

<u>Contents</u>	<u>Page</u>
Conservation Commission Policies.....	1 - 9
Organization and Duties, General.....	10 - 14
Organization and Duties, Division of Fish and Game.....	15 - 30
Operational District Map of Iowa.....	31
Organization and Duties, Division of Lands and Waters....	32 - 42
Organization and Duties, Division of Administration.....	43 - 57
Organization Chart.....	58 - 60
Subject Index for Policies.....	Appendix i - ix

STATE  
CONSERVATION COMMISSION

July, 1958

# INTER DEPARTMENTAL COMMUNICATION

(PLEASE CONFINE TO ONE SUBJECT)

STATE CONSERVATION COMMISSION — DES MOINES, IOWA

To All Conservation Commission Employees

DATE July 1, 1958

FROM Bruce F. Stiles, Director

SUBJECT:

We have reviewed the policies under which the Conservation Commission operates. Some of these policies have been revised and differ from those in the policy booklet you now have.

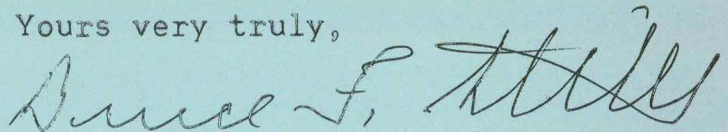
The duties of Commission employees have also been reviewed and have been rewritten and brought up to date.

Prior to this time a copy of the Commission Policies and the Organization and Duties has been given to each full time employee as a matter of information.

This booklet containing the revised policies and duties is now being issued to you and becomes an item of equipment that must be listed on your inventory so you will be held accountable for it.

Each employee should become familiar with the policies of operation and the duties of the various employees of the Conservation Commission.

Yours very truly,



Bruce F. Stiles, Director

BFS/ry

OPERATIONAL POLICIES  
AS  
REVIEWED AND ADOPTED MARCH, 1958  
BY  
STATE CONSERVATION COMMISSION

The policies as listed are to be followed by all Conservation Commission personnel. There may be procedures or policies applicable only within one of the three divisions that are not included here. The policies listed below are of broad significance and are intended to cover situations of a recurring nature.

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, lodges, and concessions, the use of which is permitted 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 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.
5. 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.
6. 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.
7. State-owned islands are not to be sold or leased for private fishing or hunting grounds.
8. Islands are not to be removed from state-owned river beds.
9. All fish and game lands and waters are established as game management areas under the provisions of Sec. 109.6, Code of 1954.

10. Maximum prices which may be charged the public by concessionaires are to be set by the Commission.
11. Commercial sailboats are prohibited on all state-owned artificial lakes.
12. Use of sailboats of a type and size approved by the Director is allowed on all artificial lakes. Use of power propelled pontoon boats will not be permitted on artificial lakes.
13. 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.
14. Boats equipped with a toilet discharging into the water are not to be granted a license to operate on state lakes.

---

15. State-owned docks on state lakes are to be built out only from state-owned shorelands.
16. Dock permits for docks constructed from public lands into public waters are to be granted only by permission of the agency having jurisdiction over the shorelands.
17. Privately constructed docks from public shorelands, where permitted, in public waters must be posted as public docks and open to public use.
18. Swimming in artificial lakes is to be confined to designated beaches.
19. Bathing beaches on state-owned areas are not to be fenced.
20. Private bathhouses and boathouses are to be kept back of the ordinary high water mark and on privately owned lands.
21. Non-commercial sand and gravel permits are to be issued only to riparian owners for material for their own private use.
22. No sand and gravel permits are to be given on state lakes.
23. Advance payment of \$50.00 to \$100.00 to be determined by the Director, to be required for all commercial sand and gravel permits.
24. Permits for sand and gravel on Mississippi River to be issued under same conditions as on inland rivers.
25. When sand and gravel has been taken without a permit, settlement is to be made at the rate of fifteen cents per ton for the material taken.
26. A fee is to be charged for camping in State Parks and State Forests.

27. Camp leaders in group camps are to be charged the same rate as others in the camp.
  28. Camping in state-owned areas is permitted only in those having resident custodians or in such other areas that are especially set aside for camping except camping permits may be granted by the Director on other state-owned lands.
  29. Soliciting of funds and taking of collections is prohibited in state areas.
  30. Trap and skeet fields are prohibited in state areas.
  31. State-owned property is not to be loaned out.
  32. Distribution of printed material, except by Commission, is prohibited on state areas.
- 
33. Sale of beer is prohibited in state areas.
  34. Public dances are prohibited in state park lodges.
  35. The Commission will not expend funds to repair or maintain old river dams, except those dams that are the property of the State and directly and wholly under the jurisdiction of the Conservation Commission.
  36. Expenditures of Commission funds is to be confined to areas under the jurisdiction of the Commission, and to other areas specified by law.
  37. Commission will not sponsor projects nor expend its funds within the incorporate limits of cities or towns.
  38. Commission will not expend its funds to acquire public access to a privately owned area.
  39. Commission will not expend its funds to employ lifeguard or swimming instructor or for the purchase of playground equipment for state lake beaches.
  40. 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 is to be made without approval of Director.
  41. Lake patrol boats and personnel will be provided by the Lands and Waters Division.
  42. 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.

43. The Commission will purchase boats and motors, when required, for Conservation Officer's use.
44. The Commission will purchase waders, when required, for employee's use.
45. The Commission will not purchase raincoats nor hip boots for use of State Conservation Officers.
46. The Commission will furnish first-aid kits to Conservation Officers and to other employees when required.
47. Members of a Conservation Officer's family will not be paid ~~for work done in connection with the officer's work.~~
48. Commission funds may not be used to pay school tuition for children of employees living on state areas.
49. Commission employees are not to provide technical services for other than Commission projects unless expressly authorized by the Commission.
50. Conservation Officers and other Commission employees shall not accept remuneration in any form from organizations or persons for services performed in line of duty and the Commission considers that the salaries paid by the Commission and under which employees have accepted employment, constitutes their entire compensation.
51. (Cost of blueprints) This policy was rescinded by Commission action, August, 1958.
52. 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.
53. 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.
54. State Forest Nursery.

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.

43. The Commission will purchase boats and motors, when required, for Conservation Officers's use.
44. The Commission will purchase waders, when required, for employee's use.
45. The Commission will not purchase raincoats nor hip boots for use of State Conservation Officers.
46. The Commission will furnish first-aid kits to Conservation Officers and to other employees when required.
47. Members of a Conservation Officer's family will not be paid for work done in connection with the officer's work.
- ~~48. Commission funds may not be used to pay school tuition for children of employees living on state areas.~~
49. Commission employees are not to provide technical services for other than Commission projects unless expressly authorized by the Commission.
50. Conservation Officers and other Commission employees shall not accept remuneration in any form from organizations or persons for services performed in line of duty and the Commission considers that the salaries paid by the Commission and under which employees have accepted employment, constitutes their entire compensation.
51. Anyone given blueprints of Commission projects are to be charged the cost of the prints.
52. 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.
53. 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.
54. State Forest Nursery.

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 year's growth or fifteen inches in height.

55. All regular employees of the Commission, exclusive of office employees, are required to wear an assigned insignia one inch below the shoulder seam of their shirt or jacket at all times when on duty.
56. All Conservation Officers shall enforce navigation laws.
57. Newly appointed Conservation Officers shall be on probation for a period of one year from the date of their appointment. If at the end of this period the officer'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 officer status.

---

58. Conservation Officers shall be rated twice yearly on their performance in their positions. Men receiving ratings below 80 shall be notified, in writing, of their rating. Two successive ratings below 70 will be cause for dismissal. When an officer receives a rating under 80 he shall be contacted by his District Supervisor and given specific instructions as to how to improve his rating.
59. All matters for consideration of the Commission from employees shall be presented through the Director.
60. All Commission employees are prohibited from holding any position or office in any conservation club or league.
61. No Commission employee is to appear before the legislature or any legislative committee without approval of the Director.
62. No Commission employee shall engage in any outside activity requiring an expenditure of time or effort sufficient to detract from his efficiency in the performance of regular duties. No 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 without approval of the Director.
63. 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.
64. Positions of Commission employees on military leave may only be filled on a temporary basis.
65. Commission employees leaving active employment will not be granted leaves of absence without pay excepting military leave.



66. 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 be accumulative.
67. 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.
68. Relatives of Commission employees shall not be employed by the Commission when they will work under the direction of a relative.
69. 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.~~
70. 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.
71. Anyone discharged for cause cannot subsequently be eligible for qualification as a Conservation Officer.
72. 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.

73. 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.
  74. Game farm birds or animals shall not be furnished for use in any advertising scheme.
  75. The Commission is opposed to any tagging of fish or game birds for prizes.
  76. Commission employees may write, without pay, articles for local newspapers or magazines, provided the material is first submitted to their respective Division Chiefs for approval before publication.
- 
77. 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, to other State Conservation Departments and sporting magazines on an exchange basis and to all members and former members of the Conservation Commission.
  78. Conservation Commission films shall be consigned only through Commission employees who shall be responsible for their care and return.
  79. 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.
  80. 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.
  81. 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.
  82. 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.
  83. All Conservation Officers must have licenses for sale as a part of their regular duties.
  84. Commission opposes distribution to license buyers of printed material except as may be put out by the department.

85. The Commission opposes capture of birds or animals from the wild for exhibition purposes.
86. Scientific collectors permits shall be issued only for collections for use in accredited educational institutions or in a research program.
87. Research workers may be issued identification cards without cost for scientific collecting done as a part of an approved research project.
88. 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.
89. 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.
90. The following species of fish are classified as rough fish: Carp, Buffalo, Dogfish, Gar, Quillback, and Gizzard Shad.
91. All court costs or fees collected by Conservation Officers shall be turned into the office of the State Conservation Commission.
92. 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.
93. 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.

94. When any work section is advertising for bids on contracts, copies of the notice to bidders shall be sent to all members of the Commission. When bids have been received and opened and recorded, a copy of the bid tabulation sheet showing all bids shall also be sent to each Commissioner.
95. Aquatic Vegetation Control. Effective April 1, 1958 to April 1, 1959.

The State Conservation Commission may cooperate with any city, town, service organization, or community; or with 10 or more lakeshore property owners; or other land owners embracing 500 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.

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.

Other 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.

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.

