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STATE CONSERVATION COMMISSION
DEPARTMENTAL ORGANIZATION, RULES
AND
EXPLANATION OF DUTIES

June 8, 1954

March 17, 1958

TO All Employees of the Conservation Commission
FROM W. A. Rush

Gentlemen:

The State Conservation Commission at their meeting of February 4, 1958 approved a change in policy relative to the operation of the State Forest Nursery at Ames, Iowa.

Policies No. 49, 50 and 51 as numbered in the "State Conservation Commission Departmental Organization Rules and Explanation of Duties" under the date of June 8, 1954 were rescinded and in lieu thereof the following policy was adopted:

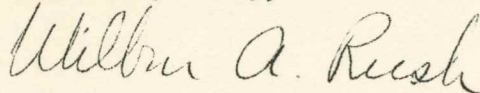
"No stock will be sold for plantings in urban areas, around farm buildings as windbreaks or for landscaping purposes on property other than that owned by the State Conservation Commission.

No stock will be given to any party or agency free of charge unless for forest demonstrational purposes. Such projects must be recommended by the State Forester and approved by the Director.

Evergreen stock produced at the Conservation Commission Nursery will be limited to forest type species of not more than three years total age. Hardwood stock will be limited to forest and wildlife species of not more than one years growth or fifteen inches in height."

Please note the above and file this letter with your June 8, 1954 copy of the "State Conservation Commission Departmental Organization Rules and Explanation of Duties."

Yours very truly,



Wilbur A. Rush, Chief
Division of Lands and Waters

WAR:kk

STATE CONSERVATION COMMISSION
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The organization chart shows an outline of the division of work and responsibility of the personnel.

Conservation Commission

The state law provides for a State Conservation Commission consisting of seven citizens of the state who are interested in and have substantial knowledge of conservation matters; and not more than four of said members shall, when appointed, belong to the same political party. These members are appointed by the Governor with approval of two-thirds of the members of the State Senate. They are appointed for six-year terms, two being appointed each two years, and during one of these two year periods three are appointed.

The duties of the State Conservation Commission as set out by law include:

1. Adoption of policies.
2. Approval of programs.
3. Promulgation of rules and regulations.
4. Issuance of Administrative Orders.
5. Employment of a State Conservation Director.

The specific duties of the Department are set out in Chapters 106, 107, 108, 109, 110, 111, 112 and 308, Code of Iowa, 1950.

State Conservation Director

The State Conservation Director is administrative head of the Department and responsible to the Commission for the execution of its policies. He shall, with the consent of the Commission, employ such assistants as are necessary.

ASSISTANT DIRECTOR - James R. Harlan

Station - Des Moines

The Assistant Director shall be responsible to the Director for the performance of duties assigned by the Director, and as head of the Section of Public Relations.

PUBLIC RELATIONS SECTION

(The resignation of the Superintendent of Public Relations and the decision not to fill the position at this time makes it necessary to re-define the job responsibilities in the Public Relations Section. The following assignments are currently in effect. All duties of the Superintendent of Public Relations except those assigned in the following schedule will be temporarily assumed by the Assistant Director).

Matters pertaining to publicity, education information and public relations shall be handled by this section.

1. Superintendent of Public Relations - Vacant

Station - Des Moines

Duties

1. Shall be in charge of the section and responsible to the Assistant Director for successful operation.
2. Have general supervision of personnel and functions of the section and shall make recommendations to the Assistant Director to facilitate proper operation.
3. Supervise publicity and the preparation of publications and news releases.
4. Supervise the educational program including visual education and informational exhibits.
5. Supervise and direct dissemination of conservation information to news agencies, organizations and the general public.

2. Associate Editor - Evelyn Boucher

Station - Des Moines

Duties

1. Handle dictation, filing and correspondence of the Assistant Director.
2. Assist in preparing and editing manuscripts of publications, news releases and reports.
3. Proof all section printed material.
4. Maintain records on all book sales.
5. Maintain records and handle all TV distribution.
6. Assist in TV production.
7. Assist when needed in assuring the smooth functioning of the section.

3. Public Relations Officer II -- Wayne E. Sanders Station - Des Moines

Duties

1. Handle general correspondence and telephone information.
2. Prepare material for general bulletins, reports and assemble copy for biennial report.
3. Maintain inventory of public relations publications and printed materials.
4. Handle Traveling Exhibit correspondence, publicity and scheduling from April 15th to October 15th.
5. Supervise the cooperative Academic Education Programs as they relate to teacher training, preparation of publications, teaching aids and exhibits.
6. Assist with TV productions.
7. Make public talks and show motion pictures as required.
8. Maintain office visual and audio aid equipment and dark room.
9. Assist when needed in assuring the smooth functioning of the section.

4. Public Relations Officer II - John B. Madson Station - Des Moines

Duties

1. Edit and prepare copy for the Iowa Conservationist.
2. Prepare news releases.
3. Assist with TV production.
4. Make public talks and show motion pictures as required.
5. Maintain photograph files.
6. Take black and white photographs as needed.
7. Assist when needed in assuring the smooth functioning of the section.

5. Photographer - James R. Sherman Station - Des Moines

Duties

1. Take black and white and color still pictures.
2. Take black and white and color motion pictures.
3. Edit and record motion pictures.
4. Direct, photograph and record film TV shows.
5. Perform dark room service as required.

6. Assist when needed in assuring the smooth functioning of the section.

6. Exhibit Supervisor - Rex M. Pendry

Station - Des Moines

Duties

1. Schedule and handle Traveling Exhibit publicity and correspondence from October 15th to April 15th.
2. Maintain and operate traveling exhibit.
3. Prepare and manage other information exhibits as assigned.
4. Assist when needed in assuring the smooth functioning of the section.

7. Stenographer I - Karin Karlson

Station - Des Moines

Duties

1. Handle correspondence and filing of Public Relations Officers, Photographer and Exhibit Supervisor.
2. Mail general information bulletins.
3. Maintain library and library service.
4. Assist Circulation Clerk in maintaining Iowa Conservationist mailing lists.
5. Maintain addressograph lists.
6. Maintain file of photographic cuts and engravings.
7. Assist when needed in assuring the smooth functioning of the section.

8. Clerk II - Ronald Allsteadt

Station - Des Moines

Duties

1. Maintain subscription list of Iowa Conservationist and handle correspondence relating thereto.
2. Maintain motion picture library, schedule film and handle correspondence relating thereto.
3. Assist when needed in assuring the smooth functioning of the section.

9. Foreman IV - Bert B. Downing

Station - Des Moines

Duties

1. Custodian in charge of Conservation Commission buildings and grounds at the fairground.
2. In charge of the fairgrounds shop, tools and equipment.
3. Assist in preparation of fair exhibits.

4. Custodian of fairgrounds archives, books in storage, and TV equipment.
5. Perform carpenter, painting, electrical and plumbing work in central office when so assigned.
6. Assist when needed in assuring the smooth functioning of the section.

10. Exhibit Assistant - Kenneth V. Campbell Station - Des Moines

Duties

1. Assist in maintaining and operating traveling exhibit.
2. Assist with other exhibits as assigned.
3. Assist when needed in assuring the smooth functioning of the section.

11. Clerk I - Lana Lou Love Station - Des Moines

Duties

1. Perform stenographic and clerical duties as assigned by Circulation Clerk.
2. Assist when needed in assuring the smooth functioning of the section.

General Statement

By action of the State Conservation Commission Meeting of March 25, 1947, the following policies were formally adopted:

State Conservation Commission:

Basic Functions and Duties Reserved by the Commission to Itself:

- a. Selection of director and senior employees.
- b. Setting of compensation and retirement policies.
- c. Delegation of authority to director for administrative action.
- d. Adoption of programs and budgets.
- e. Adoption of policies of broad significance and of reoccurring nature.

- f. Checking on progress of the Department not only as to immediate results but also as to the discharge of its trusteeship responsibilities.
- g. Approval of specific items as follows:
 1. Expenditures for projects exceeding \$1000.
 2. Land acquisition and disposal.
 3. Acceptance of gifts.
 4. Departmental rules and regulations.
 5. Administrative orders.
 6. Development plans for state areas.
- h. Determination of all actions by the Commission and not by members individually except when individual action is delegated by the Commission in executive session.

State Conservation Director:

1. Held responsible by the Commission for:
 - a. Administration of the Department.
 - b. Checking programs for progress and compliance with Commission actions.
 - c. Bringing before the Commission all matters requiring Commission action or consideration with sufficient data, and information and recommendations to enable the Commission to make sound decisions.
 - d. Requiring compliance of the Divisions with the established policies of the Commission.
 - e. Coordinating activities of the Divisions.
 - f. Supervising the preparation of Division programs and budgets.
 - g. Supervising the selection of Division personnel, and assignment of their duties and stations.
2. Execute for and behalf of the Commission authority specifically granted as follows:
 - a. Grant permits and leases:
 - Winter sports in parks.
 - Camping in state-owned areas.
 - Scientific collectors.
 - Sand & Gravel.
 - Ice harvesting.
 - Land.
 - Boat races and regattas.
 - Concessions.
 - b. Establish and disband game management areas on private land.
 - c. Control predators on state-owned areas.

Private Use of State Areas:

1. No private development will be permitted on state areas.
2. No individual or group will be granted exclusive use of any structure, area or facility in state areas except those, as cabins and lodges, which are leased for a stated period.
3. Temporary non-commercial hunting camps may be established on public shooting grounds under these conditions: (1) restricted to areas designated for such use; (2) located on site assigned; (3) hold valid written permit from local conservation officer;

(4) may establish camp not more than ten days before opening date of hunting season; (5) must remove camp not later than thirty days after closing date of hunting season; (6) must keep area in a sanitary condition; (7) refrain from disturbing others in same area.

4. Live boxes for fish in inland lakes and streams may be maintained by fishermen to hold their legal catch from that lake or stream but are prohibited for commercial purposes, except that for short periods they may be used where permitted by contract, as part of the state's rough fish removal program.

