

John M. Stokely

OPERATIONAL POLICY
STATE CONSERVATION COMMISSION
JANUARY 1, 1968

OPERATIONAL POLICY
STATE CONSERVATION COMMISSION
JANUARY 1, 1968

INDEX

POLICY NO.	PAGE
31 - ABSENCE FROM TERRITORY (CONSERVATION OFFICERS)	9
54 - AQUATIC VEGETATION CONTROL	17
12 - BEVERAGE SALE	3
7 - CAMPING FEES	2
2 - COMMISSION PROPERTY (EXCLUSIVE USAGE)	1
37 - CONSERVATIONIST (FREE MAILING)	11
32 - CONSERVATION OFFICERS APPOINTMENT	9
52 - CONTRACT CHANGE ORDERS	16
48 - COURT COSTS (DISPOSAL)	14
30 - DAYS OFF - DUTY CALL	8
60 - DEPARTMENT RECORDS (MADE AVAILABLE)	20
11 - DISTRIBUTION OF PRINTED MATERIAL	3
50 - DROWNINGS - RECOVERY EFFORTS	14
39 - DWELLING - RENTAL AND UTILITY FEES	12
21 - EQUIPMENT PROVISION	5
16 - EXPENDITURES (ACCESS)	4
14 - EXPENDITURES (AREAS)	3
15 - EXPENDITURES (AREAS)	3
20 - EXPENSE PAYMENT (OTHER DEPARTMENT EMPLOYEES)	5

POLICY NO.	PAGE
18 - FAMILY EMPLOYMENT	4
38 - FILM USE	11
43 - GAME FOR EXHIBITION PURPOSES	13
34 - GRIEVANCE PROCEDURE	10
46 - HOME STATION DESIGNATION--EXPENSES	13
24 - INSIGNIA	6
56 - INTERAGENCY COOPERATION	19
6 - ISLAND REMOVAL	2
49 - LAW ENFORCEMENT (DUTY DELINEATION)	14
29 - LEAVE OF ABSENCE	7
27 - LEGISLATIVE APPEARANCE	7
41 - LICENSE SALES (CONSERVATION OFFICERS)	12
28 - MILITARY LEAVE (POSITION PROTECTION)	7
52 MOVING EXPENSE	20
57 - OPEN DOOR POLICY (COMMISSION MEETINGS)	19
26 - ORGANIZATION PARTICIPATION	7
23 - OUTSIDE EMPLOYMENT - SERVICES - COMPENSATION	5
35 - PAYMENT FOR ADVERTISING	11
42 - PRINTED MATERIAL DISTRIBUTION	12
1 - PRIVATE DEVELOPMENT	1
3 - PRIVATE SIGNS - MARKERS -	1
25 - PROBATION PERIOD	7
10 - PROPERTY RENTAL - LOAN	2
51 - PURCHASE AND CONTRACT LIMITATION SCHEDULE	15
59 - RECREATIONAL USE OF MISSOURI RIVER	20
33 - RE-EMPLOYMENT - REINSTATEMENT	9

POLICY NO.	PAGE
45 - RESEARCH WORKERS I.D. CARDS	13
47 - RETIREMENT AGE (CONSERVATION OFFICERS)	13
13 - RIVER DAM MAINTENANCE	3
4 - ROAD EMBARGOES	1
22 - SCHOOL TUITION	5
44 - SCIENTIFIC COLLECTORS' PERMIT	13
8 - SOLICITATION AND COLLECTIONS	2
19 - STATE FOREST DEVELOPMENT	4
53 - STATE-OWNED DOCKS - INSTALLATION - MAINTENANCE	16A
5 - STATE-OWNED ISLAND	2
61 - STATE-OWNED LAND SALE (PERSONNEL RESTRICTION)	20
40 - STATE-OWNED QUARTERS USE	12
17 - TAKE LINE - ARTIFICIAL LAKES	4
9 - TRAP AND SKEET FIELDS	2
55 - TRAVELING EXHIBIT (SCHEDULING)	19
58 - VACATION TIME	19
36 - WRITING FOR NEWSPAPERS	11
64 - LAND INSPECTION (LANDS FOR TRANSFER-MANAGEMENT AGREEMENT- AND SO FORTH).	22
65 - LICENSE DEPOSITORY LIABILITY	22

OPERATIONAL POLICIES
STATE CONSERVATION COMMISSION
NOVEMBER 17, 1967

1. PRIVATE DEVELOPMENT

NO PRIVATE DEVELOPMENT WILL BE PERMITTED ON STATE AREAS.

2. COMMISSION PROPERTY (EXCLUSIVE USAGE)

NO INDIVIDUAL OR GROUP WILL BE GRANTED EXCLUSIVE USE OF ANY STRUCTURE, AREA, OR FACILITY IN STATE AREAS EXCEPT CABINS, LODGES AND CONCESSIONS, THE USE OF WHICH IS PERMITTED FOR A STATED PERIOD.

3. PRIVATE SIGNS - MARKERS

NO MARKERS, CORNERSTONES, MONUMENTS, SIGNS OR BILLBOARDS 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 CONSERVATION COMMISSION.

4. ROAD EMBARGOES

ROADS UNDER THE JURISDICTION OF THE CONSERVATION COMMISSION, INCLUDING THOSE UNDER THE JOINT JURISDICTION OF THE CONSERVATION COMMISSION AND THE STATE HIGHWAY COMMISSION, MAY BE EMBARGOED AT ANY TIME BUT ONLY BY MUTUAL AGREEMENT WITH THE HIGHWAY COMMISSION IN THE CASE OF SUCH ROADS UNDER JOINT JURISDICTION.

5. STATE-OWNED ISLAND

STATE-OWNED ISLANDS ARE NOT TO BE SOLD OR LEASED FOR PRIVATE FISHING OR HUNTING GROUNDS.