STATE CONSERVATION COMMISSION  
DEPARTMENTAL ORGANIZATION - DUTIES  
AND  
ADOPTED POLICIES

---

Conservation Commission

State law provides for a State Conservation Commission consisting of seven citizens of the State who are interested in and have a 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. Members are appointed for six years unless appointed to fill our an unexpired term caused by a vacancy.

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 Commission are set out in Chapters 106, 107, 108, 109, 110, 111, 112 and 308 Code of Iowa, 1957.

State Conservation Director

State law provides that the Commission shall employ an administrative head who shall be known as State Conservation Director and be responsible to the Commission for the execution of its policies. He shall, with the consent of the Commission, employ such assistants as are necessary to carry out the duties imposed on the Commission.

D U T I E S

By action of the State Conservation Commission at its meeting of March 25, 1947, the following duties and functions of the Commission and the Director 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 \$1,000.
  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:

Station: Des Moines

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 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.

Execute for and on 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 and 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.
- 

The duties and functions of all other personnel are as approved by the Director.

ASSISTANT DIRECTOR

Station: Des Moines

The Assistant Director shall be responsible to the Director for the performance of assigned duties.

Duties: The Assistant Director shall:

1. Serve as Acting Director in the absence of the Director.
2. Aid the Director in planning and coordination of activities of the three Divisions and aid in keeping the Director appraised of programs for progress and compliance with Commission actions.
3. Act as liaison between the Director and other public agencies as the work of such agencies relates to the activities of the Conservation Commission.
4. Act as the personal representative of the Director at all official functions not attended by the Director, unless otherwise instructed.
5. Carry out specific assignments that may be given by the Director.
6. Submit reports to the Director as required.

O R G A N I Z A T I O N

---

The organization of the Conservation Commission is divided into three Divisions as set out by law.

An organizational chart showing the assignment of work and responsibilities of the personnel employed by the Commission is included herein as pages 58, 59 and 60.



THE THREE DIVISIONS  
OF THE  
CONSERVATION COMMISSION

THE DIVISION OF FISH AND GAME

THE DIVISION OF LANDS AND WATERS

THE DIVISION OF ADMINISTRATION

General Statement

In addition to the 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.

The following list of duties and responsibilities does not indicate programs or specific assignments. Each operating Section and Division has its work program. The following duties are set out to show the basic structure of the entire organization and shows the general area of responsibility of each individual.

DIVISION OF FISH AND GAME

CHIEF OF DIVISION

Station: Des Moines

The Division is headed by a Division Chief who is responsible to the Director for all the functions of the Division. He supervises and coordinates all activities of the employees in the various work sections of the Division. All matters pertaining to the work of the Division comes to and are handled through the Chief of the Division.

Duties: The Chief of the Division shall:

1. Receive all orders and directives from the Director and shall be responsible to the Director for the successful operation of the Division. He shall submit progress and/or special reports to the Director as required.
2. Make recommendations to the Director for the improvement of the Division.
3. Submit to the Director all matters in the Division requiring Commission attention, together with his recommendations for action.
4. Approve the expenditures of all funds within the Division.
5. Keep appraised of the progress of all cooperative research work and make recommendations to the Director concerning its scope, functions and the application of the findings.
6. Grant such permits for use of state-owned lands as may be authorized by the Director.

The work of the Division of Fish and Game is divided into the following Sections:

Fisheries  
Game  
Biology  
Federal Aid  
Conservation Officers

The Fisheries, Game, Biology and Federal Aid Sections are headed by a Section Superintendent who is responsible to the Chief of the Division. All matters pertaining to the work of each Section shall come to and are handled through the Superintendent.

### SECTION SUPERINTENDENTS

#### General Duties

All Fish and Game Section Superintendents shall:

- a. Receive orders and directives from and be responsible to the Division Chief for the successful operation of the Section. He shall submit progress and/or special reports as required.
- b. Make recommendations to the Division Chief for the improvement of the Section.
- c. Counsel with and make recommendations to the Division Chief on personnel matters within the Section.
- d. Submit to the Division Chief all matters in his Section requiring Commission attention, together with his recommendations.
- e. Have general supervision over the employees of the Section.
- f. Approve the expenditures of all funds within the Section.
- g. Cooperate with other Section Superintendents of the Division where joint activities may occur and keep field officers advised as to the work program.
- h. Maintain adequate records for use in current operations and for future planning.
- i. Have specific duties as hereinafter listed and as may be further assigned by the Division Chief.

FISHERIES SECTION

Specific Duties

For general duties of the Fisheries Section Superintendent refer to page 16.

FISHERIES SECTION SUPERINTENDENT

Station: Des Moines

Duties: The Superintendent of Fisheries shall:

- a. Be responsible for selecting, planning and directing a sound fish management program in public waters and in private waters where required.
- b. Be responsible for planning and executing a development and/or maintenance program on state-owned lands and waters assigned to the Fisheries Section.
- c. Coordinate work and assignments of all personnel in the Fisheries Section.

ROUGH FISH MANAGER

Station: Spirit Lake

Duties: The Rough Fish Manager shall:

- a. Receive orders from and be responsible to the Superintendent of Fisheries.
- b. Be responsible for the removal of rough fish from state-owned lakes and streams.
- c. Assist the District Fisheries Managers in fish species control and other management work.
- d. Be responsible for rough fish sales, collection of monies from such sales, fish contract execution and all matters pertaining to disposal of undesirable fish.

FISHERIES FOREMAN - Rough Fish - Four positions.

All four foremen are stationed at Spirit Lake.

Duties: The Fisheries Foreman shall:

- a. Receive orders from and be responsible to the Rough Fish Manager.
- b. Supervise the rough fish workmen assigned to him.

DISTRICT FISHERIES MANAGERS - Three positions.

District #1) No specific town is assigned  
District #2) as a station or headquarters.  
District #3)

(See map page 31 for boundary of each district.)

Duties: The District Fisheries Manager shall:

- a. Receive orders from and be responsible to the Superintendent of Fisheries.
- b. Have general supervision of personnel assigned to him in his district.
- c. Make recommendations to the Section Superintendent for improvements in the fisheries program.
- d. Make surveys and investigations as directed by the Section Superintendent.
- e. Carry out stream improvement work.
- f. Be responsible for fish propagation and distribution.
- g. Be responsible for development and/or maintenance of state-controlled grounds, property, structures and other facilities assigned to him.
- h. Be responsible for a record of and the condition of and orderly replacement of all fisheries equipment and supplies charged to his district.
- i. Make and superintend all cooperative farm agreements on state lands assigned to him.
- j. Cooperate with the District Game Managers in the planning and execution of game development on state lands assigned to him and with Assistant Superintendent of Federal Aid where Dingell-Johnson funds are involved.
- k. Submit required reports to the Section Superintendent covering activities and accomplishments of the fisheries program in his district.

FISH CULTURIST - Eleven positions.

<u>Station</u>	<u>Nearest Town</u>
Lake View Hatchery	Lake View
Humboldt Hatchery	Humboldt
Spirit Lake Hatchery	Spirit Lake
Clear Lake Hatchery	Clear Lake
Decorah Hatchery	Decorah
Backbone Hatchery	Strawberry Point

<u>Station</u>	<u>Nearest Town</u>
Lansing Station	Lansing
Sabula Station	Sabula
Lake Wapello Hatchery	Drakesville
Mt. Ayr Station	Mt. Ayr

Duties: The Fish Culturist shall:

- a. Receive orders from and be responsible to the District Fisheries Manager.
- b. Be in charge of the fish management station or hatchery over which he is assigned.
- c. Carry out such field fish management work as may be assigned to him.

FISHERIES FOREMAN - Fish Management - Three positions.

<u>Station</u>	<u>Nearest Town</u>
Spirit Lake Hatchery	Spirit Lake
Sabula Station	Sabula
Backbone Hatchery	Strawberry Point

Duties: The Fisheries Foreman - Fish Management shall:

- a. Receive orders from and be responsible to the Fish Culturist under whom he is assigned.
- b. Supervise the fishery workmen assigned to him.

FISHERIES FOREMAN - Area Maintenance - Five positions.

<u>Station</u>	<u>Nearest Town</u>
Spirit Lake Hatchery	Spirit Lake
Lake View	Lake View
Hampton	Hampton
Decorah Hatchery	Decorah
Wapello	Drakesville

Duties: The Fishery Foreman - Area Maintenance shall:

- a. Receive orders from and be responsible to the District Fisheries Manager to whom he is assigned.
- b. Carry out development and/or maintenance activities on areas assigned to him.
- c. Make regular inspections of his areas.
- d. Submit reports on work completed and recommendations for improvement of areas assigned to him.
- e. Supervise the workmen under his direction.

FISHERIES FOREMAN - Workshop

Station: Spirit Lake

Duties: This Fisheries Foreman shall:

- a. Receive orders from and be responsible to the District I Fisheries Manager.
- b. Be in charge of the workshop at the Spirit Lake Fish Hatchery.
- c. Supervise the workmen assigned to him.

---

STENOGRAPHER

Station: Spirit Lake

Duties: This stenographer shall:

- a. Be responsible to and receive orders from the Fish Culturist in charge of the Spirit Lake Hatchery.
- b. Do general stenographic and clerical work for Fish and Game personnel in District I.

GAME SECTION

Specific Duties

For general duties of Game Section Superintendent refer to page 16.

GAME SECTION SUPERINTENDENT

Station: Des Moines

Duties: The Superintendent of Game shall:

- a. Be responsible for selecting, planning and directing a sound game management program on public lands and on private lands when required.
- b. Be responsible for planning and executing a development and/or maintenance program on state-owned lands and waters assigned to the Game Section.
- c. Coordinate work and assignments of all personnel in the Game Section.

DISTRICT GAME MANAGERS - Three positions.

District #1) No specific town is assigned  
District #2) as a station or headquarters.  
District #3)

(See map on page 31 for boundaries of each district.)

Duties: The District Game Managers shall:

- a. Receive orders from and be responsible to the Superintendent of Game.
- b. Have general supervision of personnel assigned to him in his district.
- c. Make recommendations to the Section Superintendent for improvements in the game program.
- d. Make surveys and investigations as directed by the Section Superintendent.
- e. Provide technical advice on game habitat work on private land and supervise this work when required.
- f. Supervise the game bird rearing and stocking program in his district and be responsible for control of nuisance animals.
- g. Be responsible for development and/or maintenance of state-controlled grounds, property, structures and other facilities as assigned to him.