Development and Use of State-owned Areas:

1. Public fishing access areas are designated "Public Water Access Area." Park Wayside facilities on these areas are to be developed only on order of the Commission.
2. No markers, cornerstones, monuments, etc., are to be placed in any state area commemorating any individual or group unless that individual or group has made an outstanding contribution to conservation as recognized by the Commission.
3. All park roads are to be embargoed at all times at a three-ton gross load limit except as may otherwise be designated for transportation of groups.
4. State-owned islands are not to be sold or leased for private fishing or hunting grounds.
5. Islands are not to be removed from state-owned river beds.
6. All fish and game lands and waters are established as game management areas under the provisions of Sec. 109.6, Code of 1946.
7. Maximum prices which may be charged the public by concessionaires are to be set by the Commission.
8. Commercial sailboats are prohibited on all state-owned artificial lakes.
9. Sailboats of a type and size approved by the Director will be allowed on the following artificial lakes only (1) Ahquabi, (2) Darling, (3) Geode, (4) Green Valley, (5) Manawa, (6) Macbride, (7) Rock Creek, (8) Three Fires, (9) Union Grove, (10) Wapello.
10. Motorboats are prohibited on all state-owned artificial lakes except for one to be maintained by the concessionaire or custodian for emergency rescue work except as permitted by law.
11. Boats equipped with a toilet discharging into the water are not to be granted a license to operate on state lakes.
12. State-owned docks on state lakes are to be built out only from state-owned shore lands.

13. Dock permits from city street shore lands to be granted only with city approval.
14. Privately constructed docks from public shore lands, where permitted, in public waters must be posted as public docks and open to public use.
15. Swimming in artificial lakes is to be confined to designated beaches.
16. Bathing beaches on state-owned areas are not to be fenced.
17. Private bathhouses and boathouses are to be kept back of the ordinary high water mark and on privately owned lands.
18. Non-commercial sand and gravel permits are to be issued only to riparian owners for material for their own private use.
19. No sand and gravel permits are to be given on state lakes.
20. Advance payment of \$50.00 to \$100.00 to be determined by the Director, to be required for all commercial sand and gravel permits.
21. Permits for sand and gravel on Mississippi River to be issued under same conditions as on inland rivers.
22. When sand and gravel has been taken without a permit, settlement is to be made at the rate of ten cents per ton for the material taken.
23. A fee is to be charged for camping in State Parks.
24. Camp leaders in group camps are to be charged the same rate as others in the camp.
25. Camping in parks is to be permitted only in those having resident custodians.
26. Soliciting of funds and taking of collections is prohibited in state areas.
27. Trap and skeet fields are prohibited in state areas.
28. State-owned property is not to be loaned out.
29. Distribution of printed material, except by Commission, is prohibited in state areas.
30. Sale of beer is prohibited in state areas.
31. Public dances are prohibited in state park lodges.

Expenditure of funds:

32. Expenditures of Commission funds is to be confined to areas under jurisdiction of the Commission, and to other areas specified by law.
33. Commission will not sponsor projects nor expend its funds within the incorporate limits of cities or towns.
34. Commission will not expend its funds to acquire public access to a privately owned area.
35. Commission will not expend its funds to employ lifeguard or swimming instructor or play equipment for state lake beaches.
36. Forest reserves are multiple use areas. Development for fish and game to be paid for from Fish and Game funds and other developments to be paid for from Lands and Waters funds. All receipts from the areas to be credited to the Lands and Waters fund. No development of any kind to be made without approval of Director.
37. Lake patrol boats and personnel will be provided by the Lands and Waters Division.
38. The Commission will pay, if necessary, travel and subsistence expense of employees of other state departments when they are called upon by us to do work for us.
39. The Commission will purchase boats and motors, when required, for Conservation Officer's use.
40. The Commission will purchase waders, when required, for employees' use.
41. The Commission will not purchase raincoats nor hip boots for use of State Conservation Officers.
42. The Commission will furnish first-aid kits to conservation officers and to other employees when required.
43. Members of a Conservation Officer's family will not be paid for work done in connection with the Officer's work.
44. Commission funds may not be used to pay school tuition for children of employees living on state areas.
45. Commission employees are not to provide technical services for other than Commission projects unless expressly authorized by the Commission.

46. Anyone given blueprints of Commission projects to be charged the cost of the prints.
47. Private and municipal waters may be managed by the Commission in fisheries upon proper written agreement being executed, one provision of which being that the public must have unrestricted access to fish in the waters.
- ~~48.~~ When beaver are found to be doing damage to private property and upon application of the aggrieved party for relief, permit shall be granted him to personally trap and take a predetermined number of beaver. If he is not interested in taking the beaver himself, departmental employees will remove them for him.
- ~~49.~~ Distribution of stock from State Forest Nursery will be made only under these terms:
 - a. No stock to be given to any party or for any purpose free of charge.
 - b. Distribution for Christmas tree plantations prohibited.
 - c. Distribution of trees for reforestation of lands not in need of erosion control prohibited.
- ~~50.~~ Distribution of stock from State Forest Nursery will be made only under these terms:
 - a. Trees will be sold for erosion control plantings, game packets, and for only one demonstration windbreak per township.
 - b. Maximum size of evergreens will be under eight inches except those used for windbreaks. Maximum size of deciduous trees will be under fifteen inches or one year's growth.
 - c. Stock for erosion control plantings will not be sold in lots of less than 250 of any species or less than 500 on any one consignment. No limitations will apply on trees used by Commission on its own areas.
- ~~51.~~ Trees or shrubs will not be given or sold for plantings on school yards, on city parks, or other city property, or on land not under Commission jurisdiction, except that game packets may be sold for use on county gravel pits.

Personnel:

52. All Conservation Officers shall enforce navigation laws.
53. Newly appointed conservation officers shall be on probation for a period of one year from the date of their appointment. During this one year period the salary of such officers on probation shall be \$300.00 a year less than the regular salary provided for conservation officers who have completed their one year probationary period.

54. Conservation officers shall be rated twice yearly on their performance in their positions. Men receiving "C" or "D" ratings shall be notified, in writing of their rating and advised how to improve their work. Two successive "D" ratings will be cause for dismissal. Officers with "C" or "D" ratings are to receive \$25.00 per month less salary than "A" or "B" officers. When a conservation officer receives a "C" or "D" rating he shall be contacted by his District Supervisor and given specific instructions as to how to improve his rating. Three months later the District Supervisor shall make a report to the Rating Board on the current efficiency of the officer and said Rating Board shall take this into consideration in re-rating the officer. If at that time he has not advanced to a "B" rating or better he shall receive a deduction in his salary at the rate of \$300.00 per year for such period of time as he remains a "C" or "D" officer.
55. All matters for consideration of the Commission from employees shall be presented through the Director.
56. All Commission employees are prohibited from holding any position or office in any conservation club or league.
57. No Commission employee is to appear before the legislature or any legislative committee without approval of the Director.
58. No Commission employee shall at any time engage directly or indirectly in any work, occupation, or activity that is similar to or related with the work he is employed by the state to do, or to engage in any outside activity requiring an expenditure of time or effort sufficient to detract from his efficiency in the performance of regular duties.
59. Unless specifically assigned as part of their duties, no Commission employee during his vacation or at any other time shall engage in trapping or commercial fishing.
60. Positions of Commission employees on military leave may only be filled on a temporary basis.
61. Commission employees leaving active employment will not be granted leaves of absence without pay excepting military leave.
62. Conservation officers are subject to duty call at all times but shall have one day per week off according to schedule of the respective Division Chief.
63. Conservation officers shall not leave their assigned territory without permission of their supervisor except that they may go into an adjoining territory and only upon call of the adjoining officer.

64. Relatives of Commission employees shall not be employed by the Commission when they will work under the direction of a relative.
65. Conservation Officers must be appointed from the current active eligible list and the candidate of highest ranking must be first appointed. Before appointment, every man must pass a physical examination to be given by a doctor chosen by the Commission; the cost of the examination to be borne by the Commission.
66. In case of former employees, no re-employment or reinstatement will be considered except following regular channels for original employment under the rules and regulations of the Commission pertaining thereto.
67. Anyone discharged for cause cannot subsequently be eligible for qualification as a conservation officer.
68. Each and every employee shall have the right to be heard by the Conservation Commission on any complaint or grievance, and the procedure shall be as follows: Each complaint or grievance shall first be taken to the employee's immediate superior. If it is not settled at that level to the satisfaction of the employee the employee shall then set forth in writing the nature of the complaint and the date on which it was brought to his immediate superior together with the reasons why the employee is not satisfied with the decision of his immediate superior. This letter shall be sent to the Division Chief with a copy to the employee's immediate superior, except that in the event the Division Chief is the employee's immediate superior then the letter shall be sent to the Director with a copy to the Division Chief. It shall then be the duty of the Division Chief to make an investigation of the matter and forward his orders concerning the case to the employee with a copy to the employee's immediate superior. Should the employee still not be satisfied with the decision he may take the matter to the Director, explaining in writing the entire matter as before, and the Director shall make an investigation and notify the employee of his decision in writing with a copy to the Division Chief. If the employee is still dissatisfied with the decision he may upon application to the Director bring his complaint in person before the State Conservation Commission at one of its stated meetings in Executive Session, and a hearing shall be held by the Commission on the matter at which hearing all available information pertaining to the question shall be presented fully to the Commission. The Commission's decision in the matter is and shall be final.

Publicity:

69. The Commission will not purchase or pay for advertising or any other publicity medium except that which is sent out from the Commission's office.

70. Game farm birds or animals shall not be furnished for use in any advertising scheme.
71. The Commission is opposed to any tagging of fish or game birds for prizes.
72. Commission employees shall not write columns for newspapers or magazines but may write, without pay, articles for local newspapers or magazines, provided the material is first submitted to the Commission office for approval before publication.
73. The "Iowa Conservationist" is to be sent free of charge to rural schools, barber shops, libraries, and state officers.
74. Commission films shall be consigned only to conservation officers who shall be responsible for their care, showing, and return.

Housing:

75. When dwellings are furnished employees at their assigned station, fair rental is to be deducted from his payroll. Where dwellings are not available, the employee must provide his own housing at his own expense.
76. When housing is furnished employees the following shall govern:
 - a. Electricity--occupant to pay for electricity, for stoves, heaters, etc.
 - b. Water--Commission will furnish water.
 - c. Telephone--Commission will furnish telephone.
 - d. Fuel--occupant to furnish fuel.
77. Where quarters are available in state-owned buildings, the name may be used only by transient Commission employees and Commissioners, but not by employees stationed at that area.
78. State park cabins may be used by employees only when immediately available. No cabins shall be reserved for the use of employees. All use shall be paid for at regular rates, irrespective of whether or not the employee is on state business.

License Depositaries:

79. All conservation officers must have licenses for sale as a part of their regular duties.
80. Commission opposes distribution to license buyers of printed material except as may be put out by the department.
81. The Commission opposes capture of birds or animals from the wild for exhibition purposes.

82. Scientific collectors permits shall be issued only for collections for use in accredited educational institutions or in a research program.
83. Research workers may be issued identification cards without cost for scientific collecting done as a part of an approved research project.

Expense Accounts.

