

To All Conservation Officers - DIVISION OF FISH & GAME April 1, 1954

Subject - Book of Memorandums

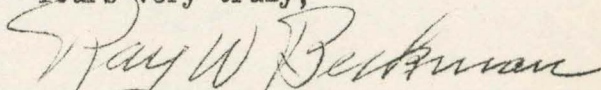
Gentlemen:

The instructions included in this manual are designed to help you to carry out your work in an intelligent and efficient manner. Keep it convenient where you can refer to it at all times. From time to time, as necessary, you will receive additional instructions to be added.

Also, we are including in this manual a copy of up to date Commission policies. Commission policies are adopted to govern matters of a re-occurring nature and can only be changed by action of the Commission.

These instructions and policies are to be treated as confidential and no part shall be released to any person or organization for any reason.

Yours very truly,

A handwritten signature in cursive script that reads "Ray W. Beckman". The signature is written in dark ink and is positioned above the typed name and title.

Ray W. Beckman, Chief
Division of Fish and Game

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Employees Required to Wear Uniforms - DIVISION OF FISH AND GAME

Subject - Rules and Regulations

1. The uniform shall consist of the authorized conservation style Pershing Cap, forest green gabardine Eisenhower blouse, pink gabardine trousers, tan Burton poplin shirt, and 51 shade tie. The uniform, when worn, must be complete. The blouse, however, is optional and may or may not be worn as the season permits. If worn, it shall be buttoned at all times. No change in above shall be made.
2. The uniform shall be clean and well pressed whenever worn.
3. The tie shall be worn at all times with the uniform and the top button of the shirt buttoned and the tie tied.
4. It is suggested that brown or tan shoes be worn with the uniform and they shall be clean and polished.
5. The shoulder patch will be worn one (1) inch below the seam of the shoulder of the shirt and blouse on the left sleeve.
6. The service bars will begin two (2) inches above the stripe on the left sleeve of the blouse of one (1) inch above the star.
7. The star worn by supervisory and other personnel shall be one (1) inch above the stripe on the left sleeve of the blouse.
8. While out of doors in uniform, the cap shall be worn in a military manner.
9. The "Iowa" metal insignia shall be worn $\frac{1}{4}$ inch up from the bottom line of the collar of the blouse and centered between the outside line and apex line of the collar.
10. No side arms, pins, buttons, or any decorations not authorized shall be worn that are visible on the outside of the uniform.
11. Uniforms shall not be worn while off duty or to any place that it would reflect discredit upon the organization.
12. Except as listed in item #11, uniforms may be worn at the option of the employee, but shall be worn to meetings, conferences, or gatherings in which you participate or attend whenever directed by your superior.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Leaving Your Territory

1. "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." (Commission Policy #68)
2. When requesting permission to leave your territory, you must state where you wish to go and the nature of business which makes this necessary.
3. If request to leave your territory is made by letter, you must allow time for your supervisor to receive your letter and reply back to you before you leave. Bear in mind that your supervisor may not be home when your letter reaches there.
3. If you cannot locate your supervisor, call or contact the Chief, Division of Fish and Game. Telephone calls to leave the territory will be accepted.
4. If you wish to leave your territory on your day off, it will not be necessary to state your business. However, permission to leave your territory will be required.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Days Off

1. "Conservation Officers are subject to duty call at all times but shall have one day per week off according to the schedule of the division chief." (Commission Policy #677)
2. Conservation Officers must schedule their days off with their Supervisor by notifying him in writing of the exact date to be taken off. A duplicate copy of this letter is to be mailed to the Central Office. Notification of day off must be made at least three days prior.
3. Any day of the week may be taken as a day off so long as it does not detract from the efficiency of the officer in carrying out his work. Saturdays, Sundays and holidays should not be taken as days off except on special occasion.
4. Not more than one day off a week may be taken. Each day off must be followed by six consecutive working days.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Employees - DIVISION OF FISH AND GAME

Subject - Sick Leave

1. Regulations covering sick leave provide that sick leave is earned on a basis of 30 days per year and can be accumulated to a maximum of 90 days.
2. No employee is eligible for sick leave until having worked at least 30 days and must be employed at least 3 years before he is entitled to the 90 day maximum.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Employees - DIVISION OF FISH AND GAME

Subject - Vacation

1. Employees are not eligible for vacation until they have completed one full year of employment. One week of vacation will have been earned after working one year after date of employment. Two weeks vacation will have been earned for each full year of employment thereafter.
2. Vacation time is not accumulative and must be used in the year immediately following anniversary date of employment.
3. No vacation time will be granted for less than one full week.
4. Not more than two weeks of vacation can be taken in any one year.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Repairs on Official State Cars

1. Each Conservation Officer must make all requests for tires, tubes and all other supplies to his District Supervisor. The tire order blank and requisition must be sent in with each request.
2. This also applies to any repairs that should be made on the official car assigned to each officer. Before the officer calls his District Supervisor on any repair job, he must first obtain at least two estimates on the cost of the repairing.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Use of Private Cars for State Work

1. No mileage claims for use of your personal car will be allowed unless approval is secured from the Chief, Division of Fish and Game.
2. If it becomes necessary to have transportation while the state car is being repaired, the officer must contact his District Supervisor and give him full information on exact repairs necessary on state car and estimated time other transportation will be desired.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Employees Driving State Cars - DIVISION OF FISH AND GAME

Subject - Monthly State Car Report

1. The monthly state car report must be made out in triplicate.
2. The original and one carbon must be mailed to the Central Office and the other carbon is to be mailed directly to your Supervisor.
3. This report must be received in the Central Office on or before the 5th of each month.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Violation Report Cards

1. All apprehensions made by Conservation Officers must be reported to the Central Office on a violation report card furnished by the office.
2. This report must be made out in duplicate, the original to be sent to the Central Office and the duplicate to your District Supervisor.
3. These reports must reach the office before the 5th of each month in order for them to appear on the monthly violation report sent out each month.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Correct Procedure in Handling License Sales

1. Check and double check all license books when received from printer and promptly return receipt card. Clear up any discrepancies immediately.
2. Treat license books as cash. You are held directly responsible for those in your possession, whether stolen, lost or destroyed.
3. Obtain receipt from depository when issuing licenses. Receipt books for licenses are available from the office.
4. Good depositories are careful, honest and financially sound. Should you have doubt as to any depository, use caution and good judgment. Cash in advance may be necessary.
5. License reports for each month of the year must be received in the office not later than the 5th of the following month whether or not any licenses are sold.
6. List all licenses on reports and bundle individual duplicate licenses in their proper numerical order.
7. Your final yearly recap of all licenses must be received in the office before March 1st.
8. License sales are the source of your salary. "All Conservation Officers must have licenses for sale as a part of their regular duties." (Commission Policy #83)

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Employees - DIVISION OF FISH AND GAME

Subject - Limitations of Reciprocal Agreements

- I. Reciprocal Agreements are courtesies extended
 - a. Resident licensees (entire river subject to limitations specified in signed agreements between two states).
 - b. Non-resident license holders. Iowa law does not differentiate between resident and non-resident license holders. Our action will be governed by the reciprocity granted by neighboring states. Example: Wisconsin law limits their reciprocity to resident license holders. Therefore, Illinois resident license holders would not be extended reciprocity courtesy in Wisconsin-Iowa waters. He would need a non-resident license for each state while fishing above the Illinois-Iowa line.