- h. Be responsible for a record of and the condition of and orderly replacement of all game equipment and supplies charged to his district.
  - i. Make and superintend all cooperative farm agreements on state-owned lands assigned to him.
  - j. Cooperate with the District Fisheries Manager in his district in the planning and execution of fishery development on state-owned lands assigned to him and with Assistant Superintendent of Federal Aid where Pittman-Robertson funds are involved.
- 
- k. Submit required reports to the Section Superintendent covering activities and accomplishments of the game program in his district and to the Superintendent of Federal Aid as required.

GAME FOREMAN - Area Maintenance - Three positions.

District #1 - Swan Lake	Gruver, Iowa
District #2 - Dudgeon Lake	Vinton, Iowa
District #3 - Mt. Ayr Area	Mt. Ayr, Iowa

Duties: The Game Foreman, Area Maintenance shall:

- a. Receive orders from and be responsible to the District Game Manager to whom he is assigned.
- b. Carry out development and/or maintenance activities on areas assigned to him.
- c. Make regular inspections of his areas.
- d. Submit reports on work completed and recommendations for improvement of areas assigned to him.
- e. Supervise the workmen under his direction.

STATE GAME FARM SUPERVISOR

Station: Boone

Duties: The Game Farm Supervisor shall:

- a. Receive orders from and be responsible to the Superintendent of Game.
- b. Have complete charge of and operate the game farm.
- c. Keep and care for such birds and mammals as may be assigned to him.
- d. Submit required reports setting out his accomplishments and activities.

GAME FOREMAN - Game Farm

Station: Boone

Duties: This Game Foreman shall:

- a. Receive orders from and be responsible to the Game Farm Supervisor.
- b. Supervise the workmen assigned to him.

GAME AREA CUSTODIAN - Two positions.

Allen Green Refuge  
Hooper Game Area

Oakville  
Indianola

---

Duties: The Game Area Custodian shall:

- a. Be responsible to and receive orders from the District Game Manager to whom he is assigned.
- b. Be responsible for the care and maintenance of buildings and grounds on the area to which he is assigned.

BIOLOGY SECTION

Specific Duties

For general duties of Biology Section Superintendent refer to page 16.

BIOLOGY SECTION SUPERINTENDENT

Station: Des Moines

Duties: The Superintendent of Biology shall:

- a. Be responsible for selecting, planning and directing a comprehensive biological program including a continuous inventory of the fishes, game birds and mammals.
- b. List and classify all fish and game waters and lands, setting out the primary, secondary and other uses, and make recommendations for development and improvement based on this classification.
- c. Submit results of biological investigations and management recommendations upon completion of assigned study.
- d. Cooperate with the Iowa Cooperative Research Unit in planning and execution of their biological investigations and programs.
- e. Cooperate with other state and federal agencies involving interstate studies of fish and game.
- f. Coordinate work and assignments of all personnel in the Biology Section.

BIOLOGISTS - Thirteen positions.

<u>Type</u>	<u>Assignments</u>	<u>Number</u>
Fisheries Biologist	Natural Lakes	2
Fisheries Biologist	Artificial Lakes	2
Fisheries Biologist	Streams	4
Game Biologist	Mammals	2
Game Biologist	Upland Game Birds	2
Game Biologist	Waterfowl	1

Duties: Each Biologist shall:

- a. Receive orders from and be responsible to the Superintendent of Biology.
- b. Have general supervision of personnel assigned to him.
- c. Assist Section Superintendent in preparing and keeping a current comprehensive biological program as it applies to his specific assignment.

- d. Conduct surveys and investigations as directed by the Section Superintendent.
- e. Keep an inventory on principal species of fish, game birds and mammals as assigned.
- f. Carry on progressive management research as directed by the Section Superintendent.
- g. Assemble and analyze biological and statistical data and prepare written reports as assigned.

---

BIOLOGIST AID - Six positions.

Two assigned to Biologists on artificial lakes.  
Four assigned to Biologists on streams.

Duties: Each Biologist Aid shall:

- a. Be responsible to and receive orders from the biologist to whom he is assigned.
- b. Assist the biologist to whom he is assigned in carrying out creel census, surveys and other biological field work.

BIOLOGY FOREMAN

Station: Spirit Lake

Duties: The Biology Foreman shall:

- a. Jointly receive orders from and be responsible to the two biologists assigned to natural lakes.
- b. Supervise the summer fish survey crew.
- c. Assist the natural lakes biologists in lake surveys, winter oxygen determinations, and other biological field work.

FEDERAL AID SECTION

Specific Duties

For general duties of Federal Aid Section Superintendent refer to page 16.

FEDERAL AID SECTION SUPERINTENDENT

Station: Des Moines

Duties: The Superintendent of Federal Aid shall:

- a. Be responsible for selecting, planning, and directing the Pittman-Robertson and Dingell-Johnson programs.
- b. Be responsible for planning and executing a development and/or maintenance program of state-owned lands assigned to the Federal Aid Section.
- c. Coordinate work and assignments of all personnel in the Federal Aid Section.

ASSISTANT SUPERINTENDENT - Federal Aid - Three positions.

Station: Des Moines

Duties: All Assistant Superintendents of Federal Aid shall:

- a. Receive orders from and be responsible to the Superintendent of Federal Aid.
- b. Be responsible for preparation of required documents and vouchers for projects assigned to him.
- c. Make recommendations to the Section Superintendent for improvements.
- d. Be responsible for location, investigation, acquisition and initial development of wildlife restoration areas.
- e. Cooperate with the District Fish and Game Managers in preparing and carrying out development and/or maintenance programs on state-owned lands where Federal Aid funds are being used.
- f. As assigned, be responsible for the preparation of and carrying out a state-wide farm-game habitat development program and have supervision of the employees assigned to this program.
- g. Submit required reports to the Section Superintendent covering his activities and accomplishments.

UNIT GAME MANAGERS - Eight positions.

<u>Station</u>	<u>Town</u>
Ruthven Game Management Unit	Ruthven
Ingham-High Game Management Unit	Wallingford
Rice Lake Game Management Unit	Lake Mills
Sweet Marsh Game Management Unit	Tripoli
Odessa Game Management Unit	Wapello
Colyn Game Management Unit	Russell
Bays Branch Game Management Unit	Panora
Missouri River Game Management Unit	Council Bluffs

Duties: The Unit Game Manager shall:

- a. Receive orders from and be responsible to the District Game Manager to whom he is assigned for work pertaining to the operation of his Management Unit.
- b. Carry out development and/or maintenance activities on the Management Unit to which he is assigned.
- c. Make regular inspection of his areas.
- d. Submit reports on work completed and recommendations for improvement of areas in the Unit.
- e. Supervise the workmen under his direction.

FEDERAL AID FOREMAN - Two positions - State-wide.

Duties: The Federal Aid Foreman shall:

- a. Receive orders from and be responsible to the Assistant Superintendent of Federal Aid in charge of the farm-game habitat program.
- b. Aid the above Assistant Superintendent in making farmer contacts, preparing plans, planting of trees, shrubs, etc., and in making inspection of the completed areas.
- c. Supervise the workmen under his direction.
- d. Submit required reports on work completed and recommendations for improvement in the program.

CONSERVATION OFFICER SECTION

NOTE:

Much of the success or failure of the Conservation program in Iowa hinges upon 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 policy and express them to the people of the community. The first duty is to promote the conservation program of the Commission.

---

DISTRICT SUPERVISOR - Three positions.

See page 31 for boundary of each district.

District #1 - No assigned station.

Officer Territories

Hancock and Wright Counties  
Clay and O'Brien Counties  
Dickinson County  
Cerro Gordo County  
Butler and Franklin Counties  
Palo Alto County  
Crawford and Monona Counties  
Emmet County  
Woodbury County  
Worth and Winnebago Counties

Lyon and Osceola Counties  
Plymouth and Sioux Counties  
Greene and Carroll Counties  
Humboldt and Pocahontas Counties  
Buena Vista and Cherokee Counties  
Calhoun and Webster Counties  
Kossuth County  
Ida and Sac Counties  
Hardin and Hamilton Counties  
Boone and Story Counties

District #2 - No assigned station.

Officer Territories

Scott County  
Benton County  
Fayette County  
Jackson County  
Buchanan and Delaware Counties  
Grundy and Tama Counties  
Lee County  
Howard and Winneshiek Counties  
Floyd and Mitchell Counties  
Dubuque County  
Clayton County

Linn County  
Marshall County  
Jasper and Poweshiek Counties  
Des Moines and Henry County  
Allamakee County  
Clinton County  
Cedar and Jones Counties  
Louisa and Muscatine Counties  
Bremer and Chickasaw Counties  
Blackhawk County  
Iowa and Johnson Counties

District #3 - No assigned station.

Officer Territories

Van Buren and Davis Counties  
Clarke and Decatur Counties  
Appanoose and Monroe Counties  
Cass and Audubon Counties  
Pottawattamie County  
Marion and Warren Counties  
Mills and Montgomery Counties  
Wapello County  
Polk County

Harrison and Shelby Counties  
Lucas and Wayne Counties  
Adams and Taylor Counties  
Dallas and Madison Counties  
Keokuk and Mahaska Counties  
Adair and Guthrie Counties  
Ringgold and Union Counties  
Fremont and Page Counties  
Jefferson and Washington Counties

---

Duties: The District Officer Supervisor shall:

- a. Receive orders from and be responsible to the Chief of the Division of Fish and Game.
- b. Have general supervision of personnel assigned to him.
- c. Make recommendations to the Division Chief on operational procedures and improvement of the program.
- d. Maintain contact with the Officers assigned to him to be assured that each officer is efficiently carrying out his assignment.
- e. Instruct and train newly appointed officers and carry out the semi-annual rating of all officers assigned to him.
- f. Be responsible for a record of and the condition of an orderly replacement of all Conservation Officer equipment and supplies charged to his district.
- g. Cooperate with the Section Superintendents of the Division in facilitating their activities as they apply to the Conservation Officers.
- h. Maintain contact with the District Supervisors of the Division of Lands and Waters to coordinate enforcement activities.
- i. Submit required reports to the Chief of the Division covering activities and accomplishments in his district.



CONSERVATION OFFICERS - Sixty positions.