6. ISLAND REMOVAL

ISLANDS ARE NOT TO BE REMOVED FROM STATE-OWNED RIVER BEDS.

7. CAMPING FEES

A FEE IS TO BE CHARGED FOR CAMPING IN STATE PARKS AND IN ANY OTHER STATE-OWNED AREA AS DETERMINED BY THE CONSERVATION COMMISSION, AND CAMP LEADERS IN GROUP CAMPS ARE TO BE CHARGED THE SAME RATE AS OTHERS IN THE CAMP.

8. SOLICITATION AND COLLECTIONS

SOLICITING OF FUNDS AND TAKING OF COLLECTIONS IS PROHIBITED IN STATE AREAS. RELIGIOUS SERVICES IN DESIGNATED AREAS EXCEPTED.

9. TRAP AND SKEET FIELDS

TRAP AND SKEET FIELDS ARE PROHIBITED IN STATE AREAS, UNLESS THE DIRECTOR APPROVES SUCH ACTIVITY FOR CERTAIN DESIGNATED AREAS.

10. PROPERTY RENTAL - LOAN

STATE-OWNED PERSONAL PROPERTY WILL NOT BE LOANED OR RENTED OUT, EXCEPT TO OTHER COOPERATING GOVERNMENT AGENCIES.

11. DISTRIBUTION OF PRINTED MATERIAL

DISTRIBUTION OF PRINTED MATERIAL, EXCEPT BY THE CONSERVATION COMMISSION, IS PROHIBITED ON STATE AREAS.

12. BEVERAGE SALE

THE SALE OF BEER AND ALCOHOLIC BEVERAGES IS PROHIBITED IN STATE AREAS.

13. RIVER DAM MAINTENANCE

THE CONSERVATION COMMISSION WILL NOT EXPEND FUNDS TO REPAIR OR MAINTAIN RIVER DAMS, EXCEPT THOSE DAMS THAT ARE THE PROPERTY OF THE STATE AND DIRECTLY AND WHOLLY UNDER THE JURISDICTION OF THE CONSERVATION COMMISSION.

14. EXPENDITURES (AREAS)

EXPENDITURES OF CONSERVATION COMMISSION FUNDS ARE TO BE CONFINED TO AREAS UNDER THE JURISDICTION OF THE CONSERVATION COMMISSION AND TO OTHER AREAS SPECIFIED BY LAW.

15. EXPENDITURES (AREAS)

THE CONSERVATION COMMISSION WILL NOT SPONSOR PROJECTS NOR EXPEND ITS FUNDS WITHIN THE INCORPORATE LIMITS OF CITIES OR TOWNS, WITH THE EXCEPTION OF LANDS THEREIN OWNED BY THE CONSERVATION COMMISSION, UNLESS SPECIFICALLY AUTHORIZED BY THE COMMISSION.

16. EXPENDITURES (ACCESS)

THE CONSERVATION COMMISSION WILL NOT EXPEND ITS FUNDS TO ACQUIRE PUBLIC ACCESS TO A PRIVATELY OWNED AREA, EXCEPT AS OTHERWISE PROVIDED BY STATUTE.

17. TAKE LINE - ARTIFICIAL LAKES

THE TAKE LINE OF ALL FUTURE ARTIFICIAL LAKES SHOULD, AT A MINIMUM, COINCIDE WITH THE NEAREST SURROUNDING RIDGELINE, AS FAR AS PRACTICABLE, IN CONSIDERATION OF THE TOPOGRAPHY. IN EVERY CASE, HOWEVER, THE PURCHASE UNIT SHOULD INCLUDE FAR BEYOND THE CURRENT 300-FOOT LINE, AND IN NO CASE SHOULD INHOLDINGS BE ALLOWED TO REMAIN.

18. FAMILY EMPLOYMENT

MEMBERS OF A CONSERVATION COMMISSION EMPLOYEE'S FAMILY WILL NOT BE PAID FOR WORK DONE IN CONNECTION WITH THE EMPLOYEE'S WORK, EXCEPT THAT IN EXCEPTIONAL INSTANCES WHERE IT BECOMES A NECESSITY TO PAY RELATIVES FOR SERVICES, SUCH PAY MAY BE AUTHORIZED BY THE CHIEF OF THE APPROPRIATE DIVISION.

19. STATE FOREST DEVELOPMENT

STATE FORESTS MAY BE CLASSIFIED AS MULTIPLE USE AREAS. DEVELOPMENT FOR FISH AND GAME PURPOSES TO BE PAID FOR FROM FISH AND GAME FUNDS AND OTHER DEVELOPMENTS TO BE PAID FOR FROM LANDS AND WATERS FUNDS. NO DEVELOPMENT OF ANY KIND IS TO BE MADE WITHOUT APPROVAL OF THE DIRECTOR.

20. EXPENSE PAYMENT (OTHER DEPARTMENT EMPLOYEES)

THE CONSERVATION COMMISSION WILL PAY, IF NECESSARY, TRAVEL AND SUBSISTENCE EXPENSE OF EMPLOYEES OF OTHER STATE DEPARTMENTS WHEN THEY ARE CALLED UPON BY THE COMMISSION TO DO WORK FOR US.

21. EQUIPMENT PROVISION

THE CONSERVATION COMMISSION WILL PURCHASE BOATS AND MOTORS, WHEN REQUIRED, FOR CONSERVATION OFFICERS' USE.

THE CONSERVATION COMMISSION WILL PROVIDE ESSENTIAL AND NECESSARY EQUIPMENT TO FULFILL THE PERFORMANCE OF CONSERVATION COMMISSION EMPLOYEES' ASSIGNED DUTIES.

