may be general members of an association on their own time. However, Department employees, permanent and seasonal, may not serve as officers or voting members of the board of directors of a cooperating association.
- Ensure Department employees will not be involved in preparing or transporting bank deposits or maintaining cooperating association accounting records.
- Ensure cooperating association income is kept separate from State receipts.
- Ensure cooperating association funds are placed in a separate, association-owned safe and accounted for separately by association personnel.
- Ensure there is a clear distinction between Department volunteers and cooperating association volunteers, due to liability and workers' compensation issues.

The Department will not:

- Supervise cooperating association employees, but may provide lead direction and evaluation of cooperating association employees, with the concurrence of the association.
- Allow a cooperating association to supervise Department employees, nor may the association provide lead direction or evaluation of Department employees.
- Allow cooperating associations or others to collect park user fees without a legally authorized agreement.
- Allow cooperating associations to provide services that supplant or replace Department employees or the rights of concessionaires at state park visitor centers, museums, or other interpretive facilities.