Duties: Each Conservation Officer shall:

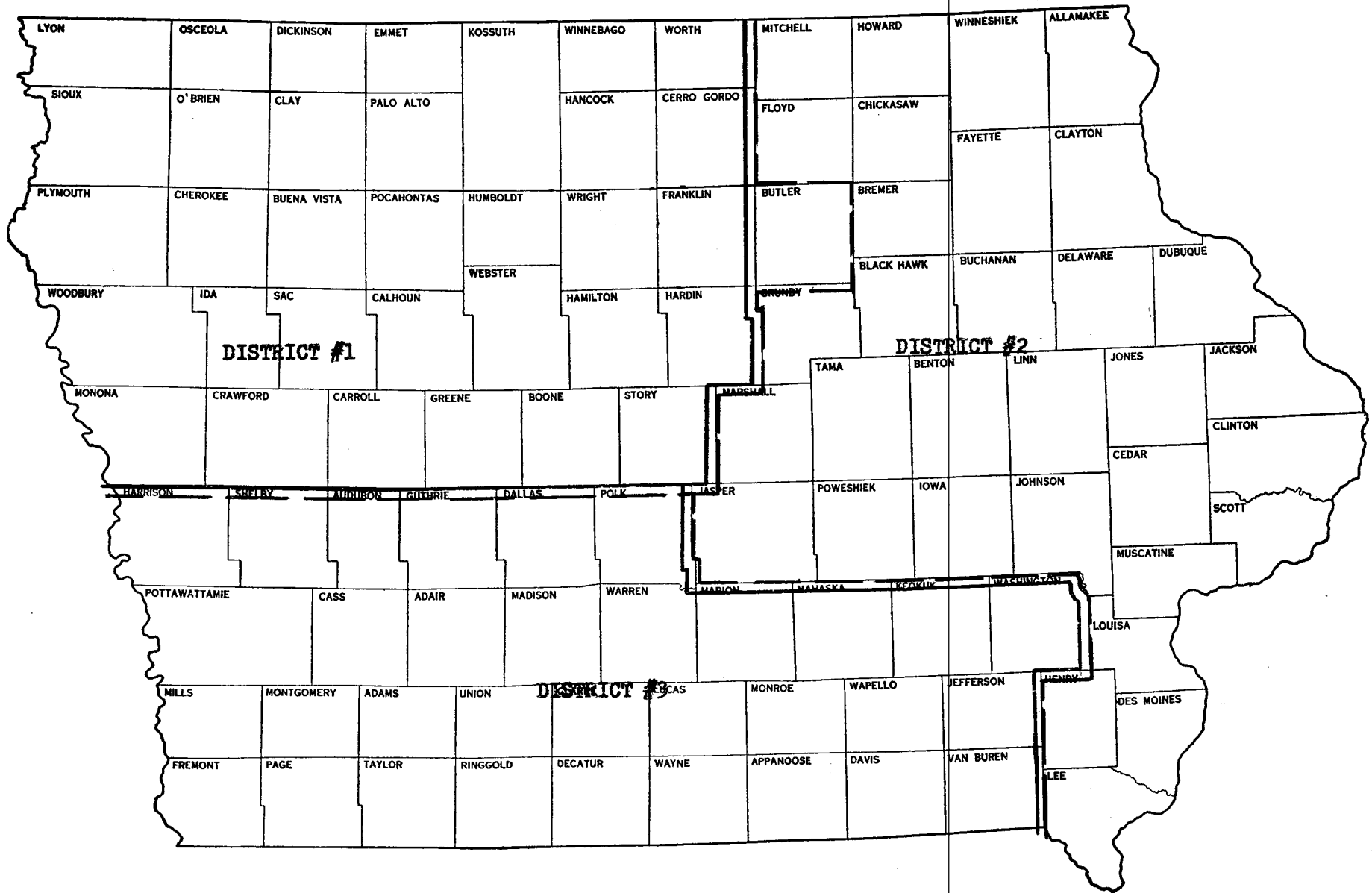
- a. Receive orders from and be responsible to the District Officer Supervisor to whom he is assigned.
- b. Be responsible for the enforcement of fish and game laws and, in cooperation with the Conservation Officers of the Division of Lands and Waters, enforcement of all conservation laws.
- c. Carry out a conservation public relation and educational program with the general public and organizations in his assigned territory.
- d. Assist and cooperate with the other four Sections of the Division in carrying out fish and game management and surveys and investigations on public and private lands and waters as instructed.
- e. Assist in the distribution of hunting and fishing licenses and other literature and brochures as provided.
- f. Submit required reports covering special assignments, activities and accomplishments in his territory.

PILOT AND SPECIAL ENFORCEMENT OFFICER

Station: Des Moines

Duties: The Pilot and Special Enforcement Officer shall:

- a. Receive orders from and be responsible to the Chief of the Division of Fish and Game.
- b. Be solely responsible for piloting and care and maintenance of the Commission airplane.
- c. Lend general assistance in the enforcement of all conservation laws and carry out special assignments as directed.
- d. Submit required reports covering his activities and accomplishments.



MAP SHOWING THREE OPERATIONAL DISTRICTS OF  
 DIVISION FISH AND GAME \_\_\_\_\_  
 DIVISION LANDS AND WATERS \_\_\_\_\_

DIVISION OF LANDS AND WATERS

CHIEF OF DIVISION

Station: Des Moines

The Division is headed by a Division Chief who is responsible to the Director for all the functions of the Division. He supervises and coordinates all activities of employees in the various work sections of the Division. All matters pertaining to the work of the Division comes to and are handled through the Chief of the Division.

Duties: The Chief of the Division shall:

1. Receive all orders and directives from the Director and shall be responsible to the Director for the successful operation of the Division. He shall submit progress and/or special reports to the Director as required.
2. Make recommendations to the Director for the improvement of the Division.
3. Submit to the Director all matters in the Division requiring Commission attention, together with his recommendations for action.
4. Approve the expenditures of all funds within the Division.
5. Keep appraised of the progress of all cooperative research work and make recommendations to the Director concerning its scope, functions and the application of the findings.
6. Grant such permits for use of state-owned lands as may be authorized by the Director.

The work of the Division of Lands and Waters is divided into the following Sections:

Parks  
Waters  
Forestry

Each of these Sections is headed by a Superintendent who is responsible to the Chief of the Division. All matters pertaining to the work of each Section shall come to and are handled through the Superintendent.

### SECTION SUPERINTENDENTS

#### General Duties

All Lands and Waters Section Superintendents shall:

- a. Receive orders and directives from and be responsible to the Division Chief for the successful operation of the Section. He shall submit progress and/or special reports as required.
- b. Make recommendations to the Division Chief for the improvement of the Section.
- c. Counsel with and make recommendations to the Division Chief on personnel matters within the Section.
- d. Submit to the Division Chief all matters in his Section requiring Commission attention, together with his recommendations.
- e. Have general supervision over the employees of the Section.
- f. Approve the expenditures of all funds within the Section.
- g. Cooperate with other Section Superintendents of the Division where joint activities may occur and keep field officers advised as to the work program.
- h. Maintain adequate records for use in current operations and for future planning.
- i. Have specific duties as hereinafter listed and as may be further assigned by the Division Chief.

PARKS SECTION

Specific Duties

For general duties of Parks Section Superintendent refer to page 33.

PARKS SECTION SUPERINTENDENT

Station: Des Moines

Duties: The Superintendent of Parks shall:

- a. Be responsible for selecting, planning and directing a sound parks development program.
- b. Be responsible for planning and executing a development and/or maintenance program on all state parks, monuments and preserves.
- c. Coordinate work and assignments of all personnel in the Parks Section.

DISTRICT PARK SUPERVISOR - Three positions.

See map page 31 for boundary of each district.

District #1 - No assigned station.

Parks

Barkley Memorial	Mill Creek
Beeds Lake	Mini Wakan
Black Hawk	Oak Grove
Browns Lake	Okamanpedan
Call, A. A.	Okoboji Area
Clear Lake	Pilot Knob
Dolliver Memorial	Pine Lake
Eagle Lake	Preparation Canyon
Fort Defiance	Rice Lake
Gardner Sharp Cabin	Rush Lake
Gitche Manitou	Spring Lake
Gull Point	Steamboat Rock
Indian Village	Stone Park
Kearny	Storm Lake
Ledges	Swan Lake
Lewis and Clark	Trappers Bay
Lost Island	Twin Lakes
McIntosh Woods	Wanata
	Woodman Hollow

District #2 - No assigned station.

Parks

Backbone  
Beaver Meadows  
Bellevue  
Bixby  
Brush Creek Canyon  
Clark, T. F.  
Echo Valley  
Fish Farm Mounds  
Fort Atkinson  
Galland School  
Geode  
George Wyth Memorial  
Heery Woods

Macbride  
Maquoketa Caves  
McGregor Area  
Oakland Mills  
Palisades Kepler  
Pioneer  
Plumb Grove  
Rock Creek  
Silver Lake  
Turkey River Mounds  
Union Grove  
Wapsipinicon  
Wild Cat Den

District #3 - No assigned station.

Parks

Ahquabi  
Allerton Reservoir  
Cold Springs  
Darling  
Green Valley  
Keomah  
Lacey Keosauqua  
Manawa  
Margo Frankel Woods  
Nine Eagles

Pammel  
Red Haw  
Sharon Bluffs  
Springbrook  
Viking Lake  
Three Fires, Lake of  
Wapello  
Waubonsie  
Woodthrush

Duties: The District Park Supervisor shall:

- a. Receive orders from and be responsible to the Superintendent of Parks.
- b. Have general supervision of personnel assigned to him.
- c. Make recommendations to the Section Superintendent for improvements in the park program.
- d. Supervise the maintenance of buildings, grounds, facilities and equipment on the parks in his district.
- e. Negotiate and supervise all concessions and land use contracts.
- f. Supervise weed and tree control and all plantings, thinnings and construction on the park areas in his district.
- g. Be responsible for a record of and the condition of and orderly replacement of all parks and officer equipment and supplies in his district.

- h. Maintain contact with the District Officer Supervisors of the Division of Fish and Game to coordinate enforcement activities.
- i. Submit required reports to the Section Superintendent covering activities and accomplishments in his district.

CONSERVATION OFFICERS - Park Custodian - Thirty-six positions.

NOTE:

Much of the success or failure of the Conservation program in Iowa hinges upon 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 policy and express them to the people of the community. The first duty is to promote the conservation program of the Commission.