22. SCHOOL TUITION

CONSERVATION COMMISSION FUNDS WILL NOT BE USED TO PAY SCHOOL TUITION FOR CHILDREN OF EMPLOYEES LIVING ON STATE AREAS. THIS POLICY IS NOT TO BE CONSTRUED AS BEING IN OPPOSITION TO SECTION 284.4, CODE OF IOWA 1966, WHICH SETS FORTH A FORMULA WHEREBY ONE SCHOOL DISTRICT SHALL PAY TUITION COSTS TO ANOTHER, IF STATE OR FEDERAL EMPLOYEES' CHILDREN ATTEND SCHOOL IN A DISTRICT OUTSIDE THEIR PLACE OF RESIDENCE.

23. OUTSIDE EMPLOYMENT - SERVICES - COMPENSATION

CONSERVATION COMMISSION EMPLOYEES WILL NOT PROVIDE TECHNICAL SERVICES FOR OTHER THAN CONSERVATION COMMISSION PROJECTS UNLESS EXPRESSLY AUTHORIZED BY THE COMMISSION.

- A. NO CONSERVATION COMMISSION EMPLOYEE IS TO PROVIDE RELATED SERVICES FOR OTHER THAN CONSERVATION COMMISSION PROJECTS, UNLESS EXPRESSLY AUTHORIZED BY THE CONSERVATION COMMISSION.
- B. NO CONSERVATION COMMISSION EMPLOYEE MAY RECEIVE OUTSIDE COMPENSATION OR REMUNERATION, EITHER DIRECTLY OR INDIRECTLY, IN ANY FORM FOR RELATED OR LIKE SERVICES PERFORMED IN THE LINE OF DUTY.
- C. NO CONSERVATION COMMISSION EMPLOYEE SHALL ENGAGE IN ANY EXTRA-CURRICULAR ACTIVITY REQUIRING AN EXPENDITURE OF TIME OR EFFORT SUFFICIENT TO DETRACT FROM HIS EFFICIENCY IN THE PERFORMANCE OF HIS REGULAR DUTIES.
- D. NO EMPLOYEE SHALL AT ANY TIME ENGAGE IN TRAPPING, COMMERCIAL FISHING OR ANY OTHER GAINFUL EXPLOIT OF OUR NATURAL RESOURCES, UNLESS SUCH ACTIVITY SHALL BE A PART OF HIS SPECIFICALLY ASSIGNED DUTIES.

24. INSIGNIA

ASSIGNED INSIGNIA SHALL BE WORN BY ALL FIELD PERSONNEL ON SHIRT OR JACKET AT ALL TIMES WHEN ON DUTY. THE INSIGNIA TO BE ATTACHED ONE INCH BELOW THE SHOULDER SEAM ON OUTER GARMENT. THE SHOULDER PATCH OR INSIGNIA SHALL BE WORN ONLY ON THE OFFICIAL FOREST GREEN BLOUSE, OFFICIAL WINTER JACKET AND ON SUNTAN OR KHAKI SHIRTS. THE PATCH SHALL BE SEWED ON THE LEFT SLEEVE, ONE INCH BELOW THE SHOULDER SEAM. WHEN THE PATCH HAS BECOME FADED OR WORN, IT IS TO BE REPLACED.

25. PROBATION PERIOD

NEWLY APPOINTED CONSERVATION COMMISSION EMPLOYEES SHALL BE ON PROBATION FOR A PERIOD OF 12 MONTHS FROM THE DATE OF THEIR APPOINTMENT. IF DURING THIS PERIOD THE EMPLOYEE'S SERVICES ARE NOT SATISFACTORY, HE SHALL, UPON RECOMMENDATION OF HIS DIVISION CHIEF, BE SUMMARILY DISMISSED. IF HIS WORK IS SATISFACTORY, HE SHALL BE GIVEN FULL EMPLOYEE STATUS.

26. ORGANIZATION PARTICIPATION

ALL CONSERVATION COMMISSION EMPLOYEES ARE PROHIBITED FROM HOLDING ANY POSITION OR OFFICE IN ANY CONSERVATION CLUB OR LEAGUE, PURPORTING TO STATE CONSERVATION POLICY.

27. LEGISLATIVE APPEARANCE

NO CONSERVATION COMMISSION EMPLOYEE IS TO APPEAR BEFORE THE LEGISLATURE OR ANY LEGISLATIVE COMMITTEE WITHOUT APPROVAL OF THE DIRECTOR.

28. MILITARY LEAVE (POSITION PROTECTION)

POSITIONS OF CONSERVATION COMMISSION EMPLOYEES ON MILITARY LEAVE MAY BE FILLED ON A TEMPORARY BASIS ONLY.

29. LEAVE OF ABSENCE

CONSERVATION COMMISSION EMPLOYEES LEAVING ACTIVE EMPLOYMENT WILL NOT BE GRANTED LEAVES OF ABSENCE WITHOUT PAY EXCEPTING MILITARY LEAVE, OR AS APPROVED BY THE CONSERVATION COMMISSION.

EACH APPLICATION FOR LEAVE OF ABSENCE WITHOUT PAY, WITH THE EXCEPTION OF THOSE PROVIDED FOR BY STATUTE, SHALL BE CONSIDERED INDIVIDUALLY ON ITS MERIT, REVIEWED BY THE SUPERINTENDENT OF THE SECTION INVOLVED, THE CHIEF OF DIVISION INVOLVED, AND THE DIRECTOR OF PERSONNEL. FINAL DECISION TO BE MADE BY THE DIRECTOR. PERSONS ON LEAVE OF ABSENCE SHALL HAVE THE RIGHT TO PART TIME EMPLOYMENT.