84. Every commission employee shall have his home station designated at the place where most of his work is performed and he shall not be allowed subsistence or travel expense at that station. When and if his home station is changed, he shall be allowed subsistence expenses at his new station for a period of not over thirty days, while the move is made.
85. All conservation officers sixty-five years of age or over, shall be retired, effective June 30, 1948, and thereafter on January 1st following their sixty-fifth birthday.

Rough Fish:

86. The following species of fish are classified as rough fish: Carp, Buffalo, Dogfish, Gar, Quillback, and Gizzard Shad.

Court Cost Fees:

87. All court costs or fees collected by Conservation Officers shall be turned into the office of the State Conservation Commission.

Law Enforcement:

88. Except in emergencies, that time spent by Conservation Officers in law enforcement work is to be devoted to the enforcement of laws administered by the Conservation Commission.

89. Policy to be followed by all employees of the Commission in connection with the recovery of bodies following accidental drownings anywhere in the State:

- (a) Employees, if at the scene of a drowning or called to the scene, are to assist in the recovery of the body to the best of their ability before any organized efforts have been undertaken, unless directed not to do so by the County Sheriff or one of his authorized Deputies.
- (b) Following such initial effort and at the earliest practicable time employees of the State Conservation Commission are to notify the Sheriff.
- (c) Following the initial effort employees of the State Conservation Commission should from that time forward not initiate any effort in the recovery of bodies except as requested by or directed by the County Sheriff's office. When requested by or directed by the County Sheriff employees should offer every possible reasonable assistance.
- (d) In the case of prolonged effort, unreasonable demands, or unusual expense, employees are to report to their superior for advice.

CHAIN OF AUTHORITY AND ORDERS

The organization of the Conservation Commission is divided into three Divisions. Each Division Chief is responsible to the Director for the successful operation of his respective Division.

In addition to the specific duties listed, each and every employee may be assigned to other duties. These duties may be in the nature of a change in work responsibilities, or they may be additional duties or duties of any nature whatsoever in connection with the work of the State Conservation Commission. All duties, regardless of their nature, shall be discharged with dispatch. Work orders or assignments may emanate from any person in a supervisory position in the direct chain of authority as outlined on the organization chart; and each employee shall carry out his work in conformity with his last instructions received from a superior.

DIVISION OF ADMINISTRATION

The work of the Division shall be divided into the following work Sections:

1. Accounts and Records
2. Land Survey and Acquisition
3. Engineering, Design and Construction

I. CHIEF OF DIVISION - K. M. Krezek

Station - Des Moines

The Division will be headed by a Division Chief who will be responsible to the Director for all the functions of the Division. He will supervise and coordinate all activities of employees in the various work Sections of the Division.

Duties

1. The Chief of the Division shall receive all orders and directives from the Director and shall be responsible to the Director for the successful operation of the Division.
2. All matters pertaining to the work of the Division shall come to and be handled through the Chief of the Division.
3. The Chief of the Division shall make recommendations to the Director for the improvement of the Division of Administration.
4. The Chief of the Division shall submit to the Director all matters in this Division requiring Commission attention, together with his recommendations on same.
5. The Chief of the Division shall approve the expenditures of all funds within the Division.
6. The Chief of the Division shall keep appraised of the progress of all cooperative research work and make recommendations to the Director concerning its scope, functions and the application of its findings.
7. The Chief of the Division shall act as fiscal officer for the Commission and shall assist the Director on fiscal matters.
8. The Chief of the Division shall have supervision over employees of the Division and general office management and shall make recommendations to and council with the Director on personnel and operational matters.

II. SECTION HEADS

Duties - General

1. The Head of each work section in the Division shall receive all orders and directives from and be responsible to the Chief of the Division for the successful operation of his Section.
2. All matters pertaining to the work of the Section shall come to and be handled through the Section Head.
3. The Head of each work Section shall make recommendations and reports to the Division Chief as the Division Chief may deem necessary.
4. The Head of each work Section shall have general supervision over the other employees within the Section.
5. The Head of each work Section shall have specific duties as hereinafter listed and as may be further assigned by the Chief of the Division.
6. The Head of each work Section shall council with and make recommendations to the Division Chief on personnel and operational matters within the Section.

ACCOUNTS AND RECORDS SECTION

The Chief of the Division shall be directly in charge of the Section, which is divided into the following work sub-sections:

A. Licenses and Permits

All matters relating to licenses and permits and records relative thereto shall be handled through this Section.

1. Supervisor of Licenses and Permits - E. M. Anderson Station -
Des Moines

Duties

1. Supervisor of licenses and permits shall be in charge of issuing licenses and permits and maintaining all necessary records and reports for the accounting of same.
2. Shall handle correspondence relative to inquiries on licenses and permits and advise license depositaries as to problems and procedures in the handling of licenses and permits.
3. Has general supervision over license section personnel.
4. Complete settlements of all license depositaries and make necessary investigations relative to settlements.

2. Shall assist in general clerical and stenographic duties as assigned.

B. Inventories and Files

All matters relating to equipment, inventories, supplies and general filing records shall be handled through this Section.

1. Supervisor of Equipment - C. R. Brookins Station - Des Moines

Duties

1. Supervisor of Equipment shall receive all orders and directives from and be responsible to the Chief of the Division for the successful operation of his Section.
2. Shall be in charge of maintaining proper inventory records of all equipment and property of the Commission.
3. Shall check and maintain required records on all car and truck equipment and assist in maintaining proper operation of all motor equipment.
4. Shall assist in purchase of equipment and supplies and assignment of same.
5. Make recommendations to the Chief of the Division regarding needed changes to facilitate proper function of his Section.
6. Shall make recommendations for proper use and care of equipment and to report on abuses in use of equipment.
7. Shall make a monthly report to the Chief of Division on activities and accomplishments of the Section and other reports as the Division Chief deems advisable.
8. Shall have charge of office supplies and shall make periodical reports of necessary office supplies to Chief of Division for purchase.

2. Supervisor of Files - Wilma Van Dort Station - Des Moines

Duties

1. Shall be in charge of maintaining proper central filing of Commission correspondence, reports and surveys.
2. Assist the Supervisor of Equipment in maintaining equipment and property records.
3. Shall assist in general clerical and stenographic duties as assigned.

3. Clerk - Gertrude Webb

Station - Des Moines

Duties

1. Shall assist the Supervisor of Equipment in maintaining proper equipment and proper records, check and record equipment and property and motor unit operation reports.
2. Shall handle dictation and correspondence and filing of reports for Supervisor of Equipment.
3. Maintain official contract, lease and agreement file.

4. Clerk (Mail & Supply) - George Tellier

Station - Des Moines

Duties

1. In charge of office supplies and maintain perpetual supply inventories under the direction of the Supervisor of Equipment.
2. Shall disburse and mail necessary office supplies to general office and field personnel.
3. Shall be in charge of mimeographing of all necessary forms and maintaining reference files of same.
4. Shall maintain adequate supplies for office operations and assist in the purchase and requisition of same.

C. Bookkeeping and Records

All matters relating to fiscal and budgeting matters, including audit and payment of claims, accounting of cash receipts of the Commission, and records relative thereto shall be handled through this Section.

1. Supervisor of Records - E. W. Slye

Station - Des Moines

Duties

1. Assist in maintaining fund expenditure records.
2. In charge of employees Federal Tax, State Tax and Insurance records.
3. In charge of incoming mail and distribution of same.
4. Shall make recommendations to the Chief of the Division regarding needed changes to make for better accounting and operational procedures and budgetary controls.

2. Supervisor of Claims - Helen Peterson Station - Des Moines

Duties

1. Supervises and assists in the auditing, filing and mailing of claims and payment of same, chargeable against the various funds of the Commission.
2. Assist in maintaining and compiling payroll and payroll records.
3. To make various reports to the Chief of the Division as to expenditures and maintain cash control records as required.

3. Bookkeeper - Helen Eastman Station - Des Moines

Duties

1. Maintain expenditure ledgers of various funds and other records relative thereto.
2. Report monthly to the Chief of the Division as to the status of each fund under the jurisdiction of the Commission.

4. Clerks (Audit) - Velma Strovers Station - Des Moines
Sina Dietz " " "
Gloria Smith " " "

Duties

1. Receives, audits and prepares claims presented for payment against Conservation funds.
2. Assists supervisor of claims in maintaining proper records and files of claims paid.
3. Assist in other clerical work as assigned.

5. Cashier - Opal Flemmig Station - Des Moines

Duties

1. Shall receive orders and be responsible to the Chief of the Division for the successful operation of the work assigned.
2. Receives all cash receipts of the Commission and audits same.
3. Maintain cash records of all receipts, classified receipts and credits same in proper funds. Depositing said money in designated money depositories.
4. Maintain records of paid receipts for subscriptions for Commission publications, contracts and leases, including accounts receivable.

5. Cooperate and assists Supervisor of Licenses and Permits in maintaining necessary accounting records of sale of licenses and permits.

6. Shall make monthly report to Chief of Division of classified cash receipts received and such other reports that may be deemed necessary.

6. Clerical Bookkeeper - Mary Brace Station - Des Moines

Duties

1. Assist in maintaining expenditure ledges of various funds.
2. Assist in maintaining employee salary records, license records and reports as assigned.

7. Stenographer - Carol Wyant Station - Des Moines

Duties

1. Stenographic duties as assigned.

D. Secretarial and Stenographic

1. Secretary (To the Director) - Claire Freiberg Station - Des Moines

Duties

1. Shall handle dictation and correspondence for the Director.
2. Shall act as recording secretary of Commission, recording official actions and maintaining official minute book and index of said actions.

2. Secretary (Ass't Director) - Wilma Boswell Station - Des Moines

Duties

1. Shall handle dictation and correspondence of the Assistant Director.
2. Maintains such records and files as assigned.

3. Secretary (Administration) - Mildred Lindquist Station - Des Moines

Duties

1. Shall handle dictation and correspondence for the Chief of Division.
2. Maintains personnel history and employment records, bond records, Industrial Commissioner reports.
3. Supervises and assists in issuance of purchase orders.

3. Shall assist in other stenographic and clerical duties as assigned.

9. Stenographer (Federal Aid Section) - Phyllis Leach Station -
Des Moines

Duties

1. Shall handle dictation and correspondence of the Superintendent of Section and Assistant.
2. Tabulates and maintains records and files.
3. Shall assist in other stenographic and clerical duties as assigned.

10. Stenographer (Biology Section) - Margaret Bruce Station - Des Moines

Duties

1. Shall handle dictation and correspondence for the Superintendent of Biology.
2. Maintain necessary records and files relative to biologist research and investigation.
3. Shall assist in other stenographic and clerical duties as assigned.

