

State of California - Natural Resources Agency DEPARTMENT OF PARKS AND RECREATION		MANUAL
DEPARTMENTAL NOTICE		Operations
No. 2019-01		CHAPTER
SUBJECT PASSES FOR COOPERATING ASSOCIATION VOLUNTEERS AND BOARD MEMBERS		New DOM 2800, Partnerships
ISSUED	EXPIRES	REFERENCE
January 23, 2019	When incorporated into DOM 2800	DOM 2800

DPR 375 (Rev. 1/2011)(Word 1/20/2011)

Purpose

Recent legislative intent (Senate Bill No. 204, Chapter 573, 2015) and Public Resources Code 5009.1(d) support the Department of Parks and Recreation's (department's/DPR's) ability to extend Volunteer In Parks program complimentary passes to cooperating association volunteers. Cooperating associations are nonprofit support organizations with an agreement authorized by Public Resources Code 513. This Departmental Notice seeks to provide policy to staff on implementing recognition to cooperating association volunteers and board members through complimentary passes. It replaces the section of DN 97-42 that addresses complimentary passes for cooperating association board members.

I. Issuing Passes

Volunteer Statewide and District Passes (208E and 208F) may be awarded by specific management staff in special circumstances when there is some direct benefit to the department. The District Superintendents are authorized to issue a Statewide or District Pass to honor cooperating association board members and cooperating association volunteers (see below).

II. Criteria

Cooperating associations provide direct benefit to the department. The District Superintendent may honor board members and other cooperating association volunteers by awarding the Volunteer Statewide (DPR 208E) or District (DPR 208F) Pass, according to the criteria described below. The association must have a valid DPR Cooperating Association Agreement, be in good standing, and have current registration with the Attorney General.

Before awarding any pass, District Superintendents must verify the following:

- The nature of the volunteer work to confirm that it benefits the park unit.
- The volunteer was provided a job description that defines the work done in the park unit.
- The volunteer has been trained on his or her duties, including training that addresses when the volunteer is working under the direction of the state or of the association, and whether the volunteer conduct complies with Exhibit A, Attachment 1, Sections 2.C.16–19 of the Cooperating Association Agreement.
- The cooperating association furnishes proof of current insurance that specifically covers volunteers working in California's state parks. Note that background checks may be required by the insurance carrier as a condition of coverage.
- The association's volunteer hours are tracked and reported, consistent with an annual plan approved by the Cooperating Association Liaison (CAL) or District Superintendent.

- The association awards the pass recognition to the volunteer using cooperating association letterhead, specifies that the volunteer is receiving recognition for their service to the state through the partnership with the cooperating association, and includes the pass terms and conditions with the pass.

Service to an association that benefits California State Parks is defined as any activity performed by a volunteer working under the direction of cooperating association leadership where the nature of the work contributes to the cooperating association contract with California State Parks. The nature of the work may be interpretive or educational, or supporting maintenance or park operations. For cooperating association volunteers to be eligible for recognition with State Parks passes, a written annual plan for the volunteer work must be approved by a CAL or District Superintendent. More information can be found in the *Cooperating Association Volunteer Pass Implementation Memo and Guidelines*, located in the cooperating association section of www.parks.ca.gov/partnerships.

Cooperating association volunteers work under the direction of and in support of the initiatives of the board of the cooperating association. A clear distinction must be made between department volunteers and cooperating association volunteers, and cooperating associations are responsible to train their volunteers to understand this difference.

A. Volunteer Statewide Pass (DPR 208E)

A Volunteer Statewide Pass (DPR 208E) may be issued by a District Superintendent for *statewide day-use* access to all state park units (with the exception of Hearst Castle and other units as determined by management) to cooperating association volunteers who serve at least 200 hours of work that benefits California State Parks. A Volunteer Statewide Pass may also be issued to board members who serve at least one year on the board of an association.

B. Volunteer District Pass (DPR 208F)

When a cooperating association volunteer achieves the minimum work requirements for maintaining active volunteer status as established by the District Superintendent, the District Superintendent may issue a Volunteer District Pass (DPR 208F) for *day-use access to eligible state park units within the district where the individual volunteers*.

For a complete list of parks that accept either pass, see the volunteer pass terms and conditions on www.parks.ca.gov/volunteer.

III. Awarding Passes

These passes are accountable documents, are prenumbered, and require documentation for each pass distributed. Legibly complete all portions of the pass, including the recipient's name. To be valid, the passes must be personally signed by the District Superintendent. Authority to sign the Volunteer District Pass may be delegated to the CAL for cooperating association volunteers.

IV. Honoring Passes

The Volunteer Statewide and District Passes are not transferable and are valid only for the calendar year following the volunteer's achievement of minimum hours worked. The color and design of the pass may change from year to year.

Fee collection staff should request to see valid identification (state-issued driver license or other suitable photo identification ([interim/temporary not accepted]) to verify that the user of the pass is its recipient.

V. Recordkeeping

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

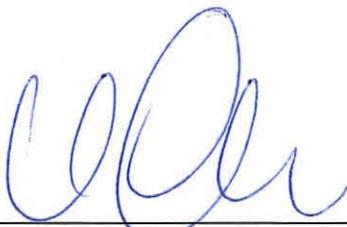
- Pass expiration date.
- Purpose of pass issuance (volunteer, board member, etc.).

Annually, using the DPR 106 form, report all volunteer passes issued to the Partnerships Office via email at partnerships@parks.ca.gov.

VI. Ordering Passes

The DPR 145 Accountable Documents Requisition and/or Inventory form should be submitted by the CAL or District Superintendent to the Partnerships Analyst in the Partnerships Office by November 1. The Partnerships Analyst will submit the order to the warehouse, and passes will be delivered to the CAL in each district. The CAL is responsible for recordkeeping as described in section V and for submitting the DPR 106 form to the Partnerships Analyst.

Old passes must be destroyed following the procedures for destroying accountable documents detailed in Departmental Notice 96-26, Receipts, Tickets and Passes Accountability.



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