30. DAYS OFF - DUTY CALL

THE FISH AND GAME CONSERVATION OFFICERS ARE SUBJECT TO DUTY CALL AT ALL TIMES BUT SHALL HAVE TIME OFF DURING EACH WEEK ALTERNATING ONE DAY ONE WEEK AND TWO DAYS THE FOLLOWING WEEK. THESE DAYS ARE NOT TO INCLUDE MORE THAN ONE WEEKEND PER MONTH. THE FOUR DAYS ACCUMULATED MAY NOT BE TAKEN DURING OPENING OF HUNTING AND TRAPPING SEASONS OR ADDED TO VACATION TIME. THE CONSERVATION OFFICERS WILL NOTIFY THEIR DISTRICT SUPERVISOR IN WRITING NO LATER THAN THE MORNING OF THE FIRST DAY THEY LEAVE THEIR TERRITORY WHEN TAKING ONE OR TWO DAYS OFF. WHEN REQUESTING FOUR DAYS OFF, THE DISTRICT SUPERVISOR WILL BE NOTIFIED IN WRITING THREE DAYS IN ADVANCE. IN CASES OF EMERGENCY ON ANY DAY OFF, A TELEPHONE CALL WILL SUFFICE.

THIS POLICY WILL APPLY ALSO TO PARKS CONSERVATION OFFICERS. THE CHIEF OF THE DIVISION OF LANDS AND WATERS IS GIVEN JURISDICTION TO MAKE CERTAIN RESTRICTIONS DURING THE MONTHS OF JUNE, JULY, AND AUGUST, AS APPLIED TO LANDS AND WATERS CONSERVATION OFFICERS.

ALL REGULAR EMPLOYEES OF THE CONSERVATION COMMISSION ARE SUBJECT TO EMERGENCY DUTY CALL AT ALL TIMES EXCEPT DURING VACATION.

31. ABSENCE FROM TERRITORY (CONSERVATION OFFICERS)

CONSERVATION OFFICERS SHALL SHOW ON THEIR MONTHLY REPORTS THE DATE OF ALL OCCASIONS THAT THEY HAVE LEFT THEIR ASSIGNED TERRITORY, THE AREA(S) TO WHICH THEY HAVE TRAVELED, AND THE REASONS FOR SUCH TRAVEL.

32. CONSERVATION OFFICERS APPOINTMENT

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 CONSERVATION COMMISSION; THE COST OF EXAMINATION TO BE ASSUMED BY THE CONSERVATION COMMISSION.

33. RE-EMPLOYMENT - REINSTATEMENT

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 CONSERVATION COMMISSION PERTAINING THERETO, EXCEPT THAT REGULAR EMPLOYEES MAY BE ASSIGNED TEMPORARY POSITIONS WITH THE DEPARTMENT AND RETURN TO FORMER STATUS OR BE PROMOTED IF THERE IS NO BREAK IN CONTINUOUS EMPLOYMENT.

34. GRIEVANCE PROCEDURE

EACH AND EVERY EMPLOYEE SHALL HAVE THE RIGHT TO BE HEARD BY THE CONSERVATION COMMISSION, AND ANY COMPLAINT OR GRIEVANCE SHALL FIRST BE TAKEN TO THE EMPLOYEE'S IMMEDIATE SUPERVISOR. 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 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 FOR 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. ALL MATTERS ARE TO REMAIN CONFIDENTIAL - TO BE RELEASED BY PERMISSION OF EMPLOYEE ONLY. NOTHING HEREIN IS TO PRECLUDE EMPLOYEE'S RIGHTS UNDER MERIT SYSTEM

35. PAYMENT FOR ADVERTISING

THE CONSERVATION COMMISSION WILL NOT PURCHASE OR PAY FOR ADVERTISING OR ANY OTHER PUBLICITY MEDIUM EXCEPT THAT WHICH IS SENT OUT FROM THE CONSERVATION COMMISSION'S OFFICE, OR OTHERWISE SPECIFICALLY APPROVED BY COMMISSION ACTION.

36. WRITING FOR NEWSPAPERS

COMMISSION EMPLOYEES MAY WRITE, WITHOUT PAY, ARTICLES FOR LOCAL NEWSPAPERS.

37. CONSERVATIONIST (FREE MAILING)

THE "IOWA CONSERVATIONIST" IS TO BE SENT FREE OF CHARGE TO ALL COMMISSION EMPLOYEES ON THE PERMANENT PAYROLL, TO ALL SCHOOL LIBRARIES IN IOWA, INCLUDING COLLEGES AND UNIVERSITIES, TO ALL CITY LIBRARIES IN THE STATE, TO THE HEAD OF ALL STATE DEPARTMENTS, TO ELECTED STATE OFFICIALS, BARBER SHOPS, BEAUTY SHOPS, TO OTHER STATE CONSERVATION DEPARTMENTS AND SPORTING MAGAZINES ON AN EXCHANGE BASIS, AND TO ALL MEMBERS AND FORMER MEMBERS OF THE CONSERVATION COMMISSION.

38. FILM USE

CONSERVATION COMMISSION FILMS SHALL BE CONSIGNED ONLY THROUGH COMMISSION EMPLOYEES WHO SHALL BE RESPONSIBLE FOR THEIR CARE AND RETURN.

39. DWELLING--RENTAL AND UTILITY FEES

WHEN DWELLINGS ARE FURNISHED EMPLOYEES OF 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. WHEN HOUSING IS FURNISHED EMPLOYEES, THE FOLLOWING SHALL GOVERN:

- A. ELECTRICITY--OCCUPANT TO PAY FOR ELECTRICITY, FOR STOVES, HEATERS, AIR CONDITIONERS, ETC.
- B. WATER--COMMISSION WILL FURNISH WATER.
- C. TELEPHONE--COMMISSION WILL FURNISH TELEPHONE.
- D. FUEL--OCCUPANT TO FURNISH FUEL.

THIS FORMULA SHALL BE UNIVERSAL THROUGHOUT THE COMMISSION OPERATION.

40. STATE-OWNED QUARTERS USE

WHERE QUARTERS ARE AVAILABLE IN STATE-OWNED BUILDINGS, THE SAME MAY BE USED ONLY BY TRANSIENT COMMISSION EMPLOYEES AND COMMISSIONERS, BUT NOT BY EMPLOYEES STATIONED AT THAT AREA.