- II. Reciprocal Agreements do NOT
 - a. Grant additional privileges (EXCEPT TERRITORY LISTED UNDER PARAGRAPH III, Sections 1, 2, & 3 of agreements).
 - b. Change laws or regulations for non-residents even though home state limits or seasons are different.
 - c. Change tackle or gear requirements of state in which tackle or gear is being used.
 - d. Remove licensee from jurisdiction of home state while on boundary waters (See III. & Ia. Constitution on "concurrent jurisdiction" and Paragraph I of agreement).
 - e. Add to the "daily bag limit" (the lesser of the two bags is applicable only and cannot be doubled: ie; one bag for Illinois plus one bag for Iowa while in adjoining waters covered in this agreement, Paragraph III).
 - f. Make legal certain equipment banned in home state but not banned in opposite state; non-resident license is required in these cases. (See Paragraph II, Section D of this outline)
 - g. EXTEND ANY SEASON in any adjoining state to conform to home state opening or closing. (Non-resident license is required in this case)
 - h. EXTEND OR SHORTEN ANY SIZE LIMIT. The larger length applicable must apply while in the waters covered by the requirement even though the opposite state has a lesser length requirement.

- III. RECIPROCAL AGREEMENTS DO REQUIRE THAT THE LAWS OF THE STATE IN WHICH THE LICENSE HOLDER IS FISHING OR HUNTING BE STRICTLY ADHERED TO AND THAT FURTHER, IF HIS OWN STATE'S REGULATIONS ARE MORE RESTRICTIVE, HE COMPLY WITH THOSE.

- IV. Reciprocal agreements are designed to add to and simplify the sport of hunting and fishing.
 - a. Removal of indefinite lines of boundaries (such as center of stream) and give more room with easily identified limits.
 - b. Simplify law enforcement.
 - c. Facilitate both states in management of crop.
 - d. Reduce the sportsmans' chance of making an innocent mistake.
 - e. Make better sportsmen by removing the temptation to sneak across to the other side of an uncertain line.
- V. RECIPROCAL AGREEMENTS CAN BE CANCELLED BY WRITTEN NOTICE OF THIRTY (30) DAYS BY EITHER OR BOTH STATES.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Employees - DIVISION OF FISH AND GAME

Subject - Reciprocal Agreement (Mississippi River)

- I. This agreement, by and between the Department of Conservation of the States of Illinois and Iowa, recognizes the sovereign power of the state to enact laws or prescribe regulations applicable within its borders; and its concurrent jurisdiction on the Mississippi River where that stream forms a common boundary.
- II. Subject to the foregoing limitations, it is the purpose of the respective states to exchange the courtesies, as named herein, for the common benefit of hook and line or commercial fishermen. To that end, it is mutually agreed:
 - (1) That this agreement applies only to the flowing waters of that part of the Mississippi River which forms a common boundary to the States of Illinois and Iowa. For the purpose of this agreement, the center of the navigation channel as surveyed by the U.S. Army Engineers shall constitute the boundary between the States of Iowa and Illinois;
 - (2) That enforcement officers of the respective states will recognize and accept as valid, fishing licenses (permits) of either state when legally possessed and used by hook and line or commercial fishermen on the Mississippi River proper; provided that fishermen may not fish from or attach any device or equipment to land under the jurisdiction of the state where they are not licensed to fish, nor shall they fish in any tributaries, bayous, or backwaters of the opposite state;
 - (3) That all fishermen fishing beyond the center of the channel in waters in which they are not licensed to fish shall comply with all laws and regulations of the state where they are licensed to fish and all laws and regulations of the adjoining state. This agreement does not authorize the sale of fish in the state where such fisherman is not licensed.
- III. This agreement may be terminated on thirty (30) days written notice by either party.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Employees - DIVISION OF FISH AND GAME

Subject - Minnesota's Policy on Shipment & Sale of Bullheads

1. Party wishing to purchase live bullheads must have written permit from the State Conservation Department into which such bullheads are to be imported.
2. Copy of such permit shall accompany applications to purchase live bullheads in Minnesota.
3. Fisheries Supervisor shall notify State issuing such permit the amount--number and pounds--, date and where such live bullheads will be delivered to permittee.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Disposition of Deer

1. No deer, either dead or alive, are to be sold to any city, town, club or individual without special authorization in each case.
2. All meat salvaged from deer accidentally killed on highways and any other manner to be given to public institutions and receipts showing delivery secured.
3. All deer in possession of private individuals without proper authorization to be picked up by Conservation Officers immediately and sent to Game Farm at Boone, Iowa, or released in a suitable place to the wild.
4. No authorization is to be given to allow individuals to hold deer for the state that are illegally possessed.
5. No deer reported causing damage to farmers are to be killed by Commission employees nor is permission to be granted to any individual for killing of deer for any purpose without special authorization.
6. No deer found crippled in state parks may be killed until an investigation by both Conservation Officer and Park Officer find it advisable. The Park Officer must accompany the Conservation Officer as a witness. Deer meat salvaged in this way may be disposed of in the same manner as #2 above.
7. All Conservation Officers must send in a complete deer report card for every known deer killed in their territory. These report cards are supplied by request from this office.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Wild Animals and Birds for Exhibits

1. Each year it is necessary that Conservation Officers supply animals and birds for the State Fair Exhibit and the Traveling Exhibit.
2. Ship all animals, crows, hawks, owls and game birds to Clyde Updegraff, State Game Farm, Boone, Iowa.
3. Ship all migratory waterfowl to L. D. Wright, Lake Custodian, Lake View, Iowa.
4. Ship all reptiles to Burt Downing, State Fairgrounds Building, Des Moines, Iowa.
5. CAUTION: Be sure animals and birds or reptiles are properly crated and ship so they will arrive at their destination the middle of the week.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Use of Outboard Motors & Trolling on Artificial Lakes

1. NO outboard motor exceeding 5 h.p. may be used on any artificial lake in the state of Iowa regardless of any alterations or additions made on the motor.
2. Fishing by trolling with a motor is legal in all state-owned waters in which fishing is permitted except in artificial lakes of less than 100 acres. On all natural lakes and streams on which fishing is permitted, there is no restriction on the size of motors that may be used for trolling.
3. On the following artificial lakes, motors of five horsepower or less may be operated:

Macbride
Beed's Lake
Lake Wapello
Swan Lake
Geode
Lake Darling
Union Grove
Three Fires
Lake Ahquabi
Allerton
Backbone
Palisades-Kepler

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Correct Procedure for Obtaining Films & Books

FILMS

1. Requests for films must be made to the CIRCULATION DEPARTMENT at least 2 weeks in advance.
2. The films must be returned as soon as you are through with them.
3. A postal card enclosed with the film must be filled out and sent back in the office when the film is returned.
4. You may request as many films as you like, but extreme care should be taken with them as you are held responsible for the films you check out.
5. A list of the films available may be obtained by writing to the CIRCULATION DEPARTMENT.