Duties: The Conservation Officer, Park Custodian shall:

- a. Receive orders from and be responsible to the District Park Supervisor to whom he is assigned.
- b. Have supervision over personnel assigned to him.
- c. Make recommendations to the District Park Supervisor for the improvement of his assigned park.
- d. Be responsible for the maintenance of buildings, grounds, facilities and equipment on the park area assigned to him.
- e. Be responsible for the enforcement of navigation and other laws dealing with parks and, in cooperation with the Conservation Officers of the Division of Fish and Game, enforcement of all conservation laws.
- f. Carry out a conservation public relations and educational program with the general public and organizations in an assigned area.
- g. Submit required reports covering special assignments and showing his activities and accomplishments.

PARK CARETAKER - Custodian - Four positions.

Duties: The Park Caretaker, Custodian duties are the same as Conservation Officer, Park Custodian, except that he has no law enforcement duties. See above.

PARK CARETAKER - Assistant Custodian - Fifteen positions.

Station: As assigned

Duties: The Park Caretaker, Assistant Custodian shall:

- a. Receive orders from and be responsible to the Park Conservation Officer to whom he is assigned.
- b. Assist the Park Conservation Officer in his duties as outlined.

SHOP MANAGER

Station: Solon

Duties: The Shop Manager shall:

- a. Receive orders from and be responsible to the Superintendent of Parks.
- b. Be responsible for the construction and repair of all park equipment as assigned.
- c. Be in charge of the workshop at Lake Macbride.
- d. Submit reports as required.

PRISON LABOR MANAGER

Station: Ottumwa

Duties: The Prison Labor Manager shall:

- a. Receive orders from and be responsible to the Superintendent of Parks.
- b. Coordinate the prison labor program as it relates to state parks.
- c. Make recommendations to the Section Superintendent for the improvement of the program.
- d. Submit required reports covering his activities and accomplishments.

FOREMAN - Prison Labor - Two positions.

Station: As assigned.

Duties: The Prison Labor Foreman shall:

- a. Receive orders from and be responsible to the Prison Labor Manager.
- b. Supervise the workmen assigned to him.



WATERS SECTION

Specific Duties

For general duties of Waters Section Superintendent refer to page 33.

WATER SECTION SUPERINTENDENT

Station: Des Moines

Duties: The Superintendent of Waters shall:

- a. Be responsible for selecting, planning and directing a sound state-owned water program as it applies to all forms of water recreation other than hunting and/or fishing.
- b. Be responsible for planning and executing a development and/or maintenance program on state-owned waters assigned to the Waters Section.
- c. Coordinate work and assignments of all personnel in the Waters Section.

SUPERVISOR - Erosion Control

Station: Chariton

Duties: The Erosion Control Supervisor shall:

- a. Receive orders from and be responsible to the Superintendent of Waters.
- b. Be responsible for erosion control work on artificial lake watersheds.
- c. Supervise the personnel assigned to him.
- d. Make recommendations for the improvement of his program.
- e. Carry out a public relations and educational program with the general public and organizations in relation to soil erosion problems particularly as these problems effect state-owned lakes.
- f. Submit required reports covering his activities and accomplishments.

TECHNICIAN - Soils

Station: As assigned.

Duties: The Soils Technician shall:

- a. Receive orders from and be responsible to the Supervisor of Erosion Control.
- b. Render technical and physical assistance to the Erosion Control Supervisor in carrying out this program.

INSPECTOR

Station: Des Moines

Duties: The Inspector shall:

- a. Receive orders from and be responsible to the Superintendent of Waters.
- b. Inspect commercial boats as required by law and assist Park Officers in the inspection of privately operated boats on artificial lakes.
- c. Inspect, according to law, for the issuance of permits for removal of sand, gravel and ice from state-owned waters.
- d. Make field inspection and make recommendations on applications for dock and other construction permits on lands assigned to the Division of Lands and Waters.
- e. Make recommendations for improvement of his assigned program.
- f. Submit required reports covering special assignments, his activities and accomplishments.

CONSERVATION OFFICERS - Water Patrol - Three positions.

<u>Lake</u>	<u>Nearest Town</u>
Clear Lake	Clear Lake
* West Okoboji	Milford
* Lake Manawa	Council Bluffs

Duties: The Conservation Officers, Water Patrol shall:

- a. Receive orders from and be responsible to the Superintendent of Waters.
- b. Be responsible for the enforcement of navigation laws on areas assigned and, in cooperation with all other Conservation Officers, the enforcement of all conservation laws.
- c. Carry out a water safety public relations and educational program with the general public and organizations in an assigned area.
- d. Be responsible for the nautical equipment assigned to him.
- e. Submit required reports covering special assignments, his activities and accomplishments.

\* These officers are also Conservation Officers, Park Custodians. Stations are set out above.

FORESTRY SECTION

Specific Duties

For general duties of Forestry Section Superintendent refer to page 33.

FORESTRY SECTION SUPERINTENDENT

Station: Des Moines

Duties: The Superintendent of Forestry shall:

- a. Be responsible for selecting, planning and directing a sound forestry program on public and private lands.
- b. Be responsible for planning and executing a forestry development and/or management program on state-owned lands assigned to the Forestry Section.
- c. Serve as State Forester according to law.
- d. Coordinate work and assignments of all personnel in the Forestry Section.

FORESTER - Nurseryman

Station: Ames

Duties: The Forester, Nurseryman, shall:

- a. Receive orders from and be responsible to the Superintendent of Forestry.
- b. Be responsible for all operations of the state-owned nursery at Ames.
- c. Be responsible for the maintenance of buildings and other facilities at the nursery.
- d. Supervise and coordinate work of all workmen assigned to him.
- e. Make recommendations for the improvement of the nursery operations.
- f. Submit required reports to the Section Superintendent covering activities and accomplishments.

FORESTER - Assistant Nurseryman

Station: Ames

Duties: The Assistant Nurseryman shall:

- a. Receive orders from and be responsible to the Forester in charge of the nursery.

- b. Assist the Nurseryman in the operation and maintenance of the Nursery.
- c. Supervise the workmen assigned to him.

STENOGRAPHER

Station: Ames Nursery

Duties: This stenographer shall:

- a. Receive orders from and be responsible to the Forester in charge of the nursery.
- b. Do general stenographic and clerical work in connection with the operation of the nursery.

FOREMAN - Nursery - Two positions.

Both of these foremen are stationed at the Ames Nursery.

Duties: The Nursery Foreman shall:

- a. Receive orders from and be responsible to the Forester in charge of the nursery.
- b. Supervise the workmen assigned to him.

FORESTERS - Farm - Six positions.

	<u>Stations</u>	
Farmington		McGregor
Farmington		Adel
Anamosa		Chariton

Duties: All Farm Foresters shall:

- a. Receive orders from and be responsible to the Superintendent of Forestry.
- b. Be responsible for the management and maintenance of state-owned forests and the facilities thereon, as assigned to him.
- c. Promote good woodland management on privately owned lands by providing technical advice and field assistance to landowners and/or operators.
- d. Cooperate with mill operators and farmers by assisting in the development of markets for wood products and sources of raw materials for mill operators.
- e. Carry out a forestry public relations and educational program with the general public and organizations in his assigned territory.

- f. Make recommendations to the Section Superintendent for improvements in his program.
- g. Submit required reports covering his activities and accomplishments.

FORESTER - Area

Station: McGregor

Duties: The Area Forester shall:

- a. Receive orders from and be responsible to the Superintendent of Forestry.
- b. Be responsible for the forest management program on the Yellow River, Backbone and White Pine Hollow state forests.
- c. Be responsible for a state-wide fire protection program for forest and grassland areas through education and cooperation.
- d. Make recommendations to the Section Superintendent for improvements in the program assigned.
- e. Submit required reports covering his activities and accomplishments

FOREMAN - Forest Area

Station: Yellow River  
Forest

Duties: The Forest Area Foreman shall:

- a. Receive orders from and be responsible to the Forester in charge.
- b. Supervise the workmen assigned to him.

DIVISION OF ADMINISTRATION

CHIEF OF DIVISION

Station: Des Moines

The Division is headed by a Division Chief who is responsible to the Director for all the functions of the Division. He supervises and coordinates all activities of employees in the various work sections of the Division. All matters pertaining to the work of the Division comes to and are handled through the Chief of the Division.

Duties: The Chief of the Division shall:

1. Receive all orders and directives from the Director and shall be responsible to the Director for the successful operation of the Division. He shall submit progress and/or special reports to the Director as required.
2. Make recommendations to the Director for the improvement of the Division.
3. Submit to the Director all matters in the Division requiring Commission attention, together with his recommendations for action.
4. Approve the expenditures of all funds within the Division.
5. Act as fiscal officer for the Commission and assist the Director on fiscal matters.
6. Act as personnel officer for the Commission, be responsible for all central office clerical and stenographic employees and carry out such activities for the Commission as may be required by the State Personnel Director.

The work of the Division of Administration is divided into the following work groups:

Public Relations  
Land Survey and Acquisition  
Engineering Construction  
Accounts and Records

Public Relations, Land Acquisition and Engineering are set up as Sections comparable to those in the other two Divisions and are headed by a Section Superintendent. Accounts and Records are separated into small units, according to function. Each Unit is headed by a Supervisor of the activity assigned and is so identified in the following duties.

### SECTION SUPERINTENDENTS

#### General Duties

All Division of Administration Section Superintendents shall:

- a. Receive orders and directives from and be responsible to the Division Chief for the successful operation of the Section. He shall submit progress and/or special reports as required.
- b. Make recommendations to the Division Chief for the improvement of the Section.
- c. Counsel with and make recommendations to the Division Chief on personnel matters within the Section.
- d. Submit to the Division Chief all matters in his Section requiring Commission attention, together with his recommendations.
- e. Have general supervision over the employees of the Section.
- f. Approve the expenditures of all funds within the Section.
- g. Cooperate with other Section Superintendents of the Division where joint activities may occur and keep field officers advised as to the work program.
- h. Maintain adequate records for use in current operations and for future planning.
- i. Have specific duties as hereinafter listed and as may be further assigned by the Division Chief.

PUBLIC RELATIONS SECTION

Specific Duties

For general duties of the Public Relations Section Superintendent refer to page 44.

PUBLIC RELATIONS SUPERINTENDENT

Station: Des Moines

Duties: The Superintendent of Public Relations shall:

- a. Be responsible for selecting, planning and directing a sound public relations and educational program as it relates to the Conservation Commission.
- b. Coordinate work and assignments of all personnel in the Public Relations Section.