41. LICENSE SALES (CONSERVATION OFFICERS)

ALL CONSERVATION OFFICERS MUST HAVE LICENSES FOR SALE AS A PART OF THEIR REGULAR DUTIES, AND ALL MAJOR CONSERVATION COMMISSION FACILITIES SHALL HAVE LICENSES AVAILABLE.

42. PRINTED MATERIAL DISTRIBUTION

THE CONSERVATION COMMISSION OPPOSES DISTRIBUTION TO LICENSE BUYERS OF PRINTED MATERIAL EXCEPT AS MAY BE PROVIDED BY THE DEPARTMENT.

43. GAME FOR EXHIBITION PURPOSES

THE CONSERVATION COMMISSION OPPOSES CAPTURE OF BIRDS OR ANIMALS FROM THE WILD FOR EXHIBITION PURPOSES.

44. SCIENTIFIC COLLECTORS' PERMITS

SCIENTIFIC COLLECTORS' PERMITS SHALL BE ISSUED ONLY FOR COLLECTIONS FOR USE IN ACCREDITED EDUCATIONAL INSTITUTIONS OR IN A RESEARCH PROGRAM UNDER CONDITIONS AS PRESCRIBED BY CONSERVATION COMMISSION.

45. RESEARCH WORKERS I. D. CARDS

RESEARCH WORKERS MAY BE ISSUED IDENTIFICATION CARDS WITHOUT COST FOR SCIENTIFIC COLLECTING DONE AS A PART OF AN APPROVED RESEARCH PROJECT.

46. HOME STATION DESIGNATION--EXPENSES

EVERY CONSERVATION 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 EXPENSES 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.

47. RETIREMENT AGE (CONSERVATION OFFICERS)

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, NOT TO PRECLUDE ACTS OF THE MERIT SYSTEM.

48. COURT COSTS (DISPOSAL)

ALL COURT COSTS OR FEES COLLECTED BY CONSERVATION OFFICERS SHALL BE TURNED INTO THE OFFICE OF THE STATE CONSERVATION COMMISSION, WITHIN 30 DAYS FOLLOWING RECEIPT THEREOF.

49. LAW ENFORCEMENT (DUTY DELINEATION)

EXCEPT IN EMERGENCIES, OR WHEN REQUESTED BY APPROPRIATE STATUTORY AUTHORITY, THAT TIME SPENT BY CONSERVATION OFFICERS IN LAW ENFORCEMENT WORK IS TO BE DEVOTED TO THE ENFORCEMENT OF LAWS ADMINISTERED BY THE CONSERVATION COMMISSION.

50. DROWNINGS--RECOVERY EFFORTS

POLICY TO BE FOLLOWED BY ALL EMPLOYEES OF THE CONSERVATION COMMISSION IN CONNECTION WITH DROWNINGS IN IOWA WATERS.

(A) EMPLOYEES, IF AT THE SCENE OF A DROWNING OR CALLED TO THE SCENE, ARE TO ASSIST IN THE RECOVERY OPERATIONS 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 NOT FROM THAT TIME FORWARD,

INITIATE ANY EFFORT IN THE RECOVERY EFFORT 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 SAME TO THE IMMEDIATE SUPERIOR, WHO IN TURN WILL FORWARD REPORT TO THE DIVISION CHIEF.

51. PURCHASE AND CONTRACT LIMITATION SCHEDULE

SCHEDULE OF PURCHASES TO FOLLOW IN MAKING DEPARTMENTAL PURCHASES AND CONTRACTS:

(A) UP TO \$100--SUPERVISORY EMPLOYEES AWAY FROM THE SEAT OF GOVERNMENT MAY MAKE OR AUTHORIZE SUCH DEPARTMENTAL PURCHASES.

(B) UP TO \$300--THE DIRECTOR, ASSISTANT DIRECTOR, BUSINESS ADMINISTRATOR, DIVISION CHIEFS OR SECTION SUPERINTENDENTS MAY AUTHORIZE SUCH DEPARTMENTAL PURCHASES.

(C) \$300 TO \$1,500--NEEDS AT LEAST THREE SIGNED QUOTATIONS FILED FOR CONSIDERATION OR BY NEGOTIATION UNDER JUSTIFIABLE CONDITIONS. REQUISITION AND PURCHASE ORDER TO BE SIGNED BY DIVISION CHIEF. ALL CONTRACTS TO BE SIGNED BY THE DIRECTOR. (IN CASES OF EMERGENCY, NO QUOTATION REQUIRED, DIVISION CHIEF IS AUTHORIZED TO USE HIS DISCRETION IN APPROVING EMERGENCY PURCHASES.) IN AN EMERGENCY CASE, IT IS REQUESTED THAT THE AUTHORIZED CHIEF MAKE OUT AND SIGN REQUISITION FORM AS IN PARAGRAPH (A).

(D) \$1,500 TO \$3,000. BY NEGOTIATION WITH 3 QUOTATIONS - PURCHASE ORDER SIGNED BY DIRECTOR.

(E) \$6,000 OR LESS--DIVISION CHIEFS AND FIELD SUPERVISORS MAY ENTER INTO PUBLIC WORK CONTRACTS NOT TO EXCEED \$6,000 SUBJECT TO POLICY GUIDELINES AND APPROVAL OF THE DIRECTOR.

(F) \$3,000 to \$10,000--MUST BE PUBLICLY ADVERTISED REQUESTING SEALED BIDS TO BE OPENED AT A SPECIFIED TIME, DATE, AND PLACE. A CONTRACT MAY BE AWARDED IF LOW BID DOES NOT EXCEED 10% ABOVE ENGINEER'S ESTIMATE. IF LOW BID DOES EXCEED 10% ABOVE ENGINEER'S ESTIMATE, A NEGOTIATED CONTRACT MAY BE ENTERED INTO BY OBTAINING THREE BONA FIDE QUOTATIONS FILED FOR CONSIDERATION, WHENEVER POSSIBLE, AND IF LOW QUOTATION IS LESS THAN 10% ABOVE ENGINEER'S ESTIMATE A CONTRACT MAY BE ENTERED INTO, CONTRACTS TO BE SIGNED BY THE DIRECTOR.