BOOKS

1. Books from the State Conservation Commission library may be obtained by writing to the Public Relations Section and requesting the book you wish.
2. These books may be held by anyone for 1 month. If, at the end of that time, you are not through with the book, a request may again be made the Public Relations Section and they will renew the loan for another one month.
3. You may check out as many books as you wish, but extreme care should be taken as you are held responsible for the ones checked out by you.
4. A list of the books available may be obtained by writing to the Public Relations Section.

This classification of Fish and Game Areas is prepared to serve as an aid to Division personnel interested in the management of these areas. The list of areas is by county. Each area is assigned to one section of the Fish and Game Division for administration. A different section of the division may have an interest in an area. In these cases the section is listed under secondary assignment along with the function of the cooperating section.

It is understood that the section assigned primary responsibility of an area will be responsible for initial development such as capitol improvements. Also, the section assigned primary responsibility will be responsible for seeing that proper signs are placed on each area.

Please note that this list does not include meandered streams or meandered lakes assigned to Land and Waters Division.

To simplify the list of areas, the function of the section having secondary assignment is indicated by abbreviations. These abbreviations are as follows:

- AP Aid in Planning
- FS Aid in Field Supervision
- FM Fish Management
- M Maintenance
- AL Agriculture Leases
- P Planting

County	Area	Section Assigned	Secondary Assignment		Signs & Surveys
			Section	Function	
Allamakee	Lansing Station	Fisheries			Fisheries
	Kain's Lake	Game	Fisheries	<u>FM</u>	Game
	Lansing Big Lake	Game	Fisheries	<u>FM</u>	Game
	Mud Hen Lake	Game	Fisheries	<u>FM</u>	Game
	New Albin Big Lake	Game	Fisheries	<u>FM</u>	Game
	Upper Iowa River (Meander)	Fisheries	Game	<u>AL M</u>	Fisheries
Benton	*Dudgeon Lake	Federal Aid	Game	<u>AP FS</u>	Federal Aid
	Minnie Estma Access	Federal Aid	Game	<u>FS</u>	Federal Aid
Boone	State Game Farm	Game			Game
Bremer	Sweet Marsh	Federal Aid	Game	<u>FS</u>	Federal Aid
Buena Vista	Little Storm	Game	Fisheries	<u>FM</u>	Game
	Pickeral	Fisheries	Game	<u>M</u>	Fisheries
Butler	Big Marsh	Federal Aid	Game	<u>FS</u>	Federal Aid
Calhoun	Tow Head Lake	Game			Game
	South Twin Lake	Game	Fisheries	<u>M</u>	Game
	Rainbow Bend	Fisheries	Game	<u>M P</u>	Fisheries
Carroll	Artesian Lake (Lanesboro)	Fisheries	Game	<u>MP</u>	Fisheries
Cerro Gordo	Clear Lake Pond	Federal Aid	Game	<u>FS</u>	Federal Aid
	Clear Lake Hatchery	Fisheries			Fisheries
	Ventura Marsh	Federal Aid	Fisheries	<u>FM</u>	Federal Aid
			Game	<u>FS</u>	
	Clear Lake Access (Ventura)	Fisheries			Fisheries
	Clear Lake Access (So. E.)	Fisheries			Fisheries
Chickasaw	Chickasaw Mill Fish Access	Fisheries	Game	<u>M P</u>	Fisheries
Clay	Barringer Slough	Federal Aid	Fisheries	<u>FM</u>	Fisheries
			Game	<u>FS</u>	
	Dewey's Pasture	Federal Aid	Game	<u>FS</u>	Federal Aid
	Mud Lake	Federal Aid	Game	<u>FS</u>	Federal Aid
	Dan Green Slough	Federal Aid	Game	<u>FS</u>	Federal Aid
	Elk Lake	Federal Aid	Fisheries	<u>FM</u>	Federal Aid
	Round Lake	Federal Aid	Game	<u>FS</u>	Federal Aid
	Trumbull Lake	Federal Aid	Fisheries	<u>FM</u>	Federal Aid
			Game	<u>FS</u>	
Ocheyedan River Area	Federal Aid	Game	<u>FS</u>	Federal Aid	
Clayton	Bussey Lake	Fisheries	Game	<u>M AL P</u>	Fisheries
Clinton	Goose Lake	Federal Aid	Game	<u>AP FS</u>	Federal Aid
Davis	Lake Wapello Hatchery Ponds	Fisheries			Fisheries
	Eldon Game Area	Game	Fisheries	<u>FM</u>	Game
Delaware	Backbone Hatchery	Fisheries			Fisheries
	*Building Maintenance by	Game Section			