11. Stenographer (Forestry Section) - Dorothy Coffman Station -
Des Moines

Duties

1. Shall handle dictation and correspondence for Superintendent of Forestry.
2. Maintain necessary records and files relative to forestry and forestry activities.
3. Shall assist in other stenographic and clerical duties as assigned.

12. Clerk (PBX and Receptionist) - Eileen Woods Station - Des Moines

Duties

1. Shall serve as receptionist and P.B.X. operator.
2. Shall maintain itinerary for all traveling employees.
3. Shall assist in disseminating information to the public.
4. Shall assist with clerical and stenographic duties as assigned.

LAND SURVEYS AND ACQUISITION SECTION

The Land Surveys and Acquisition Section is fundamentally concerned with the acquisition of land for the State for public park and game purposes and functions relative thereto.

1. Preliminary reconnaissance.
2. Obtaining options for land purchases.
3. Examination of abstracts and titles and the preparation, execution delivery, payment for recording of conveyances.
4. Determination, survey and marking of shorelines of state-owned bodies of waters and state-owned lands for purposes of fencing, notice of public ownership and preparation of plats and maps of same.
5. Condemnations and preparation of evidence and giving testimony on matters of disputed boundaries and titles.
6. Furnishing information relative to state-owned lands and waters and proposed land acquisitions.

1. Superintendent of Land Surveys & Acquisition - C. E. Sayre
Station - Des Moines

Duties

1. Shall examine abstracts and titles relative to land acquisition.
 2. Prepare, execute, deliver, payment for and record conveyances.
 3. Prepare condemnation actions, prepare evidence and give testimony in matters of boundaries and titles.
 4. Record all conveyances and maintain a real estate record showing all land holdings of the Commission.
 5. Have general supervision on personnel of the section and shall make recommendations to the Chief regarding needed changes to facilitate the proper function of the section.
 6. Shall supervise land surveys and determination of land and shoreline boundaries.
 7. Shall be in charge of the section and be responsible to the Chief of the Division for the successful operation of the section.
 8. Shall make a monthly report to the Chief of the Division on the accomplishments of the section and other reports as the Division Chief deems advisable.
2. Supervisor of Land Acquisition - L. A. Strohman Station - Des Moines

Duties

1. Shall be responsible to and receive assignments relative to obtaining information and options to purchase of land tracts.

2. Shall make contacts with land owners for arrangement to obtain necessary land purchase options.
3. Obtain information relative to boundaries and titles of state-owned lands.
4. Assist Superintendent in the preparation, execution and delivery of land conveyances.

3. Survey Engineer - Neil K. Brown

Station - Estherville

Duties

1. Shall be responsible and receive assignments relative to surveying of state-owned lands.
2. Shall assist Superintendent in preparation of evidence on disputed boundaries and titles.
3. Prepare plats and maps of owned and proposed land acquisitions and determinations of quantity of land in each area.
4. Shall effect surveys and marking of lines of state-owned lands for purpose of fencing and notice to the public of public ownership.

4. Draftsman - John Terrell

Station - Des Moines

Duties

1. Shall be responsible to and assist the Superintendent for preparing maps and plats of owned and proposed land acquisition areas.
2. Shall assist in other drafting, mapping and designing duties as assigned.

ENGINEERING DESIGN AND CONSTRUCTION SECTION

The Engineering Design and Construction Section is fundamentally concerned with and made responsible for all engineering investigations, surveys, plans, design, specifications, the maintenance and operation two hydraulic dredges, supervision, direction and inspection of new and heavy construction projects approved by the Commission; and to furnish engineering assistance and advise to other divisions relative to minor or maintenance construction projects being done by the respective division operational crews. All construction work done by this section must have the approval of the Commission through the Director and the Chief of the Division.

Specifically work of this section will consist of:

1. Investigations
 - a. Investigate and report on all new construction projects contemplated by either the Lands and Waters Division or Fish and Game Division.
 - b. Investigate and report on all maintenance projects for both Lands and Waters and Fish and Game in areas owned by the State of Iowa and give recommendations and cost estimates on all work.
 - c. Investigate and report engineering problems on areas other than those owned by the Commission as assigned.
2. Surveys
 - a. To conduct all preliminary surveys on planned new construction and maintenance projects as approved.
 - b. To do all construction layout and staking for current projects.
 - c. Make all final surveys as to quantities, grades, etc., on completed projects, as well as, complete final inspections.
 - d. Make recommendations for project acceptance and completion checks as to plans and specifications.
3. Design
 - a. Plat results of all construction surveys.
 - b. Design all roads, dams, bridges, etc., and obtain approval on design.
 - c. Write construction specifications.
 - d. Furnish plans, maps and other drawings to all section heads as requested.
 - e. Furnish plans, maps, etc., to outside agencies as instructed.
4. Dredges
 - a. To be responsible for all actual working of two hydraulic dredges now owned by the Commission.
 - b. Prepare reports on dredging progress.
 - c. Make available all necessary material and supplies needed in the dredging operation.
 - d. Make investigations and plans on future dredging work.
 - e. Hire necessary personnel to conduct dredging work and maintenance.
 - f. Keep complete cost accounts and work status records.

1. Superintendent of Engineering Design and Construction - G. G. Powers
Station - Des Moines

Duties

1. Shall be in charge of the section and responsible to the Chief of the Division for successful operation of the section.

2. Shall have general supervision of personnel and function of the section and shall make recommendations to the Chief of the Division to facilitate proper operation.
3. Shall supervise and direct all engineering investigations, surveys, plans, design and construction work assigned to the section.
4. Shall be in charge and direct lake dredging projects and other lake improvement projects.
5. Shall supervise and direct activities of the engineering design office.
6. Shall prepare plans, reports, surveys, specifications and cost estimates on construction projects as assigned.
7. Shall maintain operational programs of construction projects and be responsible for successful completion of project work.
8. Shall make a monthly report to the Chief of the Division on the activities and accomplishments of the section and other reports as the Chief deems advisable.
9. Shall furnish assistance and advise relative to all new construction projects contemplated by the Commission and report the results of investigation and surveys on such, and give recommendations and cost estimates.
10. Shall supervise and certify all costs of construction work projects.

2. Assistant Engineer - John Wymore Station - Des Moines

Duties

1. Shall make investigation and surveys on new construction projects.
2. Shall investigate and report engineering problems on assigned projects including artificial lake projects.
3. Shall inspect and report on construction work progress on projects.
4. Shall assist Superintendent in making investigation, surveys, plans, design, cost estimates on new construction projects.
5. Shall make final surveys, complete final inspection and make recommendations for final project acceptance.

3. Area Construction Engineer - George Wever Station - Des Moines
Robert W. Okey Station - Des Moines

Duties

1. Make preliminary investigations on new areas to be developed.

2. Assist in preliminary surveys.
3. Group or assemble necessary design information for structures and other appurtances.
4. Assist in design.
5. Make individual watershed and hydrology studies.
6. Assist in making documents preparatory to contracts.
7. Inspect heavy construction projects in field.
8. Shall assist the Superintendent in preparing plans and specifications on heavy construction projects.
9. Shall assist in furnishing engineering assistance for small maintenance projects, if or when required.
10. Make final surveys on completed projects, as well as, complete final inspection.

4. Supervisor of Design - Thompson Armitage, Jr. Station - Des Moines

Duties

1. Shall assist the Superintendent in the preparation of plans, design and maps of approved construction projects.
2. Shall assist in the preparation of all preliminary and final specifications and estimates for construction and maintenance projects assigned to the section.
3. Shall supervise the plating of all construction surveys and make completion checks as to plans and specifications.
4. Shall make investigations and inspections of projects as required relative to problems of designs, plans and specifications.

5. Assistant Engineer - Robert A. Wylder Station - Des Moines
F. R. Simms Station - Des Moines

Duties

1. Assist in preliminary surveys.
2. Shall inspect and supervise heavy construction projects in the field.
3. Assist in design and plat results of construction surveys.
4. Supervise construction crews activities in carrying out construction work on assigned projects.
5. Make completion checks as to project plans and specifications and make recommendation for project acceptance.

6. Architect - Urban Rogers

Station - Des Moines

Duties

1. Assist in preparing of plans and design and placing such plans on paper.
2. Assist in preparing cost estimates and specifications for construction projects.
3. Make inspection of projects during construction and on completion of construction of such projects.
4. Assist in preliminary investigations and surveys and make recommendations on same.

7. Landscape Architect - Earl Strayer

Station - Des Moines

Duties

1. Assist in preliminary investigation and surveys,
2. Assist in preparing of plans and design and placing such plans on working papers.
3. Assist in preparing cost estimates and specifications on assigned projects.
4. Make field inspections and surveys during construction and on completion of projects.

8. Engineer - William Randolph

Station - Des Moines

Duties

1. Assist in preliminary surveys.
2. Assemble necessary information relative to new construction, and maintenance projects.
3. Assist in preparation of plans and specifications for soil erosion control projects.
4. Inspect heavy construction projects in field.
5. Assist in preparation of cost estimates and in making documents preparatory to contracts.

9. Engineer - I. D. Windenburg

Station - Des Moines

Duties

1. Assist in preliminary surveys.
2. Supervise construction survey crew for construction layouts and staking for current projects.

3. Make necessary land surveys relative to construction projects.
4. Investigate and report on projects assigned.

10. Architect Draftsman - Station - Des Moines

Duties

1. Drafting of engineering construction projects on paper for field direction.
2. Assist in preparation of cost estimates and specification on construction projects.

11. Engineering Draftsman - Robert Vogt Station - Des Moines

Duties

1. Assist the section superintendent in the operation of Central Design office.
2. Prepares plats, designs and maps relative to construction projects.
3. Assist in preparation of cost estimates and specifications.
4. Assist in supervision of Central Design office activities.

12. Stenographer - Jeanne Windenburg Station - Des Moines

Duties

1. Shall handle dictation and correspondence, typing engineering reports, specifications and estimates.
2. Shall maintain files and records as required on construction work projects.
3. Shall assist in other stenographic and clerical duties as assigned.

13. Engineer Foreman - M. S. Post Station - Des Moines
Ray Gildow Station - Des Moines

Duties

1. Assist in preliminary survey.
2. Supervise crews for construction projects.
3. Make necessary inspection and progress reports on assigned projects.

14. Foremen - Darrell M. Hill
Donald Blasky

Station - Des Moines
Station - Des Moines

Duties

1. Supervise crews for construction projects.
2. Shall make field investigations for construction project repairs.
3. Make necessary inspection and progress reports on construction projects.

DIVISION OF FISH AND GAME

DIVISION OF FISH AND GAME

The work of this Division shall be divided into Sections as follows:

1. Fisheries
2. Game
3. Biology
4. Federal Aid
5. Conservation Officers

A. DIVISION CHIEF - Ray W. Beckman

The Division will be headed by the Division Chief who will be responsible to the Director for all the functions of his Division. He will supervise and coordinate all activities of employees in the various Sections of his Division.