PUBLIC RELATIONS OFFICER - Editor

Station: Des Moines

Duties: The Public Relations Officer, Editor, shall:

- a. Receive orders from and be responsible to the Superintendent of Public Relations.
- b. Be responsible for the publication of the monthly conservation magazine and news releases.
- c. Make recommendations to the Section Superintendent for the improvement of the program.
- d. Submit required reports to the Section Superintendent covering his activities and accomplishments.

ASSOCIATE EDITOR

Station: Des Moines

Duties: The Associate Editor shall:

- a. Receive orders from and be responsible to the Public Relations Officer, Editor.
- b. Assist in the preparation and editing of the monthly conservation magazine, news releases and other publications.
- c. Assist in dictation and correspondence as assigned.

PUBLIC RELATIONS OFFICER - Education

Station: Des Moines

Duties: The Public Relations Officer, Education, shall:

- a. Receive orders from and be responsible to the Superintendent of Public Relations.



- b. Promote and assist in teacher training programs through Conservation Camps, Teacher Training Colleges, community organizations and similiar groups.
- c. Act as liaison officer with State Education Department.
- d. Assist and participate in the planning and development of local, county and state-wide conservation education programs.
- e. Submit required reports covering his activities and accomplishments.

PUBLIC RELATIONS OFFICER - Audio and Visual Aids Station: Des Moines

Duties: The Public Relations Officer, Audio and Visual Aids, shall:

- a. Receive orders from and be responsible to the Superintendent of Public Relations.
- b. Take motion and still pictures and assist in editing and compiling motion pictures.
- c. Obtain picture material for use in conservation education, conservation publications and for a pictorial record of Commission activities as assigned.
- d. Submit required reports covering his activities and accomplishments.

PUBLIC RELATIONS OFFICER - Exhibits - Two positions.

Duties: The Public Relations Officer, Exhibits, shall:

- a. Receive orders from and be responsible to the Superintendent of Public Relations.
- b. Maintain and operate the traveling exhibit.
- c. Prepare and manage other informational exhibits as assigned.
- d. Make recommendations for the improvement of his program to the Superintendent of Public Relations.
- e. Submit required reports covering his activities and accomplishments.

CLERK - Circulation

Station: Des Moines

Duties: The Circulation Clerk shall:

- a. Receive orders from and be responsible to the Superintendent of Public Relations.

- b. Maintain the film library, have charge of film distribution and keep films and related equipment in good repair.
- c. Maintain subscription lists of publications.
- d. Maintain library of reference books, reports, booklets and other literature.
- e. Make recommendations for the improvement of his program to the Superintendent of Public Relations.
- f. Submit required reports covering his activities and accomplishments.

FOREMAN - Building Custodian

Station: Des Moines

Duties: The Foreman, Building Custodian, shall:

- a. Receive orders from and be responsible to the Superintendent of Public Relations.
- b. Be responsible for the maintenance of buildings, grounds, facilities and equipment in relation to the Conservation Exhibit Building at the State Fairgrounds.
- c. Assist in the preparation of exhibits.
- d. Make recommendations for the improvement of his operations to the Superintendent of Public Relations.
- e. Submit required reports covering his activities and accomplishments.

LAND SURVEY AND ACQUISITION SECTION

For general duties of the Superintendent of Land Survey and Acquisition refer to page 44.

SUPERINTENDENT OF LAND SURVEY AND ACQUISITION Station: Des Moines

Duties: The Superintendent of Land Survey and Acquisition shall:

- a. Be responsible for all phases of land acquisition, land surveys, condemnation and records pertaining thereto.
- b. Coordinate work and assignments of all personnel in this Section.

LAND ACQUISITION SUPERVISOR

Station: Des Moines

Duties: The Land Acquisition Supervisor shall:

- a. Receive orders from and be responsible to the Superintendent of Land Survey and Acquisition.
- b. Serve as land buyer for the Commission by doing related investigational work, take options or other forms of land conveyance.
- c. Assist the Superintendent in preparation, execution and delivery of documents pertaining to land conveyances.
- d. Make recommendations for the improvement of the program to the Superintendent of Land Survey and Acquisition.
- e. Submit required reports covering his activities and accomplishments.

ENGINEER - Land Survey

Station: Des Moines

Duties: The Land Survey Engineer shall:

- a. Receive orders from and be responsible to the Superintendent of Land Survey and Acquisition.
- b. Carry out surveys and marking of lines needed for land purchases, sales or for any other required use.
- c. Assist the Superintendent of Land Survey and Acquisition in preparation of plats, land area computations and other evidence as may be assigned.
- d. Make recommendations for the improvement of his program to the Superintendent of Land Survey and Acquisition.
- e. Be responsible for the workmen assigned to him.
- f. Submit required reports covering his activities and accomplishments.

INSTRUMENT MAN

Station: As assigned.

Duties: The Instrument Man shall:

- a. Receive orders from and be responsible to the Land Survey Engineer.
- b. Operate the various survey instruments and serve as survey party chief.
- c. Complete the land surveys as assigned.
- d. Have charge of the crewmen in the survey crew as assigned.

SURVEY CREWMAN - Three positions.

Station: As assigned.

Duties: The Survey Crewman shall:

- a. Receive orders from and be responsible to the Instrument Man.
- b. Carry out the various duties such as rodman, chainman and others as assigned.

DRAFTSMAN - Land Survey

Station: Des Moines

Duties: The Land Survey Draftsman shall:

- a. Receive orders from and be responsible to the Land Survey Engineer.
- b. Be responsible for preparing maps and/or plats relating to state-owned lands and/or all land conveyances.
- c. Assist in other drafting, mapping or design work as assigned.

ENGINEERING CONSTRUCTION SECTION

For general duties of Engineering Construction Section refer to page 44.

ENGINEERING CONSTRUCTION SECTION SUPERINTENDENT Station: Des Moines

Duties: The Superintendent of Engineering shall:

- a. Be responsible for the successful completion of all phases of construction engineering assigned to this Section.
- b. Furnish assistance and advice relative to all engineering work contemplated by the Commission to be done by private firms.
- c. Coordinate work and assignments of all personnel in the Engineering Construction Section.

ENGINEER-Design

Station: Des Moines

Duties: The Design Engineer shall:

- a. Receive orders from and be responsible to the Superintendent of Engineering Construction.
- b. Be responsible for the preparation of all designs, specifications and estimates on all assigned projects.
- c. Supervise the work of the engineers, architects and draftsmen as assigned to design.
- d. Be responsible for a record of, condition of and orderly replacement of all engineering design equipment and supplies.
- e. Submit required reports to the Section Superintendent covering activities and accomplishments of this phase of the program.

ENGINEER - Construction Design

Station: Des Moines.

Duties: The Construction Design Engineer shall:

- a. Receive orders from and be responsible to the Design Engineer.
- b. Be responsible for the preparation of plans and designs for construction projects as assigned.
- c. Assist in field surveys to obtain data necessary for design, as required.

ENGINEER AID - Design - Two positions. Station: Des Moines

Duties: The Engineer Aid, Design, shall:

- a. Receive orders from and be responsible to the Design Engineer.
- b. Assist in the preparation of plans, specifications and cost estimates for engineering projects as assigned.

ARCHITECTS - Two positions. Station: Des Moines

Duties: The Architects shall:

- a. Receive orders from and be responsible to the Design Engineer.
- b. Be responsible for the preparation of specifications and estimates as this work applies to architectural and/or landscape projects.
- c. Assist in field surveys to obtain data necessary for architectural and/or landscape design.
- d. Provide field assistance in landscaping on Commission projects as required.

DRAFTSMAN - Three positions. Station: Des Moines

Duties: The Draftsman shall:

- a. Receive orders from and be responsible to the Design Engineer.
- b. Be responsible for the drafting and plan preparation for projects as assigned.

ENGINEER, Construction Station: Des Moines

Duties: The Construction Engineer shall:

- a. Receive orders from and be responsible to the Superintendent of Engineering Construction.
- b. Be responsible for all field construction projects from date of letting to completion.
- c. Initiate change orders as needed.
- d. Be responsible for the personnel as assigned.

- e. Be responsible for a record of, condition of and orderly replacement of all engineering construction equipment and supplies.
- f. Submit required reports to the Section Superintendent covering activities and accomplishments.

ENGINEER AID - Resident - Four positions. Station: As assigned.

Duties: The Resident Engineer shall:

- a. Receive orders from and be responsible to the Construction Engineer.
- b. Be responsible for completion of construction according to plans, specifications and contracts on assigned projects.
- c. Submit required reports to Construction Engineer covering activities and accomplishments.

ENGINEER - Hydraulic

Station: Des Moines

Duties: The Hydraulic Engineer shall:

- a. Receive orders from and be responsible to the Superintendent of Engineering Construction.
- b. Be responsible for the preparation of plans and designs for construction projects as assigned.
- c. Be responsible for the operation of the hydraulic laboratory.
- d. Have charge of personnel as assigned.
- e. Be responsible for a record of, condition of and orderly replacement of all hydraulic and/or engineering equipment and supplies, as assigned.
- f. Submit required reports to the Superintendent of Engineering Construction covering his activities and accomplishments.

ENGINEER AID - Hydraulic

Station: As assigned.

Duties: The Engineer Aid, Hydraulic, shall:

- a. Receive orders from and be responsible to the Hydraulic Engineer.
- b. Carry out such work assigned to him in the operation of the hydrology laboratory.

ENGINEER - Construction Survey.

Station: Des Moines

Duties: The Construction Survey Engineer shall:

- a. Receive orders from and be responsible to the Superintendent of Engineering Construction.
- b. Be responsible for field surveys in connection with construction projects.
- c. Have charge of personnel as assigned.
- d. Be responsible for a record of, condition of and orderly replacement of survey equipment and supplies as assigned.

---

\*INSTRUMENT MAN

Station: As assigned

\*SURVEY CREWMAN - Three positions.

Station: As assigned

\*NOTE: The Instrument Man and three crewmen are assigned to the Construction Survey Engineer. See page 49 for duties.



## ACCOUNTS AND RECORDS

As mentioned earlier, several work units are included under Accounts and Records. The duties of each Unit are listed below. The number of clerks assigned to each unit is indicated.