County	Area	Section Assigned	Secondary Assignment		Signs & Surveys
			Section	Function	
Des Moines	Allen Green Refuge	Game			Game
	Tama Beach Access	Fisheries			Fisheries
	Skunk River Access	Fisheries	Game	<u>AL P M</u>	Fisheries
Dickinson	Orleans Fish Hatchery	Fisheries			Fisheries
	Prairie Lake	Game	Fisheries	<u>FM</u>	Game
	Pleasant Lake	Game	Fisheries	<u>FM</u>	Game
	Silver Lake Access Area	Fisheries	Game	<u>P M</u>	Fisheries
	Biology Building	Biology			
	Sunken Lake	Fisheries			
	Jemerson Slough	Federal Aid	Game	<u>FS</u>	Federal Aid
	Diamond Lake	Fisheries			Fisheries
	Center Lake	Fisheries			Fisheries
	Hottes Lake	Fisheries	Game	<u>M</u>	Fisheries
	Little Spirit Lake	Fisheries	Game	<u>M</u>	Fisheries
	Marble Lake	Fisheries	Game	<u>M</u>	Fisheries
	Marble Beach Access	Fisheries	Game	<u>P M</u>	Fisheries
	Swan Lake	Fisheries	Game	<u>P M</u>	Fisheries
	Christopherson Slough	Federal Aid	Fisheries	<u>FM</u>	Federal Aid
			Game	<u>AP FS</u>	
	Welch Lake	Fisheries			Fisheries
	Minnewashta Lake Access	Fisheries			Fisheries
	Spirit Lake Outlet	Fisheries			Fisheries
	East Okoboji Narrows	Fisheries			Fisheries
	Spirit Lake Inlet	Fisheries			Fisheries
	McClelland Slough	Fisheries			Fisheries
	Trickle Slough	Fisheries			Fisheries
	Hale Slough	Fisheries			Fisheries
	Crandalls Access Area	Fisheries			Fisheries
	Garlock Slough	Federal Aid	Fisheries	<u>FM</u>	Federal Aid
	Emmet	Cheever Lake	Federal Aid	Game	<u>FS</u>
Birge Lake		Federal Aid	Game	<u>FS</u>	Federal Aid
Grass Lake		Federal Aid	Game	<u>FS</u>	Federal Aid
**Ingham High Area		Federal Aid	Game	<u>FS</u>	Federal Aid
Ryan Lake		Federal Aid	Game	<u>FS</u>	Federal Aid
Twelve Mile Lake		Federal Aid	Game	<u>FS</u>	Federal Aid
Four Mile Lake		Federal Aid	Game	<u>FS</u>	Federal Aid
Eagle Lake		Federal Aid	Game	<u>FS</u>	Federal Aid
*East Swan		Federal Aid	Game	<u>FS</u>	Federal Aid
Cunningham Slough		Federal Aid	Fisheries	<u>FM</u>	Federal Aid
			Game	<u>FS</u>	
West Swan		Federal Aid	Fisheries	<u>FM</u>	Federal Aid
			Game	<u>FS</u>	
Franklin	Beeds Lake Hatchery & Pond	Fisheries	Game	<u>P M AL</u>	Federal Aid
Fremont	*Forney's Lake	Federal Aid	Game	<u>AP FS</u>	Federal Aid
	Riverton Area	Federal Aid	Game	<u>AP FS</u>	Federal Aid

*Building Maintenance by Game Section

**Exclusive of Ingham and High Lakes Proper

County	Area	Section Assigned	Secondary Assignment		Signs & Surveys
			Section	Function	
Cass	Goose Lake	Federal Aid	Game	<u>AP</u> <u>FS</u>	Federal Aid
	Dunbar Slough	Federal Aid	Game	<u>AP</u> <u>FS</u>	Federal Aid
Guthrie	Lakin Slough	Federal Aid	Game	<u>AP</u> <u>FS</u>	Federal Aid
	Lennon Mills Game Area	Game			Game
Hancock	Eagle Lake	Federal Aid	Fisheries	<u>FM</u>	Federal Aid
			Game	<u>FS</u>	
	East Twin	Federal Aid	Game	<u>FS</u>	Federal Aid
	West Twin	Fisheries			Fisheries
	Ventura (See Cerro Gordo)				
Hardin	Pine Lake Rearing Ponds	Fisheries			Fisheries
	Iowa River Access				
	Steamboat Rock Access				
Harrison	Nobles Lake	Federal Aid	Game	<u>AP</u> <u>M</u> <u>P</u>	Federal Aid
Henry	Oakland Mill Fishing Access	Fisheries	Game	<u>AL</u> <u>M</u> <u>P</u>	Fisheries
Howard	Turkey River Access	Fisheries	Game	<u>AL</u> <u>M</u> <u>P</u>	Fisheries
	Hayden Prairie Area	Game			Game
Humboldt	Humboldt Fish Hatchery & Pond	Fisheries			Fisheries
	Bradgate Access Area	Game			Game
	Dakota City Access	Fisheries			Fisheries
Jackson	Dalton Lake	Fisheries	Game	<u>M</u>	Fisheries
	Sabula Fish Hatchery	Fisheries			Fisheries
Jasper	Kellogg Game Area	Game			Game
	***Rock Creek Marsh	Federal Aid	Fisheries	<u>FM</u>	Federal Aid
Jefferson	MacCoon Area	Game			Game
Johnson	Babcock Lake	Game			Game
	Swan Lake	Game			Game
Jones	Muskrat Slough	Federal Aid	Game	<u>FS</u> <u>AP</u>	Federal Aid
	Pictured Rock	Fisheries	Game	<u>AL</u> <u>M</u> <u>P</u>	Fisheries
Kossuth	Goose Lake	Federal Aid	Game	<u>FS</u>	Federal Aid
	Burt	Federal Aid	Game	<u>FS</u>	Federal Aid
Lee	Green Bay Area	Federal Aid	Fisheries	<u>FM</u>	Federal Aid
			Game	<u>FS</u> <u>AP</u>	
Louisa	Klum Lake	Federal Aid	Game	<u>AP</u> <u>FS</u>	Federal Aid
	Lake O'Dessa Access	Game			Game
	Lake O'Dessa (Leased Land)	Federal Aid	Fisheries	<u>FM</u>	Federal Aid
	Muscatine Slough (See Muscatine County)				

***North end of Rock Creek Lake

County	Area	Section Assigned	Secondary Assignment		Signs & Surveys
			Section	Function	
Lucas	Chariton Ponds (Leased)	Fisheries			Fisheries
	Brown's Slough	Federal Aid	Game	<u>FS</u>	Federal Aid
	Williamson Pond	Federal Aid	Fisheries	<u>FM</u>	Federal Aid
	Colyn Area	Federal Aid	Game	<u>FS</u>	Federal Aid
Mahaska	Keomah Rearing Ponds	Fisheries			Fisheries
	Hull Mine Area	Federal Aid	Fisheries Game	<u>FM</u> <u>FS</u>	Federal Aid
Marion	Pella Mine Area	Federal Aid	Fisheries Game	<u>FM</u> <u>FS</u>	Federal Aid
Monona	****Blue Lake	Game	Fisheries	<u>FM</u>	Game
Monroe	Cottonwood Pits	Fisheries	Game	<u>AL M P</u>	Fisheries
	LaHart Area	Federal Aid	Game	<u>FS</u>	Federal Aid
Muscatine	Keokuk Lake	Game			Game
	Muscatine Slough	Game			Game
	Weise	Game			Game
Osceola	Rush Lake	Federal Aid	Game	<u>AP FS</u>	Federal Aid
	Iowa Lake Slough	Game			Game
Palo Alto	Rush Lake	Federal Aid	Fisheries Game	<u>FM</u> <u>FS</u>	Federal Aid
	Opedahl Tract	Federal Aid	Game	<u>FS</u>	Federal Aid
	Virgin Lake	Fisheries			Fisheries
	Five Island Game Area	Federal Aid			Federal Aid
	Five Island Fishing Access	Fisheries			Fisheries
Pocahontas	Little Clear Lake	Game	Fisheries	<u>FM</u>	Game
	Sunken Grove	Federal Aid	Game	<u>FS</u>	Federal Aid
Polk	Del Rio Access	Fisheries	Game	<u>M P</u>	Fisheries
	Onawah Access	Federal Aid			Federal Aid
Pottawattamie	Gifford Sanctuary	Game			Game
	Nobles Lake (See Harrison County)				
	Lake Manawa Access	Fisheries			Fisheries
	Lake Manawa Slough	Game			Game
Ringgold	Mt. Ayr Upland Game Area	Federal Aid	Fisheries Game	<u>FM</u> <u>AP FS</u>	Federal Aid
	Mt. Ayr Hatchery (Leased)	Fisheries			Fisheries
Sac	Lake View Hatchery	Fisheries			Fisheries
	Arrow Head Lake	Fisheries	Game Sanctuary	<u>M</u>	Fisheries
	Hallett Pits	Fisheries	Game	<u>M</u>	Fisheries
	Provost Slough	Fisheries	Game	<u>M</u>	Fisheries