Duties

1. The Chief of the Division shall receive all orders and directives from the Director and shall be responsible to the Director for the successful operation of this Division.
2. All matters pertaining to the work of this Division shall come to and be handled through the Chief of the Division.
3. The Chief of the Division shall make recommendations to the Director for the improvement of the Fish and Game Division.
4. The Chief of the Division shall submit to the Director all matters in this Division requiring Commission attention with his recommendations on the matter.
5. The Chief of the Division shall approve expenditures of all funds within the Division.
6. The Chief of the Division shall keep apprised of the progress of all cooperative research work and make recommendations to the Director concerning its scope, functions and the application of its findings.

A. SECTION SUPERINTENDENTS

1. The Superintendent of each Section in this Division shall receive all orders and directives from and be responsible to the Chief of the Division for the successful operation of this Section.
2. All matters pertaining to the work of the Section shall come to and be handled through the Section Superintendent.
3. The Superintendent of each Section shall make recommendations and reports to the Division Chief as the Division Chief may deem advisable.

4. The Superintendent of each Section shall have general supervision over the other employees in the Section.
5. The Superintendent of each Section shall have specific duties as hereinafter listed and as may be further assigned by the Chief of the Division.
6. The Superintendent of each Section shall council with and make recommendations to the Division Chief on personnel matters within the Section.

FISHERIES SECTION

A. FISHERIES SECTION SUPERINTENDENT - K. M. Maduen Station - Des Moines

Duties

1. Cooperate with the Superintendent of Biology Section in determining needed biological investigations in the Fisheries Section.
2. Make recommendations for fish management work in private waters.
3. Supervise fisheries program in public waters.
4. Put to practical use the facts disclosed by the Cooperative Research Program and the Biology Section.
5. Instruct and advise conservation officers in fisheries problems and work.
6. Have general supervision over fisheries personnel.
7. Make recommendations to the Chief of the Division regarding needed laws, administrative orders, biological investigations and changes needed to make the fisheries program more effective.
8. Cooperate with Federal Aid Section on state areas where joint activities may occur.

B. AREA FISHERIES MANAGER, AREA #1 - Garfield Harker Station - Emmetsburg

Duties

He shall receive orders from and be responsible to the Superintendent of Fisheries for the successful prosecution of the work assigned to him. His specific duties shall include the following:

1. Direct the work crews and have general supervision of the personnel in the Fisheries Section in Area #1.
2. Conduct lake and stream improvement work.
3. Make recommendations to the Superintendent of Section for improvements in the Fisheries Program.

4. Make surveys and investigations as directed by the Superintendent of the Section.
5. Make monthly report to Superintendent of all activities and accomplishments of the Fisheries Section in his area.
6. Make investigations of farm ponds.
7. Propagation and distribution of food and forage fishes.
8. Rescue of stranded fishes from inland waters within area.
9. Maintenance of grounds, property, dams, fishways, fish screens and other facilities.
10. Maintenance of streams and lake improvement devices.

FISH CULTURIST - L. D. Wright

Station - Lake View

Duties

He will be in charge of the hatchery and be directly responsible to the Area Fisheries Manager for the operation and maintenance of the Hatchery.

FISH CULTURIST - Ernest Thune

Station - Humboldt

Duties

He will be in charge of the hatchery and be directly responsible to the Area Fisheries Manager for the operation and maintenance of the Hatchery.

FISH CULTURIST - Fay Fronk

Station - Spirit Lake

Duties

He will be in charge of the hatchery and be directly responsible to the Area Fisheries Manager for the operation and maintenance of the Hatchery.

FISH CULTURIST - R. J. Cooper

Station - Clear Lake

Duties

He will be in charge of the hatchery and be directly responsible to the Area Fisheries Manager for the operation and maintenance of the Hatchery.

FISHERIES FOREMAN - Robert Pulver

Station - Spirit Lake

Duties

He will be in charge of the workshop at Spirit Lake Hatchery and will be directly responsible to the Area Fisheries Manager for the operation and maintenance of workshop.

C. AREA FISHERIES MANAGER, AREA #2 - Lloyd Bailey Station - Lansing

Duties

He shall receive orders from and be responsible to the Superintendent of Fisheries for the successful prosecution of the work assigned to him. His specific duties shall include the following:

1. Direct the work crews and have general supervision of the personnel in the Fisheries Section in Area #2.
2. Conduct lake and stream improvement work.
3. Make recommendations to the Superintendent of Section for improvements in the Fisheries Program.
4. Make surveys and investigations as directed by the Superintendent of the Section.
5. Make monthly report to Superintendent of all activities and accomplishments of the Fisheries Section in his area.
6. Make investigations of farm ponds.
7. Propagation and distribution of food and forage fishes.
8. Rescue of stranded fishes from inland waters within area.
9. Maintenance of grounds, property, dams, fishways, fish screens and other facilities.
10. Maintenance of stream and lake improvement devices.

FISH CULTURIST - Hjalmar Carlsen Station - Decorah

Duties

He will be in charge of the hatchery and be directly responsible to the Area Fisheries Manager for the operation and maintenance of the Hatchery.

FISH CULTURIST - Earl Hubbard Station - Strawberry Pt.

Duties

He will be in charge of the hatchery and be directly responsible to the Area Fisheries Manager for the operation and maintenance of the Hatchery.

FISH CULTURIST - John Spinner Station - Lansing

Duties

He will be in charge of the hatchery and be directly responsible to the Area Fisheries Manager for the operation and maintenance of the Hatchery.

FISH CULTURIST - Donald Edlen

Station - Sabula

Duties

He will be in charge of the Sabula Rescue Station and will be directly responsible to the Area Fisheries Manager for the operation and maintenance of the Station.

FISHERIES FOREMAN -

Station - Sabula

Duties

He shall supervise workmen and receive all orders from and be responsible to the Area Fisheries Manager.

FISHERIES FOREMAN - Melvin Hoffman

Station - Strawberry Pt.

Duties

He shall supervise workmen and receive all orders from and be responsible to the Area Fisheries Manager.

FISHERIES FOREMAN - Wilson Cooper

Station - Lansing

Duties

He shall supervise workmen and receive all orders from and be responsible to the Area Fisheries Manager.

D. AREA FISHERIES MANAGER, AREA #3 - C. L. King

Station - Osceola

Duties

He shall receive orders from and be responsible to the Superintendent of Fisheries for the successful prosecution of the work assigned to him. His specific duties shall include the following:

1. Direct the work crews and have general supervision of the personnel in the Fisheries Section in Area #3.
2. Conduct lake and stream improvement work.
3. Make recommendations to the Superintendent of Section for improvements in the Fisheries Program.
4. Make surveys and investigations as directed by the Superintendent of the Section.
5. Make monthly report to Superintendent of all activities and accomplishments of the Fisheries Section in his area.
6. Make investigations of farm ponds.
7. Propagation and distribution of food and forage fishes.

8. Rescue of stranded fishes from inland waters within area.
9. Maintenance of grounds, property, dams, fishways, fish screens and other facilities.
10. Maintenance of stream and lake improvement devices.

FISH CULTURIST - Dale Stufflebeam

Station - Drakesville

Duties

He will be in charge of the hatchery and be directly responsible to the Area Fisheries Manager for the operation and maintenance of the Hatchery.

E. SUPERVISOR OF ROUGH FISH CONTROL - Charles O'Farrell-Station - Spirit Lake

Duties

He shall receive all orders from and be responsible to the Superintendent of Fisheries for the successful operation of this work. His specific duties shall include the following:

1. Removal of rough fish from state lakes and streams.
2. Assist the Area Fisheries Manager in inland fish rescue work.
3. Other special assignments as directed by the Superintendent of Section.

ASSISTANT SUPERVISOR OF ROUGH FISH CONTROL -

Station - Spirit Lake

He shall receive all orders from and be responsible to the Supervisor of Rough Fish Control on all work assignments.

FISHERIES FOREMAN - Neil Nelson

Station - Spirit Lake

He shall supervise workmen and receive all orders from and be responsible to the Supervisor of Rough Fish Control.

FISHERIES FOREMAN - Floyd Thompson

Station - Spirit Lake

He shall supervise workmen and receive all orders from and be responsible to the Supervisor of Rough Fish Control.

GAME SECTION

A. GAME SECTION SUPERINTENDENT - Paul Leaverton

Station - Des Moines

Duties

1. Cooperate with the Superintendent of Biology Section in determining needed biological investigations in the Game Section.

GAME FOREMAN - Clyde K. Christensen

Station - Estherville

Duties

He shall employ and supervise workmen and carry out all orders as directed by the Area Game Manager.

C. AREA GAME MANAGER, AREA #2 - T. L. Berkley

Station - Cedar Rapids

Duties

He shall receive orders from and be responsible to the Superintendent of Game for the successful prosecution of the work assigned to him. His specific duties shall include the following:

1. Direct the Game foreman and his work crews and have general supervision of the personnel in the Game Section in Area #2.
2. Have direct supervision of the Unit Game Managers in Area #2.
3. Cooperate with the Assistant Superintendent of Federal Aid Section responsible for state lands in preparing and carrying out development and maintenance plans on all areas where Pittman-Robertson funds are involved.
4. Supervise development and maintenance work on state lands other than those described in Duty #3 above.
5. Make and superintend agricultural leases on state areas other than those within the Game Management Units.
6. Have charge of winter feeding program on state game lands in Area #2.
7. Make required monthly reports to the Superintendent of all activities and accomplishments of the Game Section in his area.
8. Make required monthly reports to the Superintendent of the Federal Aid Section of all activities and accomplishments on Pittman-Robertson Areas.

GAME FOREMAN - Robert Thompson

Station - Independence

Duties

He shall employ and supervise workmen and carry out all orders as directed by the Area Game Manager.

D. AREA GAME MANAGER, AREA #3 - Earl Scherf

Station - Osceola

Duties

He shall receive orders from and be responsible to the Superintendent of Game for the successful prosecution of the work assigned to him. His specific duties shall include the following:

1. Direct the Game Foreman and his work crews and have general supervision of the personnel in the Game Section in Area #3.
2. Have direct supervision of the Unit Game Managers in Area #3.
3. Cooperate with the Assistant Superintendent of Federal Aid Section responsible for state lands in preparing and carrying out development and maintenance plans on all areas where Pittman-Robertson funds are involved.
4. Supervise development and maintenance work on state lands other than those described in Duty #3 above.
5. Make and superintend agricultural leases on state areas other than those within the Game Management Units.
6. Have charge of winter feeding program on state game lands in Area #3.
7. Make required monthly reports to the Superintendent of all activities and accomplishments of the Game Section in his area.
8. Make required monthly reports to the Superintendent of the Federal Aid Section of all activities and accomplishments on Pittman-Robertson Areas.