(G) \$10,000 AND UP--SAME RESTRICTIONS AS (E) PLUS APPROVAL OF THE CONSERVATION COMMISSION. SUPERINTENDENT OF CONSTRUCTION AND MANAGEMENT AND THE APPROPRIATE DIVISION CHIEF ARE TO CARRY OUT ANY NEGOTIATIONS ON CONTRACTS INVOLVING IN EXCESS OF \$3,000.00.

52. CONTRACT CHANGE ORDERS

CHANGE AND/OR EXTRA WORK ORDERS ARE LIMITED TO TEN PER CENT OF THE ORIGINAL CONTRACT COST, SUGGESTED TO INCLUDE ANY ACCUMULATION OF ONE OR MORE SUCH CHANGES. HOWEVER, SUCH ADDITIONAL CHANGES IN COST WILL BE FURNISHED TO THE DIRECTOR AND/OR COMMISSION AND SUCH ADDITIONAL FUNDS MAY BE AUTHORIZED TO BE TRANSFERRED FROM THE CONTINGENT ACCOUNT, OR FROM OTHER FUNDS AVAILABLE.

53. STATE-OWNED DOCKS - INSTALLATION - MAINTENANCE

ALL DOCKS OWNED BY THE STATE CONSERVATION COMMISSION ARE TO BE INSTALLED AND IN TOP WORKING CONDITION NO LATER THAN JUNE 1ST OF EACH YEAR. ALL STATE-OWNED DOCKS ARE TO BE APPROPRIATELY DESIGNED FOR MAXIMUM USAGE BY THE PUBLIC AND SHALL BE EQUIPPED WITH BUMPERS.

FOR BOAT PROTECTION. ALL STATE-OWNED DOCKS SHALL BE PAINTED OR STAINED SO AS TO PRESENT A WELL-MAINTAINED APPEARANCE.

54. AQUATIC VEGETATION CONTROL

THE CONTROL OF AQUATIC VEGETATION IN STATE-OWNED LAKES WILL BE UNDERTAKEN AS FOLLOWS:

I. PRIVATE INTEREST ONLY:

1. A PERMIT WILL BE REQUIRED FOR REMOVAL OF AQUATIC VEGETATION FROM ANY STATE-OWNED LAKE WHERE THE AREA INVOLVED EXCEEDS 1,000 SQUARE FEET.
2. CHEMICALS WILL NOT BE USED FOR VEGETATION CONTROL UNDER ANY CIRCUMSTANCES WITHOUT A PERMIT. PERMITTEE WILL FOLLOW RECOMMENDATIONS STATED ON THE PERMIT AS TYPE OF CHEMICAL AND DOSAGE RATE AS WELL AS APPLICATION IN ACCORDANCE WITH THE IOWA PESTICIDE LAW (1962 CODE, CHAPTER 139, ACTS OF THE 60TH GENERAL ASSEMBLY).
3. THERE WILL BE NO MONETARY PARTICIPATION BY THE COMMISSION UNDER PART 1.

II. PRIVATE-PUBLIC INTEREST ON 50/50 BASIS:

1. A PERMIT AND/OR AGREEMENT REQUIRED IN ALL SITUATIONS.
2. THE STATE CONSERVATION COMMISSION MAY COOPERATE WITH ANY CITY, TOWN, SERVICE ORGANIZATION, OR COMMUNITY; OR WITH 10 OR MORE FEET OF SHORELINE ON ANY STATE-OWNED BODY OF WATER, IN THE CONTROL OF ROOTED AQUATIC VEGETATION WHERE THE CONTROL OF SUCH AQUATIC VEGETATION WILL IMPROVE BOATING, FISHING, SWIMMING AND OTHER TYPES OF WATER RECREATION BENEFICIAL TO A SEGMENT OF THE GENERAL PUBLIC AS WELL AS THE

ORGANIZATION ASKING FOR RELIEF OF AN AQUATIC PROBLEM.

AFTER INVESTIGATION AND AFFIRMATIVE RECOMMENDATIONS BY THE INVESTIGATORS, SUCH COOPERATIVE PROGRAMS SHALL BE APPROVED BY THE DIRECTOR AND ONE-HALF OF THE ESTIMATED COST SHALL BE PAID BY THE INDIVIDUALS OR ORGANIZATIONS INVOLVED.

IF AN INDIVIDUAL OR GROUP OF INDIVIDUALS IS WILLING TO ASSUME THE ENTIRE COST OF THE AQUATIC VEGETATION CONTROL PROJECT, THE LIMITATIONS PERTAINING TO THE NUMBER OF PROPERTY OWNERS AND LENGTH OF SHORELINE MAY BE WAIVED, PROVIDED THAT ALL OTHER LIMITATIONS AND RESTRICTIONS OF THIS POLICY ARE MET.

III. PUBLIC INTEREST ONLY: 100% COMMISSION RESPONSIBILITY:

1. WATER AREAS UNDER COMMISSION MANAGEMENT WITHOUT PRIVATE RIPARIAN OWNERSHIP WILL BE HANDLED ON THE BASIS OF PROPORTIONATE BENEFITS TO FISH AND GAME OR LANDS AND WATERS, AS DETERMINED BY THE DIRECTOR.

2. AFTER INVESTIGATION AND AFFIRMATIVE RECOMMENDATIONS HAVE BEEN MADE, THE COMMISSION WILL PROCEED WITH ALLEVIATION OF THE AQUATIC WEED PROBLEM AS OUTLINED IN THE RECOMMENDATIONS.