****West half of Blue Lake

County	Area	Section Assigned	Secondary Assignment		Signs & Surveys
			Section	Function	
Stearns	Soper Mills	Fisheries	Game	<u>M</u> <u>P</u>	Fisheries
Taylor	Bedford Hatchery	Fisheries			Fisheries
Warren	*Hooper Area	Federal Aid	Fisheries Game	<u>FM</u> <u>AP</u> <u>FS</u>	Federal Aid
Webster	Deception Hollow	Fisheries	Game	<u>M</u>	Fisheries
	Lizzard Creek Mines	Federal Aid	Fisheries	<u>FM</u>	Federal Aid
Winnebago	Rice Lake	Federal Aid	Fisheries Game	<u>FM</u> <u>FS</u>	Federal Aid
	Harmon Lake	Federal Aid	Game	<u>FS</u>	Federal Aid
	Myra Slough	Federal Aid	Game	<u>FS</u>	Federal Aid
Winneshiek	Seiver Spring Hatchery	Fisheries			Fisheries
	Twin Spring Hatchery	Fisheries			Fisheries
	Cold Water Spring Access	Fisheries	Game	<u>M</u> <u>P</u>	Fisheries
	Canoe Creek Access	Fisheries	Game	<u>M</u> <u>P</u>	Fisheries
	N. Bear Creek Access	Fisheries	Game	<u>M</u> <u>P</u>	Fisheries
	Malanaphy Springs	Fisheries	Game	<u>M</u> <u>P</u>	Fisheries
	Bluffton Area	Fisheries	Game	<u>M</u> <u>P</u>	Fisheries
Woodbury	Brown's Lake	Federal Aid	Fisheries	<u>FM</u>	Federal Aid
			Game	<u>AP</u> <u>FS</u>	
Worth	Rice Lake (See Winnebago County)				
	Bright's Lake	Federal Aid	Game	<u>FS</u>	Federal Aid
Wright	Eagle Grove Hatchery	Fisheries			Fisheries
	Big Wall Lake	Game			Game
	Elm Lake	Game	Fisheries	<u>FM</u>	Game
	Twin Sister's Lake	Fisheries			Fisheries

*Building Maintenance by Game Section

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH & GAME

Subject - Farmer-Sportsman Cooperative Plan

1. The success of this plan depends upon you Conservation Officers and it is necessary for you to thoroughly study the plan so that you are familiar with every part of it. You will be the one who must contact the sportsmen or other cooperating groups and sell them on the idea of whole-heartedly supporting a program that will improve their sport of hunting and fishing.
2. Any organized group may cooperate--chapters of the Izaak Walton League, independent sportsman's groups, 4-H clubs, Boy Scouts, Rotary Clubs, Chambers of Commerce, women's clubs, schools, churches or fraternal organizations.
3. This plan must be confined to farms that are operating under a Soil Conservation Farm District Cooperating Agreement. These, for the most part, will be the most progressive farmers who already understand the tremendous importance of wise farm land use. You and your cooperating group can get the names of these farmers from your county farm planner or from your Soil District Commissioners.
4. Form FSC-1 will set up the plan in your county. It need be signed only once. Then all of the projects will come under this one agreement plan. This office will secure the signature of the Iowa Soil Conservation Committee and the State Conservationist of the U.S. Soil Conservation Service. It will be your job as State Conservation Officer to secure the signature from the cooperating group and the job of the cooperating group to get the signature of the Soil District Commissioners. When that is completed and it has been signed and returned by the Commission, you are ready to proceed with your projects. Most of Iowa's counties have already signed Form FSC-1. In establishing projects, the cooperating group may wish to appoint one or several committees to contact farmer cooperators. It might be well to have the farm planner accompany them. In any event, when the names have been selected, the Conservation Officer and the farm planner should go with the conservation group committee and jointly outline the project.

5. When it has been determined what to do, write it up on the project statement Form FSC-2. The sponsoring club should pay for the entire cost of the project. In some instances club members should help the farmer develop the project such as planting, seeding, cultivating and, if needed, help in building a temporary fence. While the maintenance of the project will not be contributed by the state under this plan, it should nevertheless be a part of the club's work to see that the areas are maintained over a five-year period. The club may want to do considerable work that is not covered by state participation. This form, of course, is only an estimate of the cost which may develop in practice to be higher or lower than the estimate. While the state will not contribute beyond the estimated cost, these estimated costs must be reasonable or the project will not be approved when it comes into the office.
6. In order to get plantings in during the spring, projects must be initiated very early in the year. However, they may be undertaken any time during the year. If a project is started in July or August, the temporary fence could be completed and possibly some other work, but the plantings would, of necessity, have to be delayed until the next spring. These projects are, therefore, to be completed within a two-year period. If a project is started and for some legitimate reason cannot be completed within two years, it may be renewed.
7. The final claim for payment is made on Form FSC-3. The item numbers appearing on Form FSC-3 coincide in number with those on Form FSC-2. The state will reimburse the cooperating club for one-half of the estimated or actual cost, whichever is the lower.
8. All FSC-2 forms are to be made in quadruplicate; one for this office, one for the District Soil Conservation Office, one for the Conservation Officer and one for the farmer.
9. All tree orders for FSC projects should be identified by writing across the face of the order the letters, "FSC".