GAME FOREMAN - M. D. Cavender

Station - Mt. Ayr

Duties

He shall employ and supervise workmen and carry out all orders as directed by the Area Game Manager.

E. SUPERVISOR OF STATE GAME FARM - C. H. Updegraff

Station - Boone

Duties

He shall receive orders from and be responsible to the Superintendent of Game for the successful operation of the Game Farm. He shall employ one full time helper, and extra help as needed upon approval of Section Superintendent. His specific duties shall include the following:

1. Successfully produce the birds and animals needed for seed stock in the game program as economically as possible.
2. To keep and care for such birds and animals as may be consigned to him.

F. SUPERVISOR OF PREDATORY ANIMAL CONTROL -

Duties

He shall receive orders from and be responsible to the Superintendent of Game for the successful operation of this work. His specific duties shall be as follows:

1. It will be his responsibility to control bird and mammal populations in areas, and at times when such control is deemed advisable.
2. Carry out all state trapping operations.
3. Secure wild birds and animals for exhibits.
4. Have charge of the handling and disposition of all furs.

BIOLOGY SECTION

A. BIOLOGY SECTION SUPERINTENDENT - E. B. Speaker Station - Des Moines

Duties

1. Prepare and keep current a comprehensive biological program, list and classify all fish and game waters and lands, setting out their primary, secondary, and other less important uses and make recommendations for their development and improvement on the basis of their classification.
2. Devise and keep current insomuch as it is impossible a perpetual inventory of our fishes, game birds and animals.
3. Correlate and direct the work of the four fisheries biologists and the four game biologists and have direct supervision of the Biology Section personnel.
4. Advise conservation officers in matters pertaining to biological work.
5. Make recommendations to the Chief of the Division on matters of wildlife management and carry out such biological work as is approved by the Chief of the Division.
6. Cooperate with the Iowa Cooperative Research Unit in biological investigations.
7. Cooperate with the Superintendent of Fisheries, Superintendent of Game and the Superintendent of Federal Aid Section in determining needed biological investigations.
8. Make recommendations to the Chief of the Division regarding needed laws, administrative orders, biological investigations and changes needed to make the fishermen program more effective.

B. FISHERIES BIOLOGIST - Earl T. Rose Station - Spirit Lake

Duties

He shall receive all orders from and be responsible to the Superintendent of the Biology Section for fisheries biological work assigned to him. Direct and supervise the work of his assistants.

1. Make surveys and investigations as directed by the Superintendent of Section.
2. Make monthly report to Superintendent of Section of all activities and accomplishments.

C. FISHERIES BIOLOGIST - Harry Harrison Station - Madrid

Duties

He shall receive all orders from and be responsible to the Superintendent of the Biology Section for fisheries biological work assigned to him. Direct and supervise the work of his assistants.

1. Make surveys and investigations as directed by the Superintendent of Section.
2. Make monthly report to Superintendent of Section of all activities and accomplishments.

D. FISHERIES BIOLOGIST - Tom Moen Station - Spirit Lake

Duties

He shall receive all orders from and be responsible to the Superintendent of the Biology Section for fisheries biological work assigned to him. Direct and supervise the work of his assistants.

1. Make surveys and investigations as directed by the Superintendent of Section.
2. Make monthly report to Superintendent of Section of all activities and accomplishments.

E. FISHERIES BIOLOGIST - Bob Cleary Station - Independence

Duties

He shall receive all orders from and be responsible to the Superintendent of the Biology Section for fisheries biological work assigned to him. Direct and supervise the work of his assistants.

1. Make surveys and investigations as directed by the Superintendent of Section.
2. Make monthly report to Superintendent of Section of all activities and accomplishments.

F. QUAIL BIOLOGIST - Eldon Stempel Station - Ottumwa

Duties

He shall receive all orders from and be responsible to the Superintendent of Biology for quail biological work assigned to him.

1. He shall make a monthly report to the Superintendent of all activities and accomplishments.

G. PHEASANT BIOLOGIST - Dick Nomsen

Station - Hampton

Duties

He shall receive all orders from and be responsible to the Superintendent of Biology for pheasant biological work assigned to him.

1. He shall make a monthly report to the Superintendent of all activities and accomplishments.

H. WATERFOWL & MARSH MAMMAL BIOLOGIST - Jim Sieh

Station - Spirit Lake

Duties

He shall receive all orders from and be responsible to the Superintendent of Biology for waterfowl and aquatic vegetation work assigned to him.

1. He shall make a monthly report to the Superintendent of all activities and accomplishments.

I. UPLAND MAMMAL BIOLOGIST - Glen Sanderson

Station - Marion

Duties

He shall receive all orders from and be responsible to the Superintendent of Biology for upland mammal work assigned to him.

1. He shall make a monthly report to the Superintendent of all activities and accomplishments.

FEDERAL AID SECTION

A. FEDERAL AID SECTION SUPERINTENDENT - Lester F. Faber-Station - Des Moines

Duties

1. Cooperate with Biology Section in determining needed biological investigations pertaining to Pittman-Robertson projects.
2. Make recommendations for game management work on private land.
3. Be responsible for the obligation and spending of Pittman-Robertson funds and to voucher for all funds used.
4. Put to practical use facts disclosed by Cooperative Research Program and the Biology Section.
5. Instruct and advise conservation officers on Pittman-Robertson projects and programs.
6. Have general supervision over personnel in Federal Aid Section.

7. Be responsible for the preparation of project documents, reports, maps for Pittman-Robertson projects.
8. Be co-responsible with Superintendent of Game for development and maintenance of public lands on which Pittman-Robertson funds are used.
9. Cooperate with Fisheries Section on state areas where joint activities may occur.
10. Plan and make recommendations for game development projects to be handled with Pittman-Robertson funds.

B. ASSISTANT SUPERINTENDENT OF FEDERAL AID - Glen Yates Station - Des Moines

Duties

He shall receive orders from and be responsible to the Superintendent of Federal Aid for successful prosecution of work assigned to him. His specific duties shall include the following:

1. Be responsible for the preparation and carrying out of state-wide Farm-Game Habitat Development Projects.
2. Have supervision over employees hired on this project.
3. Assist Superintendent of Section in preparing documents and vouchers covering this project.
4. Submit special reports as required by Superintendent of Section.

C. ASSISTANT SUPERINTENDENT OF FEDERAL AID -

Duties

He shall receive orders from and be responsible to the Superintendent of Federal Aid Section for successful prosecution of work assigned to him. His specific duties shall include the following:

1. Aid the Superintendent of Section in locating, surveying, and acquisition of wildlife areas.
2. Make investigations and submit reports on areas to be acquired with Pittman-Robertson funds.
3. Cooperate with Area Game Managers in preparing and carrying out development and maintenance plans for Pittman-Robertson Units.
4. Assist Superintendent of Section in preparing documents and vouchers on these projects.
5. Submit special reports as required by Superintendent of Section.

D. UNIT GAME MANAGER - Lester C. Fleming

Station - Des Moines

Duties

He shall receive orders from and be responsible to the Area Game Manager for all work pertaining to state-owned land in his Game Management Unit. His specific duties shall include the following:

1. To have complete charge of the Rice Lake Game Management Unit.
2. To manually perform development and maintenance work including: planning and planting of food and cover crops, building fences; posting, making population inventories, preparing vegetative and other required maps, maintaining fences, water control structures, road and other similar items on the Unit.
3. To have complete charge of manipulation of water levels in areas being managed primarily for game in his unit and to have complete charge of all water control structures in this area.
4. To supervise any extra employees needed for the administration, development and maintenance of the Rice Lake Game Management Unit.
5. To make and superintend agricultural leases on his unit.
6. To make regular inspections of all areas in the Rice Lake Game Management Unit.
7. To make required monthly reports to Area Game Manager of all activities and accomplishments on his Game Management Unit.

E. UNIT GAME MANAGER - John L. McSweeney

Station - Estherville

Duties

He shall receive orders from and be responsible to the Area Game Manager for all work pertaining to state-owned land in his Game Management Unit. His specific duties shall include the following:

1. To have complete charge of the Mud-High Game Management Unit.
2. To manually perform development and maintenance work including: planning and planting of food and cover crops, building fences; posting, making population inventories; preparing vegetative and other required maps; maintaining fences, water control structures, road and other similar items on the Unit.
3. To have complete charge of manipulation of water levels in areas being managed primarily for game in his Unit and to have complete charge of all water control structures in these areas.
4. To supervise any extra employees needed for the administration, development and maintenance of the Mud-High Game Management Unit.
5. To make and superintend agricultural leases on his Unit.

6. To make regular inspections of all areas in the Mud-High Game Management Unit.
7. To make required monthly reports to Area Game Manager of all activities and accomplishments on his Game Management Area.

F. UNIT GAME MANAGER - Howard Walsh

Station - Ruthven

Duties

He shall receive orders from and be responsible to the Area Game Manager for all work pertaining to state-owned land in his Game Management Unit. His specific duties shall include the following:

1. To have complete charge of the Ruthven Game Management Unit.
2. To manually perform development and maintenance work including: planning and planting of food and cover crops, building fences; posting, making population inventories, preparing vegetative and other required maps, maintaining fences, water control structures, roads and other similar items on the Unit.
3. To have complete charge of manipulation of water levels in areas being managed primarily for game in his unit and to have complete charge of all water control structures in these areas.
4. To supervise any extra employees needed for the administration, development and maintenance of the Ruthven Game Management Unit.
5. To make and superintend agricultural leases on his unit.
6. To make regular inspections of all areas in the Ruthven Game Management Unit.
7. To make required monthly reports to Area Game Manager of all activities and accomplishments on his Game Management Unit.

CONSERVATION OFFICER SECTION

A. DISTRICT SUPERVISOR, AREA #1 - Joseph Hopkins

Station - Osage

Duties

He shall be responsible to and receive all orders from the Chief of the Division. His specific duties shall include the following:

1. General supervision of the work of Conservation Officers in this Area.
2. Keep a record of each officer's equipment and see that such equipment is maintained in a good state of repair.
3. Make recommendations for the purchase of replacements and new equipment.