3. PERMITS MAY BE ISSUED FOR WEED REMOVAL UNDER PARTS I, II, and III TO APPLICATORS PROPERLY LICENSED UNDER THE IOWA PESTICIDE LAW. APPLICATION OF CHEMICALS BY LICENSED APPLICATORS WILL BE LIMITED TO THE STIPULATIONS OF THE PERMIT.

IT BEING EXPLICITLY UNDERSTOOD THAT THE COMMISSION IN ADOPTING THIS POLICY DOES NOT OBLIGATE ITSELF BEYOND ITS ABILITY, EITHER PHYSICALLY OR FINANCIALLY, TO PUT IT INTO EFFECT.

IV. RESTRICTION (COPPER SULFATE)

WITH THE EXCEPTION OF EMERGENCY CONDITIONS COPPER SULFATE WILL NOT BE USED FOR ALGAE CONTROL. THIS EXCEPTION ALSO APPLIES TO CERTAIN CASES INVOLVING LOCALIZED APPLICATIONS IN STATE OWNED LAKES WHERE MUNICIPALITIES REGULARLY REMOVE DRINKING WATER. ALL APPLICATIONS TO BE UNDER SUPERVISION OF COMMISSION STAFF.

55. TRAVELING EXHIBIT (SCHEDULING)

CONSERVATION OFFICERS MAY REQUEST THE CONSERVATION COMMISSION TRAVELING EXHIBIT. IN CASES WHERE IT IS NOT SCHEDULED IN THIS MANNER, THE CONSERVATION OFFICER WILL RECEIVE A LETTER IMMEDIATELY NOTIFYING HIM THAT THE EXHIBIT HAS BEEN SCHEDULED FOR HIS TERRITORY.

56. INTERAGENCY COOPERATION

IT SHALL BE THE POLICY OF THE CONSERVATION COMMISSION TO COOPERATE WITH OTHER AGENCIES OF OUR STATE AND FEDERAL GOVERNMENT WHO ARE INTERESTED IN OUR ACTIVITIES AND OPERATION.

57. OPEN DOOR POLICY (COMMISSION MEETINGS)

IT SHALL BE THE POLICY OF THE STATE CONSERVATION COMMISSION THAT ALL REGULAR MEETINGS OF THE CONSERVATION COMMISSION SHALL BE OPEN TO THE PUBLIC. THE COMMISSION RESERVES THE RIGHT TO MEET IN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL MATTERS INVOLVING COMMISSION EMPLOYEES. THIS POLICY IS TO CONFORM WITH ALL PROVISIONS OF EXISTING STATUTORY REGULATIONS.

58. VACATION TIME

VACATIONS FOR COMMISSION EMPLOYEES WILL BE GOVERNED BY STATUTE, AND THE FOLLOWING FORMULA WILL APPLY:

ONE WEEK -- AFTER 1 YEAR OF EMPLOYMENT

TWO WEEKS -- AFTER 2 YEARS OF EMPLOYMENT

THREE WEEKS -- AFTER 10 YEARS OF EMPLOYMENT

FOUR WEEKS -- AFTER 15 YEARS OF EMPLOYMENT

59. RECREATIONAL USE OF MISSOURI RIVER

IT SHALL BE THE POLICY OF THE IOWA STATE CONSERVATION COMMISSION TO DEVELOP WITH THE STATE OF NEBRASKA A MUTUAL AND COOPERATIVE APPROACH TO PROJECTS, PROBLEMS, RULES AND REGULATIONS INVOLVING THE RECREATIONAL USES OF THE MISSOURI RIVER.

60. DEPARTMENT RECORDS (MADE AVAILABLE)

THE DIRECTOR OF THE COMMISSION SHALL BE AUTHORIZED TO EXERCISE DISCRETION AS HE SEES FIT IN ANSWERING REQUESTS FOR INFORMATION CONCERNING CERTAIN DEPARTMENTAL RECORDS, AND IT SHALL BE ESTABLISHED AS A GENERAL POLICY THAT THOSE RECORDS WHICH ARE IN GREAT DETAIL AND WHICH WOULD BE BURDENSOME TO THE ADMINISTRATIVE STAFF NOT BE DIVULGED TO COMMERCIAL OPERATORS OR INDIVIDUALS WHO WANT TO USE THEM FOR COMMERCIAL PURPOSES. THIS POLICY IS TO BE FOLLOWED IN ACCORDANCE WITH EXISTING STATUTES.

61. STATE-OWNED LAND SALE (PERSONNEL RESTRICTION)

IT SHALL BE THE POLICY OF THE STATE CONSERVATION COMMISSION THAT IN THE SALE OF PUBLIC LANDS OR REAL ESTATE BY THE COMMISSION, ALL MEMBERS AND EMPLOYEES OF THE COMMISSION BE PROHIBITED FROM PURCHASING OR PARTICIPATING IN THE PURCHASE OF SUCH PUBLIC LANDS OR REAL ESTATE OFFERED FOR SALE.

62. MOVING EXPENSE

THE COMMISSION WILL PAY MOVING EXPENSES OF EMPLOYEES IN ACCORDANCE WITH THE FOLLOWING PROVISIONS:

(A) EMPLOYEES, NEWLY HIRED, MUST ASSUME EXPENSES FOR MOVE TO FIRST ASSIGNED STATION.

- (B) COMMISSION TO PAY FOR FIRST 8,500 LBS. EXPENSES FOR WEIGHT IN EXCESS OF 8,500 LBS. TO BE PAID BY EMPLOYEE.
- (C) INSURANCE ON GOODS (IN EXCESS OF AMOUNT CARRIED BY MOVER), BEING MOVED TO BE PAID BY EMPLOYEE.
- (D) COST OF ANY SPECIAL MOVING SERVICES, INCLUDING APPLIANCE PREPARATION SERVICES, ARE TO BE PAID BY EMPLOYEE.
- (E) MOVING ARRANGEMENTS AND COST TABULATION ARE TO BE MADE BY APPOINTEE OF DIRECTOR'S OFFICE. SUCH ARRANGEMENTS WILL BE MADE UPON RECEIPT OF REQUEST APPROVED BY THE APPROPRIATE DIVISION CHIEF.
- (F) WHEN TRANSFERRING AN EMPLOYEE TO A DIFFERENT DIVISION, THE RECEIVING DIVISION SHALL ASSUME COST OF MOVE.
- (G) MOVES SHALL BE BY BONDED MOVING COMPANIES ONLY.