### EQUIPMENT SUPERVISOR

Station: Des Moines

Duties: The Equipment Supervisor shall:

- a. Receive orders from and be responsible to the Chief of the Division of Administration.
- b. Be in charge of maintaining proper inventory records of all equipment and property of the Commission.
- c. Check and maintain required records on all car and truck equipment and assist in maintaining proper operation of all motor equipment.
- d. Assist in purchase of equipment and supplies as requested.
- e. Have charge of acquisition and distribution of central office supplies.
- f. Supervise personnel as assigned.
- g. Make recommendations to the Division Chief for improvement of operations.
- h. Submit required reports setting out his accomplishments and activities.

CLERKS - Two are assigned to the Equipment Supervisor.

See page 56 for duties.

### LICENSE SUPERVISOR

Station: Des Moines

Duties: The License Supervisor shall:

- a. Receive orders from and be responsible to the Chief of the Division of Administration.
- b. Be responsible for the issuance of all Commission licenses, permits, tags and chargeable publications and shall maintain all required records related thereto.
- c. Assist the Cashier in bank deposits and/or withdrawals as related to the sale of items listed in (b) above.
- d. Supervise personnel as assigned.
- e. Make recommendations to the Division Chief for improvement of operations.

- f. Submit required reports setting out his accomplishments and activities.

CLERKS - Four are assigned to the License Supervisor.

See page 56 for duties.

CLAIMS SUPERVISOR

Station: Des Moines

Duties: The Claims Supervisor shall:

- a. Receive orders from and be responsible to the Chief of the Division of Administration.
- b. Be responsible for the auditing, filing and mailing of claims and payment of same.
- c. Prepare and compile the payroll and payroll claims.
- d. Supervise personnel as assigned.
- e. Make recommendations to the Division Chief for improvement of operations.
- f. Submit required reports setting out his activities and accomplishments.

CLERKS - Three are assigned to the Claims Supervisor.

See page 56 for duties.

AUDITOR

Station: Des Moines

Duties: The Auditor shall:

- a. Receive orders from and be responsible to the Chief of the Division of Administration.
- b. Serve as internal auditor.
- c. Supervise personnel as assigned.
- d. Make recommendations to the Division Chief for improvement of operations.
- e. Submit required reports setting out his activities and accomplishments.

BOOKKEEPER

Station: Des Moines

Duties: The Bookkeeper shall:

- a. Receive orders from and be responsible to the Auditor.
- b. Maintain expenditure ledgers of the various funds.
- c. Supervise personnel as assigned.

CLERKS - Two clerks are assigned to the Bookkeeper.

See below for duties.

CASHIER

Station: Des Moines

Duties: The Cashier shall:

- a. Receive orders from and be responsible to the Chief of the Division of Administration.
- b. Be responsible for the recording and depositing of all incoming cash receipts.
- c. Handle the cash sales of licenses, permits, tags and chargeable publications that are sold from the central office.
- d. Supervise personnel assigned to him.
- e. Make recommendations to the Chief of the Division for improvements in the program.
- f. Submit required reports setting out his accomplishments and activities.

CLERKS - One clerk is assigned to the Cashier.

See below for duties.

STENOGRAPHIC AND CLERICAL POSITIONS

CLERKS - Twelve positions. All clerks are stationed in Des Moines.

Duties: Each Clerk shall:

- a. Receive orders from and be responsible to the supervisory personnel as assigned.
- b. Do clerical and stenographic work as required.

STENOGRAPHER AND CONFERENCE SECRETARY

Station: Des Moines

Duties: The Stenographer and Conference Secretary shall:

- a. Receive orders from and be responsible to the Director.
- b. Take dictation, handle correspondence, maintain required records and files and do other duties as assigned.
- c. Act as secretary during Commission meetings.

STENOGRAPHERS - Thirteen positions. All stenographers are stationed at Des Moines.

---

Duties: Each Stenographer shall:

- a. Receive orders from and be responsible to the administrator to whom she is assigned.
- b. Take dictation, handle correspondence, maintain required records and files and do other stenographic duties as assigned.

# IOWA

STATE  
CONSERVATION COMMISSION  
7 MEMBERS

DIRECTOR

ASS'T. DIRECTOR

CHIEF  
DIVISION OF FISH & GAME

SEE PAGE 59

CHIEF  
DIVISION OF ADMINISTRATION

CHIEF  
DIVISION OF LANDS & WATERS

SEE PAGE 60

SUPERINTENDENT  
PUBLIC RELATIONS

SUPERINTENDENT  
LAND ACQ.

SUPERINTENDENT  
ENG. CONST.

PR. OFF.  
EDITOR

ASSOC.  
EDITOR

PR. OFF.  
EDUCATION

2 CLERKS

PR. OFF.  
PHOTO.

BLDG  
FOREMAN

2 PR. OFF.  
EXHIBITS

SUPV.  
EQUIPT.

2 CLERKS

SUPV.  
LICENSE

4 CLERKS

SUPV.  
CLAIMS

3 CLERKS

AUDITOR

BOOKKEEPER

2 CLERKS

CASHIER

1 CLERK

SUPV.  
LAND ACQ.

DRAFTSMAN

ENG.  
LAND SURV.

INSTR.  
MAN

2 SURV.  
CREW

DRAFTSMAN

DESIGN  
ENG.

CONST.  
DESIGN ENG.

2 ENG. AIDS  
DESIGN

2 ARCH.

3 DRAFTSM.

CONST.  
ENG.

4 RES.  
ENG.

HYD.  
ENG.

ENG. AID  
HYD.

SURVEY  
CREW

INSTR.  
MAN

2 SURV.  
CREW

CHIEF  
DIVISION OF FISH & GAME

SUPERINTENDENT  
FISHERIES

SUPERINTENDENT  
GAME

SUPERINTENDENT  
BIOLOGY

SUPERINTENDENT  
FEDERAL AID

ROUGH FISH  
MANAGER

3 DISTRICT  
FISH MGR.

GAME FARM  
SUPERVISORS

3 DIST. GAME  
MANAGERS

3 DIST. OFF.  
SUPERVISORS

PILOT & SPEC.  
LAW ENF. OFF.

13 BIOLOGISTS

3 ASS'T. SUPT.  
FEDERAL AID

8 UNIT GAME  
MANAGERS

4 FOREMAN

11 FISH  
CULTURISTS

6 FOREMAN

FOREMAN

2 GAME  
AREA CUST.

60 CONS.  
OFFICERS

6 BIOLOGISTS  
AIDS

2 FOREMAN

3 FOREMAN

FIELD  
STENO.

3 FOREMAN

FOREMAN

CHIEF  
DIVISION OF LANDS & WATERS

SUPERINTENDENT  
PARKS

SUPERINTENDENT  
WATERS

SUPERINTENDENT  
FORESTRY

3 DISTRICT  
PARK SUPV.

SHOP  
MANAGER

PRISON  
LABOR MGR.

INSPECTOR

3 CON. OFF  
LAKE PATROL

EROSION  
CONT. SUPV.

6 FARM  
FORESTERS

AREA  
FORESTER

FORESTER  
NURSERYMAN

30 PARK CONS.  
OFFICERS  
4 PARK CUST.  
CARETAKERS  
5 PARK CUST.  
ASS'T. CARE T.

3 FOREMAN

SOILS  
TECHNICIAN

FOREMAN

ASS'T.  
NURSERYMAN

2 FOREMAN

STENO.

SUBJECT INDEX  
FOR  
STATE CONSERVATION COMMISSION POLICIES - MARCH, 1958

-A-

Access, private and municipal waters, management by Commission, 52

Advertising,  
  bids on contracts, procedure for, 94  
  payment by Commission, 73  
  use of game farm birds and animals, 74

Animals,  
  capture for exhibition purposes, 85  
  for use in advertising, 74

---

Appointments, Conservation Officers, 69  
Aquatic Vegetation Control, 95  
Artificial Lakes,  
  boats, sanitation, 14  
  motorboats on, 13  
  sailboats, commercial, 11  
  sailboats, type allowed and where, 12  
  swimming, 18

-B-

Bathhouses, private, where to locate, 20  
Bathing Beaches, fences on state-owned, 19  
Beaches, State Lake, funds for lifeguard, swimming, play  
  equipment, 39  
Beaver, trapping by property owner in case of damages, 53  
Beer, sale on state-owned areas, 33  
Bids, advertising for contracts, procedure, 94

Birds,  
  capture for exhibition purposes, 85  
  game farm, use in advertising, 74  
  game, tagging for prizes, 75

Blueprints, Commission projects, cost charged to, 51  
Boathouses, private, where to locate, 20

Boats,  
  lake patrol, personnel provided by, 41  
  lake patrol, provided by, 41  
  power propelled pontoon, use on artificial lakes, 12  
  purchase for Conservation Officer use, 43  
  sanitation, 14

Buildings, state-owned, use of quarters by employees, 81



Cabins,  
State Park, employee use of, 82  
use of, on state areas, 2

Camping,  
fees, group leader in group camps, 27  
fees, State Parks and Forests, 26  
state-owned areas, where permitted, 28

Camps, hunting, establishment of non-commercial on public  
hunting grounds, 3

---

Clubs, employees holding office in, 60  
Collectors, scientific, permits, 86  
Collections, taking of in State areas, 29  
Complaints, employee, procedure, 72

Conservation Officers,  
appointments and physical examinations, 69  
court costs and fees collected, 91  
day off per week, 66  
dismissals, according to ratings, 58  
eligibility for qualifications, 71  
enforcement of navigation laws, 56  
first aid kits, 46  
funds for purchase of boats and motors, 43  
funds for purchase of raincoats and hip boots, 45  
law enforcement, time spent in, 92  
leaving assigned territories, 67  
licenses, sale of, 83  
new, length of probation, 57  
pay for work done by family, 47  
performance in position, how and when rated, 58  
remuneration from organizations or persons outside  
Commission, 50  
retirement, 89  
time off, 66

Concessionaires, maximum prices, 10  
Concessions, use of on state areas, 2  
Cornerstones, placement of, 5  
Costs, payment of publicity and advertising, 73  
Court costs, collected by Conservation Officer, 91

Dams, funds to repair and maintain, 35  
Dances, public, in state park lodges, 34

Development,  
Forest Reserves, funds for, 40  
private, on state areas, 1

Dismissals, Conservation Officers,  
according to ratings, 58  
during probation, 57

Distribution,  
"Iowa Conservationist", 77  
printed material to license buyers, 84  
printed material on state areas, 32  
stock, State Forest Nursery, 54