4. Maintain the necessary contacts so as to be assured that each officer fully understands and efficiently carries out the policies of the Commission.
5. Instruct and train newly appointed officers.
6. Make recommendations to the Chief of the Division on territory changes.
7. Assist officers in law enforcement and public relations technique.
8. Promote the general moral in his area and maintain harmony and cooperation among all personnel.
9. Cooperate with the various Superintendents in the Fish and Game Division in facilitating their work and activities.
10. Maintain contact with Supervisors in the Division of Lands and Waters to coordinate activities of overlapping responsibility.
11. Assist in semi-annual rating of Conservation Officers.
12. Make a monthly report to the Chief of the Division on all activities and accomplishments.

B. CONSERVATION OFFICERS, AREA #1

<u>Name</u>	<u>County</u>		<u>Name</u>	<u>County</u>
Bill Ayers	Wright, Hancock	:	A. E. McMahon	Carroll, Greene
H. Brucklacher	Lyon, Osceola	:	F. Rokenbrodt	Humboldt, Pocahontas
Eugene Goeders	Calhoun, Webster	:	Kay Setchell	Hamilton, Hardin
Basil Downing	Crawford, Monona	:	Wendell Simonson	Kossuth
Verl Holmes	Ida, Sac	:	Frank Starr	Buena Vista, Cherokee
Ben Jackson	Clay, O'Brien	:	J. Z. Stevens	Cerro Gordo
Harold Johnson	Emmet, Palo Alto	:	Walter Trusell	Woodbury
Floyd Morley	Winnebago, Worth	:	Warren Wilson	Boone, Story
Cecil Schomer	Dickinson	:	Eugene Newell	Plymouth, Sioux

Duties

It seems advisable to include the following observations as a preliminary to an outline of the duties of Conservation Officers who form the backbone of this organization. Much of the success or failure of Fish and Game Progress in Iowa hinges on how the Conservation Officer understands the Commission's basic conservation policy and how well he is able to analyze his local problems, interpret them in terms of Commission's Policy and express them to the people of the community. There is but one policy and it differs only in each territory only as the various phases of it are more or less applicable.

1. The first duty of a conservation officer is to promote the policy of the Commission.
2. He shall be directly responsible to the Area Supervisor of Conservation Officers for successfully carrying out the conservation

program in his territory.

3. Enforcement of fish and game laws and cooperation with conservation officers of Lands and Waters Division on the enforcement of all conservation laws.
4. Public relations and educational work including contacts with sportsmen, farmers, schools, junior groups, civic groups, sportsmens organizations, etc., to acquaint them with the importance and necessity of sound conservation and what the department is doing and why.
5. Assist with fish management work which includes fish rescue on small jobs not large enough to justify the use of the Fisheries rescue crew. Assistance in fish stocking, burying of dead fish, posting of lakes and streams as spawning areas, or against minnow removal, etc., as instructed. Cooperate with personnel from the Fisheries and Biology Sections on stream improvement and other fisheries work when instructed.
6. Assist with game program on private land, including cooperation with sportsmen and farmers to improve environment for wildlife, teaching of proper management practices and cooperation with groups in game propagation and stocking. Cooperation with personnel from game and biology sections on game problems as instructed.
7. Assist in distribution and sale of hunting and fishing licenses.
8. Assist Biology Section in surveys and investigations as instructed.

C. DISTRICT SUPERVISOR, AREA #2 - Lester Pike

Station - Cedar Rapids

Duties

He shall be responsible to and receive all orders from the Chief of the Division. His specific duties shall include the following:

1. General supervision of the work of Conservation Officers in this Area.
2. Keep a record of each officer's equipment and see that such equipment is maintained in a good state of repair.
3. Make recommendations for the purchase of replacements and new equipment.
4. Maintain the necessary contacts so as to be assured that each officer fully understands and efficiently carries out the policies of the Commission.
5. Instruct and train newly appointed officers.
6. Make recommendations to the Chief of the Division on territory changes.

7. Assist officers in law enforcement and public relations technique.
8. Promote the general moral in his area and maintain harmony and cooperation among all personnel.
9. Cooperate with the various Superintendents in the Fish and Game Division in facilitating their work and activities.
10. Maintain contact with Supervisors in the Division of Lands and Waters to coordinate activities of overlapping responsibility.
11. Assist in semi-annual rating of Conservation Officers.
12. Make a monthly report to the Chief of the Division on all activities and accomplishments.

D. CONSERVATION OFFICERS, AREA #2

<u>Name</u>	<u>County</u>	<u>Name</u>	<u>County</u>
C. R. Adamson	Scott	: Maurice Jensen	Clinton, Jackson
Wes Ashby	Iowa, Johnson	: George Kaufman	Allamakee, Clayton
Jim Baldwin	Des Moines, Henry	: Lloyd Kiefer	Linn
James Becker	Buchanan, Delaware	: Louis Lemke	Cedar, Jones
Ecil Benson	Lee, Van Buren	: Jim McElliott	Mitchell, Floyd
H. M. Blomquist	Fayette, Winnishiek	: Dan Nichols	Louisa, Muscatine
Herbert Eeels	Howard, Chickasaw	: Robert Rollins	Benton, Tama
James Gregory	Butler, Franklin	: Frank Tellier	Dubuque
Walter Harvey	Grundy, Marshall	: Dick Thompson	Black Hawk, Bremer
Gene Hlavka	Jasper, Poweshiek	:	

Duties

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2. He shall be directly responsible to the Area Supervisor of Conservation Officers for successfully carrying out the conservation program in his territory.
3. Enforcement of fish and game laws and cooperation with conservation officers of Lands and Waters Division on the enforcement of all conservation laws.

4. Public relations and educational work including contacts with sportsmen, farmers, schools, junior groups, civic groups, sportsmens organizations, etc., to acquaint them with the importance and necessity of sound conservation and what the department is doing and why.
5. Assist with fish management work which includes fish rescue on small jobs not large enough to justify the use of the Fisheries rescue crew. Assistance in fish stocking, burying of dead fish, posting of lakes and streams as spawning areas, or against minnow removal, etc., as instructed. Cooperate with personnel from the Fisheries and Biology Sections on stream improvement and other fisheries work when instructed.
6. Assist with game program on private land, including cooperation with sportsmen and farmers to improve environment for wildlife, teaching of proper management practices and cooperation with groups in game propagation and stocking. Cooperation with personnel from game and biology sections on game problems as instructed.
7. Assist in distribution and sale of hunting and fishing licenses.
8. Assist Biology Section in surveys and investigations as instructed.

E. DISTRICT SUPERVISOR, AREA #3 - David W. Fisher Station - Indianola

Duties

He shall be responsible to and receive all orders from the Chief of the Division. His specific duties shall include the following:

1. General supervision of the work of Conservation Officers in this area.
2. Keep a record of each officer's equipment and see that such equipment is maintained in a good state of repair.
3. Make recommendations for the purchase of replacements and new equipment.
4. Maintain the necessary contacts so as to be assured that each officer fully understands and efficiently carries out the policies of the Commission.
5. Instruct and train newly appointed officers.
6. Make recommendations to the Chief of the Division on territory changes.
7. Assist officers in law enforcement and public relations technique.
8. Promote the general moral in his area and maintain harmony and cooperation among all personnel.
9. Cooperate with the various Superintendents in the Fish and Game Division in facilitating their work and activities.

10. Maintain contact with Supervisors in the Division of Lands and Waters to coordinate activities of overlapping responsibility.
11. Assist in semi-annual rating of Conservation Officers.
12. Make a monthly report to the Chief of the Division on all activities and accomplishments.

F. CONSERVATION OFFICERS, AREA #3

<u>Name</u>	<u>County</u>		<u>Name</u>	<u>County</u>
Robert Barrett	Adair, Guthrie	:	H. W. McMullen	Union, Ringgold, Taylor
Bill Boswell	Appanoose, Monroe	:	Lester Lomke	Fremont, Page
Dwight Bramon	Washington, Jefferson	:	Robert Mineck	Mills, Montgomery
Ward Garrett	Pottawattamie	:	Charles Olofson	Keokuk, Mahaska
Glen Harris	Marion, Warren	:	Wayne Sanders	Davis, Wapello
Christie Hein	Lucas, Wayne	:	Vern Shaffer	Clarke, Decatur
Lloyd Huff	Polk	:	Frank Tucker	Audubon, Cass, Adams
Jerry Jauron	Harrison, Shelby	:	Carl Warren	Dallas, Madison

Duties

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1. The first duty of a conservation officer is to promote the policy of the Commission.
2. He shall be directly responsible to the Area Supervisor of Conservation Officers for successfully carrying out the conservation program in his territory.
3. Enforcement of fish and game laws and cooperation with conservation officers of Lands and Waters Division on the enforcement of all conservation laws.
4. Public relations and educational work including contacts with sportsmen, farmers, schools, junior groups, civic groups, sportsmens organizations, etc., to acquaint them with the importance and necessity of sound conservation and what the department is doing and why.
5. Assist with fish management work which includes fish rescue on small jobs not large enough to justify the use of the Fisheries rescue crew. Assistance in fish stocking, burying of dead fish, posting of lakes and streams as spawning areas, or against minnow removal, etc., as instructed. Cooperate with personnel from the

Fisheries and Biology Sections on stream improvement and other fisheries work when instructed.

6. Assist with game program on private land, including cooperation with sportsmen and farmers to improve environment for wildlife, teaching of proper management practices and cooperation with groups in game propagation and stocking. Cooperation with personnel from game and biology sections on game problems as instructed.
7. Assist in distribution and sale of hunting and fishing licenses.
8. Assist Biology Section in surveys and investigations as instructed.

DIVISION OF LANDS AND WATERS

DIVISION OF LANDS AND WATERS

The work of this Division shall be divided into sections as follows:

1. Park, Reserves and Monuments
2. Waters
3. Forests

1. DIVISION CHIEF - Wilbur A. Rush Station - Des Moines

The Division will be headed by the Division Chief who will be responsible to the director for all the functions of his Division. He will supervise and coordinate all activities of employees in the various departments of his Division.

Duties

1. The Chief of the Division shall receive all orders and directives from the Director and shall be responsible for the successful operation of the Division.
2. All matters pertaining to the work of this Division shall come to and be handled through the Chief of the Division.
3. The Chief of the Division shall make recommendations to the Director for the improvement of the Lands and waters Division.
4. The Chief of the Division shall submit to the Director all matters in this Division requiring Commission attention with his recommendations in the matter.
5. Approve expenditures of all funds within the Division.

2. COOPERATIVE RESEARCH

The Chief of the Division shall keep apprised of all cooperative research work and make recommendations to the Director concerning its scope, functions and the application of its findings.

3. STATE FORESTER

Consultant to Chief of Division on all matters pertaining to forests and forestry matters.

4. HEADS OF SECTIONS

Duties - General

1. Superintendent of a Section in this Division shall receive all orders and directives from and be responsible to the Chief of the Division for the successful operation of his Section.
2. Assist with preparation of area development plans in Section.