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To all Conservation Officers - DIVISION OF FISH AND GAME

Subject - Pheasant and Quail Stocking Program

1. Stocking of quail and pheasants are made only through cooperating organizations who are willing to take the birds at two weeks of age and rear them until they are eight or nine weeks old before releasing them to the wild. No quail will be stocked except in the established quail range of the state.
2. Applications for pheasant and quail chicks must be signed by the sponsoring organization and the Conservation Officer. Be sure that there will be sufficient brooder space and equipment before sending in an application.
3. All quail and pheasants stocked must be banded. It is important that a complete banding report be sent in as soon as the birds are released. Surplus adult birds will be banded at the game farm before they are sent out. It will, however, be necessary for the officer to fill out a complete banding report. Each year has a different serial letter so be sure to include the serial letter preceding the band numbers.
4. A complete rearing and stocking report on the cost of rearing by the club must be sent in as soon as possible. If any of the items are donated without cost to the club, mark it "donated".
5. A cooperative agreement is to be filled out and signed by the farmer on whose land the birds are stocked on or before the day the birds are released. This agreement is made to assure that the stocked birds will be well cared for and that the farmer will allow hunting, should there be a surplus of birds. Early attention should be given to the areas to be stocked to be sure that there is a need for stocking and that there is suitable habitat to support the stocked birds. We recommend not over 16 quail per release and not over 25 pheasants per release.
6. A duplicate copy of all the forms should be kept by the officer for his own records and in the event a report form should become misplaced or lost in this office.
7. The necessary forms and blue prints for quail brooders and pens will be sent to the officers upon request. No blue prints are necessary for pheasant brooders as they are handled about the same as chickens except that they require more space.

8. We recommend not over 50 quail per brooder.
9. All shipping crates for birds must be cleaned out of waste material and sent or taken back to the game farm as soon as possible. If sent back, ship express collect to: Clyde Updegraff, State Game Farm, Boone, Iowa.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH & GAME

Subject - Game Management Areas

1. There has been an increase of inquiries from farmers and Conservation Officers concerning the establishment of game management areas on privately owned land. This increased interest is probably due to increased hunting pressure and farmers want their farm posted with game management area signs merely to keep the hunters out. Many of the old game management areas are not functioning properly and need a recheck to determine whether they should be continued or not.
2. Care should be taken when recommending that a farm be set up as a game management area that the farmer understands the agreement and what game management means. Also, that he is practicing habitat improvement for wildlife on his farm land. We feel that any farm to be considered as a game management area should be operating in the Soil Conservation Plan. While this is not absolutely necessary, we have found that farmers who are participating in the soil building practices are far better cooperators in game management and are doing something to improve conditions for game.
3. There are many farms that are natural game producers. Nothing is accomplished by establishing game management on these farms because the money, time and effort spent on setting up a natural area if habitat improvement practices are being carried out to increase game population on the farm.
4. The following are the steps to follow in setting up game management areas on farms that are participating in the soil conservation program:
 - a. Have the farmer sign on the regular game management form 1. Be sure to give the total acres of the farm and the legal description.
 - b. Have the farmer sign two copies of the agreement, game management form 2---one for this office and one for the land owner. Be sure that the farmer understands this agreement before signing. The officer should sign as a witness.
 - c. Secure a recommendations from the SCS District. The SCS has regular forms for this recommendation. Be sure a land use map and crop plan are attached to this recommendation.
 - d. The requisition form can then be signed by the Conservation Officer, including any remarks. The requisition is a regular form from this office. It is a statement from the officer that improvements have been carried out and recommending the farm to be established as a game management area.

5. When all of the above steps have been fulfilled and forms received in this office, we will then officially establish the farm as a game management area. The farmer and the Conservation Officer will then be notified.
6. The number of signs for a farm are usually based on eight (8) per mile. The signs will not be mailed to the farmer due to excess weight but will be stored at each game management area headquarters. It will then be necessary for the Conservation Officer or other personnel to pick them up and deliver them to the farmer.
7. All necessary forms can be obtained from this office upon request.
8. The success of any game management area depends largely upon the relationship between the land owner and the Conservation Officer-- for that reason frequent contacts are necessary.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH & GAME

Subject - Kids Fish Days

1. Kids Fish Day applications postmarked between January 1 and April 15 will be honored and numbered consecutively as they are received. In the event requests for specific dates exceed Commission fishery ability to transport or supply fish, alternate dates mutually acceptable will be arranged according to the numerical order in which the applications were received.
2. Only Kids Fish Day applications made in triplicate will be honored on which the officer signs his approval and intent to attend. Applications without the officer's and club's proper signature will not be file numbered. One approved copy will be returned to the club as confirmation of the event and date.
3. Since Commission personnel and facilities are the keystone to successful Kids Fish Day events, each officer will help compose or okay all publicity of local origin.
4. Kids Fish Days are to be sponsored only by a recognized conservation organization or non-profit community service organization. Individual, partnership or commercial corporation applications will not be honored. Fish tagging for prize purposes or devices to limit participation, except age restrictions, will not be permitted.
5. Farm ponds, gravel pits, city reservoirs, artificial lakes, or other waters containing native rough or panfish populations should be utilized for Kid Fish Day activities. Requests for additional fish for the above water, near to or adjacent to, will be rejected unless there is an adult bullhead stocking quota for that particular body of water in which case Kid Fish Day bullhead numbers will be deducted from the regular stocking quota for that body of water.
6. No Kid Fish Days will be held in flowing streams without specific written approval of the Area Fisheries Manager.
7. No Kid Fish Days will be approved for farm ponds in which either the federal government or the state government fisheries has stocked largemouth bass and bluegill combinations.
8. Careful analysis of local fish population sites, plus a sincere effort to convince local promoters, should be attempted before requesting artificially supplied put-and-take stocking fish for each event.

9. All requests for Kids Fish Day applications will be referred to the local Conservation Officer so that proper utilization of native fish can be suggested which will hold down the number of fish to be transported and stocked. Statewide publicity will be attempted to help channel such requests to the officer.
10. The responsibility will lie with each officer to see that the organizations in his territory which wish to carry on a Kids Fish Day program have access to application blanks and to help in filling out the application.
11. Each officer should note and follow carefull the few simple procedures necessary to carry out an orderly state wide Kids Fish Day program. Its success or failure partially depends on the officers ability to sell sound conservation procedures and to be prompt in getting the applications in where such natural facilities are not available.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Farm Pond Stocking

1. Farm pond applications will be provided either from the Central Office or from Commission field employees. The Officer Section will assist in filling out the applications and explaining modern fish management and Commission policy requirements.
2. All applications should be addressed to the State Conservation Commission--Attention: Fisheries Section--where upon receipt the application will be numbered consecutively to assure that stocking will be done in order of receipt of applications.
3. Applications received between January 1st and September 15th, or postmarked within those dates, will be included in the current calendar year farm pond stocking program. Those received after September 15th will be numbered and held over until the following stocking season.
4. Preliminary inspection sheets will be mailed to the Conservation Officer in the territory in which the farm pond application originates. The officer will then inspect the pond, go over current Commission requirements, the sole purpose of which is to encourage and educate toward sound fish management principles. The officer will accept, reject, or in doubtful cases, inform the farmer of his preliminary decision and forward the completed preliminary inspection form to his Area Fisheries Manager.
5. The Area Fisheries Manager will okay, reject or reinspect, at his discretion, on the basis of the data furnished by the Conservation Officer.
6. The original application will be sent by the Area Fisheries Manager, with his formal approval or rejection, to the Central Office for final approval or rejection.
7. The Superintendent's office will copy the field notations on the duplicate copy, plus final okay, and send the duplicate to the Area Fisheries Manager per area and station assigned to do the actual stocking and per area assigned with rejection data.
8. Each Area Fisheries Manager will submit a list of fish by species needed on the basis of the okayed duplicates received per approved stocking formula to the Superintendent's office.