Division Chief, procedure for employee complaints or grievances, 72

Docks,  
permits, from public lands into public waters, 16  
posting of privately constructed from public shoreland, 17  
state-owned on state lakes, 15

---

Drownings, policy of employees in recovery of bodies, 92

Duties,  
Conservation Officers, days off per week, 66  
Conservation Officers, sale of licenses, 83  
Employees, outside work or activities, 62  
employees, trapping or commercial fishing during vacations, 63

Dwellings, employee, cost of rental, 79

-E-

Electricity, cost of employee's, 80  
Eligibility list, Conservation Officers, appointments from, 69

Employees,  
appearance before legislature or legislative committees, 61  
buildings, state-owned, employee use of, 81  
commercial fishing and trapping during vacations, 63  
complaints, procedure for, 72  
films, consignment of, 78  
first aid kits, 46  
grievances, procedure for, 72  
housing, cost of, 79  
housing, utilities, cost of, 80  
"Iowa Conservationist", 77  
leave of absence, without pay, 65  
military leave, 64  
offices in conservation clubs or leagues, 60  
outside work and activities, 62  
procedure for matters for Commission consideration, 59  
recovery of bodies of drowning victims, 93  
re-employment or reinstatement, 70  
relatives, employment of, 68  
remuneration from outside Commission, 50  
subsistence and travel expense, 88  
subsistence and travel expense, other state departments, 42  
technical services for other than Commission projects, 49  
tuition for children, 48  
use of state park cabins, 82

waders, 44  
wearing of insignia, 55  
writing for newspapers and magazines, 76  
quarters, state-owned buildings, 81

Employment,  
former employees, 70  
relatives of Commission employees, 68

Enforcement,  
laws by Conservation Officers, 92  
navigation laws by Conservation Officers, 56

---

Equipment, play, funds for state lakes, 39  
Evergreens, from State Forest Nursery, 54  
Examinations, physical, Conservation Officer's, 69  
Exhibitions, capture of birds and animals for, 85  
Expenditures, Commission funds, areas confined to, 36

Expenses,  
travel and subsistence, Commission employees, 88  
travel and subsistence, employees other state departments, 42

-F-

Facilities, use of on state areas, 2  
Fencing, bathing beaches on state-owned areas, 19

Fees,  
blueprints, cost of on Commission projects, 51  
cabins, state parks, employee use, 82  
camping in state parks, 26  
collected by Conservation Officers, 91  
leader, group camping, 27  
sand and gravel, commercial, 23  
sand and gravel, taken without permit, 25  
stock from State Forest Nursery, 54

Films, Commission, consignment of, 78  
First aid kits, for Conservation Officers and employees, 46

Fish,  
rough, species classified as, 90  
tagging, for prizes, 75  
use of live boxes for, 4

Fish and Game, funds for development of Forest Reserves, 40  
Fisheries, private and municipal waters, terms for management, 52  
Fishing, commercial, by Commission employees during vacation, 63  
Forest, State, camping fees, 26

Forest Nursery, State, terms for distribution of stock, 54  
Forest Reserves, funds for development of, 40  
Fuel, cost of employee's, 80

-v-

Funds, Commission,  
advertising, 73  
boats and motors for Conservation Officers, 43  
development of Forest Reserves, 40  
expenditures, confined to, 36  
first aid kits, 46  
lifeguards for state lake beaches, 39  
playground equipment for state lake beaches, 39  
public access to privately owned area, 38  
raincoats and hip boots, 45  
repair and maintenance of old river dams, 35  
school tuition, 48  
swimming instructor for state lake beaches, 39

---

travel and subsistence, employees other state departments, 42  
waders, 44  
within incorporate limits of cities and towns, 37

Funds, soliciting in state areas, 29

-G-

Game birds, tagging for prizes, 75  
Game Farm birds, use in advertising schemes, 74  
Game Management Areas, 9  
Grievances, procedure for employees, 72

-H-

Hearings, complaints or grievances of employees, 72  
Hip boots, purchase for Conservation Officers, 45

Housing,  
employee, cost of, 79  
employee, cost of utilities, 80

Hunting camps, establishment of non-commercial on public hunting grounds, 3

-I-

Identification cards, research workers, 87  
Insignia, wearing by employees, 55  
Instructors, swimming, for state lake beaches, 39  
Investigations, employee complaints or grievances, 72  
"Iowa Conservationist", distribution, 77  
Islands, removal from state-owned river beds, 8

-J-

-K-

-vi-

-L-

Lakes,  
    aquatic vegetation control, 95  
    patrol boats and personnel, 41  
    state beaches, lifeguard and swimming instructor, 39  
    state, sand and gravel permits, 22

Lakeshore, aquatic vegetation control, 95

Lands and Waters,  
    development, Forest reserves, 40  
    lake patrol boats, 41  
    personnel for lake patrol boats, 41

---

Landscaping, stock from State Forest Nursery, 54  
Law enforcement, Conservation Officers, 92  
Laws, navigation, enforcement by Conservation Officers, 56  
Leagues, conservation, employees holding offices, 60  
Lease, of islands, 7  
Leave of absence, employees, 65  
Leave, military, employees, 64  
Legislative Committees, Commission employees before, 61  
Legislature, Commission employees before, 61  
Licenses, sale by Conservation Officers, 83  
License buyers, distribution of printed material, 84  
Lifeguards, state lake beaches, 39  
Live boxes for fish, use of, 4  
Load limits, park roads, 6  
Loaning, state-owned property, 31  
Lodges, state parks, public dances, 34  
Lodges, use of on state areas, 2

-M-

Magazines, employees writing for, 76  
Markers, placement of, 5  
Military leave, employees, 64  
Mississippi River, sand and gravel permits, 24  
Monuments, placement of, 5  
Motorboats, artificial lakes, 13  
Motors, purchase for use by Conservation Officers, 43  
Municipal waters, terms for management by Commission, 52

-N-

Navigation, laws, enforcement by Conservation Officers, 56  
Newspapers, employees writing for, 76  
Notice to bidders, on contracts, procedure, 94  
Nursery, State Forest, distribution of stock, 54

-O-

Park,

cabins, use by employees, 82  
camping fees, 26  
camping fees, group leaders, 27  
roads, load limits, 6

Patrol boats,

lake, personnel provided for, 41  
lake provided by, 41

Permits,

---

docks, from public lands into public waters, 16  
landowner, trap beaver due to damages, 53  
sand and gravel, commercial, advance payment, 23  
sand and gravel, Mississippi River, 24  
sand and gravel, non-commercial for owners use, 21  
sand and gravel, state lakes, 22  
scientific collectors, 86

Personnel, lake patrol boats, 41

Physical examinations, Conservation Officers, 69

Plantings, trees from State Forest Nursery, 54

Playground equipment, funds for, on state lake beaches, 39

Pontoon boats, power propelled, use on artificial lakes, 12

Posting, privately constructed docks from public shore land, 17

Prices, concessionaire, maximum, 10

Printed material,

distribution to license buyers, 84  
distribution, state areas, 32

Private development, on state areas, 1

Private property, trapping beaver by landowners, 53

Private waters, terms for management by Commission, 52

Prizes, tagging of game birds and fish, 75

Procedure,

employees complaints and grievances, 72  
on bids, 94

Projects,

aquatic vegetation control, 95  
cost of blueprints, 51  
sponsoring of, 37

Property, state-owned, loan of, 31

Public access, acquiring to privately owned area, 38

Public shooting grounds, establishment of hunting camps on, 3

Publicity, payment by Commission, 73

Qualification, Conservation Officers, discharged for cause, 71

Quarters, state-owned buildings, employee's use, 81

-R-

Raincoats, for Conservation Officers, 45  
Ratings, effect on dismissal of Conservation Officers, 58  
Receipts, Forest Reserves, credited to Lands and Waters, 40  
Recovery, bodies of drowning victims, 93  
Re-employment, former employees, 70  
Reinstatement, former employees, 70  
Relatives, employment of, 68  
Rentals, employee dwellings, 79  
Research, worker's identification cards, 87  
Resident custodians, camping in parks, 28  
Retirement, Conservation Officers, 89

---

River beds, removal of islands, 8  
Roads, park, load limits, 6

Rough fish,  
    species classified as, 90  
    use of live boxes for, 4

-S-

Sand and Gravel,  
    commercial, advance payment, 23  
    fee without permit, 25  
    Mississippi River, permits, 24  
    Non-commercial, permits, 21  
    state lakes, permits, 22

Sailboats,  
    commercial, artificial lakes, 11  
    type allowed and where on state lakes, 12  
Salary, Conservation Officers, during probation, 57

Sales,  
    beer in state areas, 33  
    islands, 7

Sanitation, boats, 14  
Scientific collecting, identification cards for research workers, 87  
Shooting grounds, public, establishment of hunting camps on, 3

Shoreland,  
    dock permits from public lands to public waters, 16  
    public, privately constructed docks, 17  
    state-owned, docks, 15

Shoreline, aquatic vegetation control, 95  
Size, maximum, trees from State Forest Nursery, 54  
Skeet fields, state areas, 30  
Soliciting, state areas, 29  
Sponsoring, projects, limitations on, 37  
State Forest Nursery, terms for distribution of stock, 54  
Structures, use of on state areas, 2

-ix-

Subsistence,  
    employees, Commission, 88  
    employees, other state departments, 42

Swimming, artificial lakes, 18  
Swimming instructor, state lake beaches, 39

-I-

Tagging, fish or game birds for prizes, 75  
Technical services, by employees for other than Commission  
    projects, 49

Telephone, cost of employee's, 80

---

Territories, Conservation Officer, leaving assigned, 67

Toilets, on boats, 14

Trap and Skeet Fields, state areas, 30

Trapping,  
    employees, during vacations, 63  
    landowner, due to damages, 53

Travel Expense,  
    Commission employees, 88  
    employees other state departments, 42

Tuition, school, employee's children, 48

-U-

Use, of structures, facilities, cabins, lodges, concessions  
    on state areas, 2

-V-

Vacations, employees, trapping or commercial fishing during, 63  
Vegetation control, aquatic, 95

-W-

Waders, for employee use, 44  
Water, cost of employee's, 80  
Waters, private and municipal, terms for management by Commission, 52  
Windbreaks, stock from State Forest Nursery, 54

-X-

-Y-

-Z-