3. All matters pertaining to the work of the Section shall come to and be handled through the Section Head.
4. Superintendent of each Section shall make recommendations and reports to the Division Chief as the Division Chief may deem advisable.
5. The Superintendent of a Section shall have general supervision over the other employees in the Section and counsel with and make recommendations as to personnel within the Section.
6. The Superintendent of a Section shall have specific duties as hereinafter listed and as may be further assigned by the Chief of the Division.
7. Purchase and distribution of supplies and equipment within the Section.
8. Each Head of a Section shall be responsible for field inspections of major projects carried on in his Section.

5. PARKS, RESERVES AND MONUMENTS SECTION

Superintendent: Raymond Mitchell Station - Des Moines

Duties, Specific:

1. Maintenance of buildings, grounds, facilities, equipment, etc.
2. Negotiation and supervision of concession contracts.
3. Schedule priority of improvements for each area.
4. General supervision of construction activities within park areas.
5. Supervision of Land Leases and Land Management of newly acquired area pending completion of development program.
6. Authorize amount of extra help and wage scales to be paid, together with dates of employment.
7. Supervise noxious weed and tree disease spraying program.
8. Supervise all planting, thinning and disease tree removal in this section.
9. Prepare and maintain proper area records.
10. Purchase and distribution of supplies for all areas.
11. Supervise erosion control program within the areas under his supervision.

- A. - District Supervisors - - - - District No. 1 - E. L. Galliard
 District No. 2 - Robert Killen
 District No. 3 - W. R. Chastain

Area Park Managers

1. Responsible to Superintendent for maintenance of buildings, grounds, facilities, equipment etc., in the respective areas in each district.
2. Hire extra help at rate and hour schedule as approved by Superintendent.
3. Issue all orders to conservation officers, custodians and caretakers in their respective districts.
4. Recommend to Superintendent improvements and changes.
5. Handle detail matters in areas.
6. Prepare supply and equipment lists for Superintendent.
7. Operate areas in an economical and efficient manner.
8. Personnel matters to be handled with Superintendent.
9. Reports as required.

- B. - Central Shop - Statewide activities. Shop manager - L. F. Reed, Solon

1. Construction of picnic tables, signs, cabin and lodge equipment and other activities as directed by Section Head.

- C. - Conservation Officers - Park Custodians - as assigned.

District No. I

H. N. Anderson	Stone Park	Sioux City
J. A. Babcock	Dolliver Memorial	Lehigh
Dayle Wilson	Oak Grove	Hawarden
Harold Cole	Clear Lake Areas	Clear Lake
D. V. Hicks	Pine Lake	Eldora
M. L. Jones	Ledges	Boone
	Pilot Knob	Forest City
Harold Knoop	A. A. Call	Algona
Harold Morgan	Ft. Defiance	Estherville
E. A. Saxton	Beeds Lake	Hampton
L. D. Wright	Black Hawk	Lake View

District No. II

Johnnie Maas	Josh Higgins	Cedar Falls
H. J. Schlotfeldt	Wild Cat Den	Muscatine
L. J. Schmidt	Backbone	Strawberry Point

District No. III

J. W. Brill	Lake Wapello	Drakesville
Harold Carter	Springbrook	Guthrie Center
Howard Coon	Lacey-Keosauqua	Keosauqua
Joe Etzen	Lake Darling	Brighton
	Walnut Woods	West Des Moines
Vernard Haufle	Geode	Danville
Lynn Johnson	Waubonsie	Hamburg
W. E. Myers	Lake Ahquabi	Indianola
Wayne Partridge	Lake Keomah	Oskaloosa
H. J. Ripperger	Lake of Three Fires	Bedford
R. E. Sloan	Oakland Mills	Mt. Pleasant
Raymond Turner	Pammel	Winterset

Much of the success or failure of conservation progress in Iowa hinges on how the conservation officer understands the Commission's basic conservation policy and how well he is able to analyze his local problems, interpret them in terms of Commission's policy and express them to the people of the community. There is but one policy and it differs only in each territory as the various phases of it are more or less applicable.

Duties under direction of Area Managers

1. Economically and efficiently maintain all buildings, grounds, and facilities in their respective areas.
2. Work with and supervise the activities of extra help employed in their individual area.
3. Public relations and educational work including contacts with sportsmen, farmers, schools, junior groups, civic groups, sportsmen organization, etc., to acquaint them with the importance and necessity of sound conservation and what the department is doing and why.
4. Such other duties as prescribed by District Supervisor.
5. Reports as required.
6. Law enforcement.

6. WATERS SECTION

Superintendent -

Duties, Specific:

1. Prepare and recommend development plans for all inland waters of the state, in cooperation with Departmental Superintendents of this Division and the Fish and Game Division and the Engineering Section of the Division of Administration.

2. Supervise activities of Boat Inspector, Materials Inspector and Erosion Control Supervisor.
3. Prepare detail plans and estimates of work of the section in cooperation with Engineering Section of the Division of Administration.
4. Check all sand, gravel and ice permits before approval by Division Chief and Director.
5. Carry on water safety education program.
6. Erosion Control program.

A - Conservation Officers - Water Section - as assigned.

I. E. Carrier	Lake Manawa	Council Bluffs
Marvin Hansen	Clear Lake	Clear Lake
Paul Shuck	Lake Okoboji	Lake Okoboji

Duties, specific:

1. In charge of activities in the areas to which assigned.
2. Water Safety education.
3. Enforcement of navigation and conservation laws.
4. Reports as required.
5. Other duties as assigned by Superintendent.

B - Boat Inspector - Verne H. Petersen Station: Clear Lake

Duties, General (as required by 1946 Code of Iowa)

"The Boat Inspector shall have the power and authority to determine whether the boat is safe for the transportation of passengers and upon what waters it may be used, to determine and designate the number of passengers, including crew, that may be carried, to determine whether the machinery, equipment and all appurtenances are such as to make said boat seaworthy where used and equipped as provided herein, and such other matters as are pertinent. -- Any person desiring a pilot's or engineer's license shall file with the Commission an application therefore upon forms prepared and furnished by the Commission. Such license may be issued by the boat inspector or inspectors aforesaid. Before the boat inspector shall issue such license, he shall investigate the competency of the applicant, his acquaintance with and experience in boat work, his habits as to sobriety, his mental and physical qualifications for the work, his acquaintance with the waters for which application to operate upon is made, his familiarity with the laws and regulations pertaining to boat operation, and all other pertinent matters.

* * *

Duties, Specific:

1. Supervise activities of lake custodians and patrolmen.
2. Assist with water safety education.
3. Such duties as may be prescribed by Section Superintendent.
4. Check on applications for dock permits and supervise issuance.

C - Materials Inspector - K. M. Rooker

Station: Des Moines

Duties:

1. Inspection as required by law for the issuance of sand and gravel and ice permits.
2. Check on amounts of materials removed.
3. Proper reports from operators received.
4. Collection of fees due Department.
5. Field inspection - construction permits - meandered streams.
6. Such other duties as Section Superintendent may designate.

D - Supervisor of Erosion Control - W. L. Frank

Station: Chariton

Duties:

1. Prepare complete maps and plans for erosion control on each artificial lake watershed.
2. Be responsible for carrying out the erosion control plan for each area after it has been approved by the Chief of Division and the Director.
3. Supervise activities of personnel employed on erosion control projects.
4. Cooperate with various other soil conservation organizations and activities in promoting a program of soil conservation in the state.
5. Carry on public relations and educational work including contacts with farmers, sportsmen and sportsmen's organizations, schools, civic groups and other conservation agencies to acquaint them with the importance and necessity of soil conservation in Iowa and especially on the watersheds of our lakes.

6. Other duties in relation to soil conservation as may be assigned.

7. FOREST SECTION

Superintendent - M. A. Ellerhoff

Station: Des Moines

Duties, Specific

1. Purchase and distribution of supplies and equipment for section.
2. Authorize amount of extra help and wage scales to be paid, together with dates of employment.
3. Set up production schedules for State Forest Nursery and see that all seed is procured for the Nursery in time to meet production schedules.
4. Set up and recommend general development plan for all areas in this section.
5. Supervise and coordinate activities of area conservation officer.
6. Recommend additional acquisitions.
7. Cooperate with Federal Services in development of forest areas.
8. Supervise overall distribution of nursery stock to various activities for which stock was produced.
9. Administer state forests as to the following:
 - a. Timber management
 - b. Game management - cooperation with Game Section
 - c. Soil and water conservation
 - d. Recreation in forest areas with Park Section
 - e. Fire control organization with Park Section, and Fish and Game Division.
 - f. Leasing of forest area land.
 - g. Operation, such as logging, private sale, cruising, etc.
 - h. Development
 - i. Supervision and operation of Nursery
 - j. Set up demonstration areas.
10. Supervise farm forestry program.

A. Nurseryman: William K. Wyatt

Station: Ames

Duties:

1. Propagate, plant and supervise all operations of nursery, including lifting, preparation, and shipping of trees.

2. Hire all help required for operation of Nursery
3. Maintain building and equipment.
4. Prepare list of supplies needed for operations.
5. Provide inventories of stock as needed by the Superintendent of Forests.

B. Conservation Officers - as assigned.

Milo Peterson	Yellow River	McGregor
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Duties:

1. In charge of all activities of area to which assigned.
2. Duties as outlined by Superintendent.
3. Reports as required.
4. Cooperation with all agencies.
5. Law enforcement.

C. Farm Foresters

Allan Allyn	Fairfield, Iowa	Jefferson, Henry, Des Moines
H. G. Hertel	Adel, Iowa	Boone, Dallas, Polk, Warren, and Madison Counties.
Robert Drexler	Farmington, Iowa	Lee and Van Buren Shimek State Forest
John Stokes	Anamosa, Iowa	Linn, Cedar, Johnson, and Washington Counties.
Robert Church	Albia, Iowa	Lucas, Monroe, Wayne and Appanoose Counties Stephen's State Forest

Duties:

1. Promote good woodland management phases of forestry on privately owned lands.
2. Encourage private and public tree planting.
3. Develop markets for forestry products for woodland owners.
4. Assist woodlot owners in developing management plans.
5. Develop sources of raw materials for mill operators.
6. Develop markets for native lumber produced by local mills.

7. Provide technical advice and field assistance to landowners, sawmill operators and employees of the department in forestry matters.
8. Carry on public relation activities to show economic value of native woodlands and plantations in producing forest or wood crops, flood control, soil and water conservation, wildlife habitat and recreation.
9. Carry on an active educational program to teach the need of protecting our woodlands from fire.

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