63. CONSTRUCTION PERMITS

PRIOR TO THE ISSUANCE OF A CONSTRUCTION PERMIT FOR A PROJECT ON OR OVER STATE OWNED LAND OR WATER UNDER THE JURISDICTION OF THE CONSERVATION COMMISSION THE APPLICANT WILL SATISFY THE FOLLOWING REQUIREMENTS:

- (A) ON ALL PROJECTS NOT COVERED BY THE GUIDELINES, ADOPTED BY THE COMMISSION AT THEIR REGULAR MEETING AUGUST 1964, THE APPLICANT WILL FURNISH A PERFORMANCE BOND CONSISTENT WITH THE CONSTRUCTION PLANNED. THE AMOUNT OF THE BOND WILL BE DETERMINED BY THE SIZE OF THE PROJECT AND THE RISK INVOLVED, WITH A MINIMUM REQUIREMENT OF \$1,000.00.
- (B) THE APPLICANT WILL FURNISH DETAILED PLANS OF THE PROJECT INCLUDING THE NECESSARY MAPS AND/OR DIAGRAMS TO DETERMINE THE LOCATION OF THE PROJECT.

(C) THE APPLICANT WILL PAY TO THE CONSERVATION COMMISSION A INSPECTION FEE CONSISTENT WITH THE SIZE AND TYPE OF PROJECT. THE AMOUNT OF THE FEE TO BE DETERMINED BY THE COMMISSION AFTER REVIEWING THE PROJECT AND DETERMINING THE AMOUNT OF SURVEYS, STUDIES, AND INSPECTIONS NECESSARY TO ADEQUATELY PROTECT THE INTEREST OF THE STATE.

(D) THE ABOVE SHALL NOT APPLY TO PRIVATE DOCK PERMITS FOR PRIVATE PLEASURE CRAFT MOORING, NON-COMMERCIAL FISHING DOCKS, OR NON-COMMERCIAL SWIMMING DOCKS.

(E) THE ABOVE SHALL NOT APPLY TO PERMITS FOR COMMERCIAL SAND AND GRAVEL REMOVAL PROJECTS UNDER THE JURISDICTION OF THE CONSERVATION COMMISSION.

1. PRIOR TO THE ISSUANCE OF A PERMIT FOR COMMERCIAL SAND AND GRAVEL REMOVAL FROM LAND AND WATER UNDER THE JURISDICTION OF THE CONSERVATION COMMISSION, THE APPLICANT WILL FURNISH TO THE COMMISSION A SURETY BOND IN THE AMOUNT OF \$5,000.00.

2. A FEE OF \$50.00 WILL BE REQUIRED FOR EACH PERMIT FOR THE REMOVAL OF SAND AND GRAVEL FROM LAND AND WATER UNDER THE JURISDICTION OF THE CONSERVATION COMMISSION.

3. IN ADDITION TO THE BOND THE APPLICANT WILL PAY TO THE COMMISSION A ROYALTY ON SAND AND GRAVEL AS PRESCRIBED BY THE COMMISSION.

4. IN THE CASE OF A COUNTY OR ANY OTHER POLITICAL SUBDIVISION OF THE STATE, THE PERMIT FEE, ROYALTY AND BOND REQUIREMENT MAY BE SUSPENDED. HOWEVER A FORMAL APPLICATION AND PERMIT WILL BE REQUIRED.

(F) IN CASES OF EMERGENCY AND LATE APPLICATIONS, THIS POLICY SHALL BE AGREEABLE TO PRIOR COMMISSION APPROVAL, SUBJECT TO FINAL APPROVAL AND INSPECTION BY APPROPRIATE STAFF MEMBERS.

64. LAND INSPECTION (LANDS FOR TRANSFER-MANAGEMENT AGREEMENT- AND SO FORTH).

THE COMMISSION WILL NOT ENTER INTO A MANAGEMENT AGREEMENT AFFECTING STATE-OWNED LANDS UNDER ITS JURISDICTION AS AUTHORIZED BY SECTION 111.27, CODE OF IOWA, NOR CONVEY SUCH LANDS AS AUTHORIZED BY SECTION 111.32, UNLESS THERE HAS BEEN A PRIOR INSPECTION OF THE AFFECTED AREA BY A SIMPLE MAJORITY OF THE COMMISSION.

65. LICENSE DEPOSITORY LIABILITY

ALL BONDED LICENSE DEPOSITORIES, IN ORDER TO PROVIDE THE "REASONABLE CARE" REQUIRED OF AN AGENT, ARE EXPECTED TO CARRY SUFFICIENT INSURANCE TO COVER ANY LOSS OF COMMISSION MONIES IN THEIR CARE. UPON THE EVENT OF THE LOSS OF SUCH MONIES, SAID AGENT WILL BE REQUIRED TO PAY THE FULL AMOUNT TO THE COMMISSION, SUCH PAYMENT TO BE MADE FROM INSURANCE PROCEEDS OR OTHER RESOURCES OF THE AGENT. IF SUCH PAYMENT IS NOT MADE WITHIN A REASONABLE LENGTH OF TIME, THE COMMISSION WILL REQUEST PAYMENT FROM THE AGENT'S SURETY.

STATE LIBRARY OF IOWA



3 1723 02118 2480

DUD-TANG
E SERIES
MADE IN U.S.A.