9. Original copies of application which must be held over because of fish shortages or other uncontrollable reasons will be kept in a separate file in the Central Office. Area Managers will keep duplicate copies.
10. Original rejection copies will be held in the Central Office.
11. The Superintendent's office will be responsible for the notification of hold-overs or rejections. This will be done upon receipt of the Area Managers rejection formally.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH & GAME

Subject - Field Fish Management Reports

1. The forms should be filled in from the officers knowledge of specific field conditions for each lake and stream in his territory during each calendar year. These forms should be returned to the Central Office before January 20th of each year. A tentative fish management schedule incorporating the facts supplied by the officer, Biology Section and Fish Management Section will be made up for each year.
2. Where later Biology Section reports or other field reports indicate a change in the reproduction for an area or body of water, the management schedule will be changed accordingly. This fact should not affect the officer's reporting for areas. We want their recommendations and knowledge of past conditions on record.
3. The officer must follow the following general suggestions as they may apply for each part of the report form. Line two, "Lake or Reservoir," should be crossed out and marked "Stream" if such is the case, omitting the "Acreage" item entirely. Line three, if for a stream, should be crossed out and marked "Holes per mile" in place of "Maximum Depth" in place of "Area, Width". Turbidity by season should be checked for both lakes and streams. Vegetation conditions may be omitted on streams. Fish population appraisal should be filled out in detail to the best of the officers knowledge for both lakes and streams. Past angling success should be checked in careful detail. You will note the 1, 2 and 3 years over the separate boxes. These refer to one year back, two years back and three years back. Under notes, any comments about future operations or past successes or failures should be included by the officer.
4. Each officer is aware that the fishing regulations provide for a continuous open season on minnows in state owned lakes. Each officers attention is directed to Section 109.80, Code of Iowa 1950, which gives the Commission the responsibility of posting such lakes and streams or parts thereof in which the minnow population will not warrant either private use or commercialization.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Pheasant Surveys

1. Crowing Cock Count Pheasant Census
 - a. Each year sometime in early spring, all Conservation Officers must take a crowing cock count pheasant census during the peak crowing period.
 - b. This count should not be taken during unsettled weather or when the wind velocity exceeds eight miles per hour.
 - c. The count should be started at the first stop on the route. The route should be the same every year and also the same 20 stops. This should start at 45 minutes before sunrise. The officer must turn off the motor and get outside the car and count all calls heard for a period of two minutes. The officer must record the time to the nearest minute and the number of calls heard before starting out for the next stop.

2. Fall Pheasant Census
 - a. Conservation Officers must make a fall roadside pheasant census each year starting the latter part of September. Each county must be censused at three points and the same routes should be used each year. Each count should be started at 6.30 a.m. and continued for 90 minutes.
 - b. Each officer must start at a given point in his county and drive for 45 minutes at 25 mph. At the end of the 45 minutes, he must turn around and return over the same route at the same speed. The officer must record all pheasants seen during the count and also the climatic conditions for that day and also for the day prior.

3. Pheasant Winter Sight Record Project
 - a. Each year during January and February, Conservation Officers must take counts to determine the pheasant sex ratio. Counts should be taken only when there is a good snow cover.
 - b. Pheasants may be counted any time of the day, but the best time is in the evening or morning. Counts may be taken anywhere in the county, but the best pheasant range should be favored.
 - c. Officers must fill out the cards furnished by the Biology Section each two week period and return them promptly.

4. Pheasant Contact Cards
 - a. Each year during the pheasant season, Conservation Officers must contact hunters in the field to determine their hunting success. This information must be recorded on cards sent out by the Biology Section and 10 cards must be filled out each week during the season.
 - b. Hunters must be contacted near the end of each days hunting.

5. Pheasant Leg Collection
 - a. Each year, Conservation Officers are asked to send in at least 50 RIGHT pheasant legs from cock pheasants in each open county.
 - b. All legs must be packaged by county and sent to the Des Moines office.

6. Complete information on all these surveys will be sent to all officers before making these surveys.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To all Conservation Officers - DIVISION OF FISH AND GAME

Subject - Quail Surveys

1. Whistle Count of Bobwhite Quail

- a. Each year Conservation Officers must make a roadside count of whistling cock quail, usually between July 15-23rd. The counts should be taken on successive days. Two routes, totaling 24 miles will be selected for you by the Biology Section and sent to you before making the survey.
- b. The count must be taken on clear calm days. At sunrise, you must start at the beginning of the route, record mileage, then drive one half mile. Stop the car, shut off the motor and get out and listen for one minute for whistling cock quail. Record on the data sheet which will be sent you the number of different cock quail calling. Then drive one mile further and repeat the same process. You must repeat this at every mile interval until you reach the end of the route.

2. Fall Quail Census

- a. Early each fall Conservation Officers must make a fall quail census. The officers will be sent a list of three quail ranges in their county to be checked.
- b. Covey ranges used last year should be used. The officer should see the farmer and get his opinion on the number of quail. If the officer has trouble finding birds, he must go to the area one half hour before sunrise and listen for birds of the covey to call.
- c. This information must be recorded on a data sheet sent the officers by the Biology Section. These data sheets must be returned before the season opens.

3. Winter Quail Count

- a. Each year between February 15 and March 4, Conservation Officers are asked to make a winter quail count. The officer must check one area in the northern, central and southern part of his county. The same area should be checked each year. This count may easily be made after a light snowfall by counting the number of quail tracks in the snow.

4. Collection of Quail Wings

- a. Each year during the quail season, each Conservation Officer must collect as many quail wings as possible. The officers must secure the wings from hunters who are agreeable

with having the RIGHT wing of the bird removed. The officer must preserve the feathers of the upper coverts. Only the right wing should be collected.

b. The officer must store all wings where they will be safe from any animals until such time as they are instructed to mail them to the office.

c. The wings from different counties must be kept separate.

5. Fall Bag Check

a. Each year during the quail season, Conservation Officers must contact hunting parties each day to determine their hunting success.

b. The officer must record these results on a data card sent out by the Biology Section. Each card must be completely filled out and a separate card must be used for each party checked. Cards must be filled out for parties that had no success.

