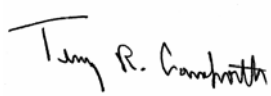


NEVADA DEPARTMENT OF WILDLIFE POLICY AND PROCEDURE	Pages 3 Effective: January 10, 2006 Approved: 
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TITLE: Policy and Procedure Manual, Department

REFERENCE: NRS 501.337

AFFECTED EMPLOYEES: All Employees

PURPOSE: To provide a ready reference and the basis for employee judgments necessary to adhere and comply with State laws, administrative regulations, Commission policies, Federal regulations, and other standards for conducting business.

POLICY: It is the policy of the Director to provide clear and concise direction and guidelines through the development of department-wide policies and procedures so each employee understands the Department’s mission, charter, and mandates and can perform their duties and responsibilities in a consistent, standardized and professional manner.

PROCEDURE:

Each employee is responsible to read and have knowledge of all policies and procedures. Certain policies and procedures of critical content will require affirmation by the employees that they have read and understand. The affirmation will be kept in the Department’s employee personnel jacket.

The idea for a Department policy and procedure may originate with any employee and will be developed through the chain of command within the respective bureaus whenever a need is identified. The intent of the policy and procedure should be developed to the extent that the originator understands.

Any new or suggested revisions to existing policies and procedures will be submitted to the Policy Analyst (Pos. No. 0104) who is responsible for formatting and standardizing the content, soliciting review and comments, incorporating comments into the final draft, and distributing once approved.

The policies and procedures will be in alphabetical order by title, the titles to begin with the major category of the policy and procedure, such as “Computer Access,” “Computer Equipment,” and “Computer Use.” Effort will be made to reduce the number of policies by consolidating like policies and procedures to include all aspects of the category or topic into a single policy and procedure.

Each policy and procedure will be written as clearly and concisely as possible and in a standard format that will contain the following:

- **Approval** – All Department policies and procedures will be approved by the Director (0100).
- **Effective** – Original date approved; revised date thereafter.
- **Pages** – Number of pages.
- **Title** – Short and descriptive.
- **Reference** – Authority (State laws, administrative regulations, Commission policies, Federal regulations, or other business rules).
- **Affected Employees** – Identifies specific groups or all employees affected by the policy and procedure.
- **Purpose** – Reason for the policy (short, simple and to the point).
- **Policy** – Statement which embodies thinking, interest, and philosophies of the Director and chief administrators of the Department.
- **Fee** – If a fee is applicable to the policy and procedure, the fee should be incorporated into the policy and procedure.
- **Definitions** – If unfamiliar or specific terminology is used in the policy and procedure, then definitions should be included so the general public understands the terminology.
- **Procedure** – Written directives to describe the method of operation. Can include rules for what employees must do and what employees must not do. Some subjects will require the policy and procedure to be specific with less flexibility while others will allow the employee to make common sense decisions in carrying out job responsibilities.

Once a policy and procedure has been drafted or suggested revisions to an existing policy and procedure incorporated, the draft will be sent to the Director for preliminary review and comment after which the draft will be sent to the bureau chiefs for a review and comment period. It will be the chief's responsibility to involve staff, if appropriate, in the review and comment period.

Following the review and comment period, the Policy Analyst will consider all comments received and will finalize the policy and procedure for the Director's final review, edit, and approval.

Once approved, the policy and procedure and an updated index will be sent by electronic mail to all employees. At the same time, the policy and procedure and the updated index will be sent to the Department's Webmaster (Pos. No. 0540) for posting. Eventually, all policies and procedures will be available on the Department's website, www.ndow.org.

Supervisors will be responsible for making copies of policies and procedures for any employees under their supervision who do not have access to the electronic copies and for maintaining a regional manual.

New employees will receive hardcopies of policies and procedures that have not been distributed electronically. All employees will be responsible for downloading the electronic policies and procedures if they wish to maintain hardcopies; otherwise, the electronic manual can serve as the reference source for those policies and procedures that have been released electronically. If this is the employee's choice, the employee will be responsible for looking in two locations for the policies and procedures until such time as all policies and procedures have been converted to an electronic format.

This policy and procedure encourages the development of other procedural manuals by the bureaus. However, these manuals must embrace the statutory, regulatory, or business practices and not contradict the Department's policies and procedures or provide for a more liberal interpretation of policy and procedure directives.

Once policies and procedures have been updated, they should be reviewed, updated if necessary, and approved or repealed every two years.

The policies and procedures on record remain in effect until repealed, revised, or superceded.