6. Complete information on all these surveys will be sent to all Conservation Officers before making the surveys.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Rabbit Survey

1. Each year each Conservation Officer will be responsible for making two roadside rabbit counts. One will be made in February and one in July. Each officer will use the same route each year unless otherwise indicated.
2. An officer with a new territory will be sent an overlay for the map of his county. This overlay will show the route the officer should drive. This route on the map must be kept for future reference.
3. At the time for each survey, each officer will receive a complete list of officers and the counties in which the rabbit counts are to be made. Each officer will be asked to make the count in only one of his counties.
4. The February count must be made from February 15-28 inclusive. The drive must be started early enough to be completed before it begins to get light. The officer must drive 25-35 miles per hour and count all rabbits observed and record miles traveled.
5. The July count must be made from July 15-28 inclusive. The drive must be started around sunrise and finished by 6 o'clock a.m. The officer must drive 25-35 miles per hour and count all rabbits observed and miles driven.
6. Neither the February or July survey is to be taken during unfavorable weather conditions. The officers observations must be reported on the forms furnished by the Biology Section.
7. During the period from July 1-31 each year, a rabbit age ratio count must be taken. For the most part, the officer may take this count while pursuing his regular duties. The officer should identify at least 100 rabbits as to age during this month. The Biology Section will also supply forms on which to record this information.
8. Complete information on all these surveys will be sent to all Conservation Officers before making the surveys.

April 1, 1954

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

To All Conservation Officers - DIVISION OF FISH AND GAME

Subject - Waterfowl Bag Checks

1. Each year during the waterfowl hunting season, Conservation Officers must contact hunters in the field each day.
2. The officer must record the hours spent hunting by each party contacted and any other remarks such as weather conditions, any noticeable migratory movements of waterfowl and areas of large concentrations of birds. This must be recorded on a contact card furnished by the Biology Section.
3. These contacts must be made throughout the season and by officers in areas where hunting pressure is light as well as officers where hunting pressure is heavy.
4. Complete information will be sent to all officers before making the check.

April 1, 1954

P O L I C I E S

Adopted by

IOWA STATE CONSERVATION COMMISSION

Private Use of State Areas:

1. No private development will be permitted on state areas.
2. No individual or group will be granted exclusive use of any structure, area or facility in state areas except those, as cabins, lodges, which are leased for a stated period.
3. Temporary non-commercial hunting camps may be established on public shooting grounds under these conditions: (1) restricted to areas designated for such use; (2) located on site assigned; (3) hold valid written permit from local conservation officer; (4) may establish camp not more than ten days before opening date of hunting season; (5) must remove camp not later than thirty days after closing date of hunting season; (6) must keep area in a sanitary condition; (7) refrain from disturbing others in same area.
4. Live boxes for fish in inland lakes and streams may be maintained by fishermen to hold their legal catch from that lake or stream but are prohibited for commercial purposes, except that for short periods they may be used where permitted by contract, as part of the state's rough fish removal program.

Development and Use of State-owned Areas:

5. Public fishing access areas are designated "Public Water Access Area." Park Wayside facilities on these areas are to be developed only on order of the Commission.
6. 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.
7. 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.
8. State-owned islands are not to be sold or leased for private fishing or hunting grounds.
9. Islands are not to be removed from state-owned river beds.
10. All fish and game lands and waters are established as game management areas under the provisions of Sec. 109.6, Code of 1946.
11. Maximum prices which may be charged the public by concessionaires are to be set by the Commission.

12. Commercial sailboats are prohibited on all state-owned artificial lakes.
13. Sailboats of a catboat type with a mainsail; in either gaff or marconi rig, and with type of boat and amount of canvas subject to the approval of the State Boat Inspector will be permitted only on these artificial lakes (1) Wapello, (2) Ahquabi, (3) Three Fires, (4) Manawa, (5) MacBride, and (6) Union Grove.
14. 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.
15. Boats equipped with a toilet discharging into the water are not to be granted a license to operate on state lakes.
16. State-owned docks on state lakes are to be built out only from state-owned shore lands.
17. Dock permits from city street shore lands to be granted only with city approval.
18. Privately constructed docks from public shore lands, where permitted, in public waters must be posted as public docks and open to public use.
19. Swimming in artificial lakes is to be confined to designated beaches.
20. Bathing beaches on state-owned areas are not to be fenced.
21. Private bathhouses and boathouses are to be kept back of the ordinary high water mark and on privately owned lands.
22. Non-commercial sand and gravel permits are to be issued only to riparian owners for material for their own private use.
23. No sand and gravel permits are to be given on state lakes.
24. Advance payment of \$50.00 to \$100.00 to be determined by the Director, to be required for all commercial sand and gravel permits.
25. Permits for sand and gravel on Mississippi River to be issued under same conditions as on inland rivers.
26. When sand and gravel has been taken without a permit, settlement is to be made at the rate of ten cents per ton for the material taken.
27. A fee is to be charged for camping in State Parks.
28. Camp leaders in group camps are to be charged the same rate as others in the camp.
29. Camping in parks is to be permitted only in those having resident custodians.
30. Soliciting of funds and taking of collections is prohibited in state areas.

31. Trap and skeet fields are prohibited in state areas.
32. State-owned property is not to be loaned out.
33. Distribution of printed material, except by Commission, is prohibited in state areas.
34. Sale of beer is prohibited in state areas.
35. Public dances are prohibited in state park lodges.

Expenditure of Funds:

36. Expenditures of Commission funds is to be confined to areas under 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 play 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 to be made without approval of Director.
41. In the development and maintenance of "Public Water Access Areas", park wayside facilities are to be paid for from Lands and Waters Funds and all other costs from Fish and Game Funds.
42. Lake patrol boats and personnel will be provided by the Lands and Waters Division.
43. 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.
44. The Commission will purchase boats and motors, when required, for Conservation Officer's use.
45. The Commission will purchase waders, when required, for employees' use.
46. The Commission will not purchase raincoats nor hip boots for use of State Conservation Officers.
47. The Commission will furnish first-aid kits to conservation officers and to other employees when required.

48. Members of a Conservation Officer's family will not be paid for work done in connection with the Officer's work.
49. Commission funds may not be used to pay school tuition for children of employees living on state areas.
50. Commission employees are not to provide technical services for other than Commission projects unless expressly authorized by the Commission.
51. Anyone given blueprints of Commission projects 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. Distribution of stock from State Forest Nursery will be made only under these terms:
 - a. No stock to be given to any party or for any purpose free of charge.
 - b. Distribution for Christmas tree plantations prohibited.
 - c. Distribution of trees for reforestation of lands not in need of erosion control prohibited.
55. Distribution of stock from State Forest Nursery will be made only under these terms:
 - a. Trees will be sold for erosion control plantings, game packets, and for only one demonstration windbreak per township.
 - b. Maximum size of evergreens will be under eight inches except those used for windbreaks. Maximum size of deciduous trees will be under fifteen inches or one year's growth.
 - c. Stock for erosion control plantings will not be sold in lots of less than 250 of any species or less than 500 on any one consignment. No limitations will apply on trees used by Commission on its own areas.
56. Trees or shrubs will not be given or sold for plantings on school yards, on city parks, or other city property, or on land not under Commission jurisdiction, except that game packets may be sold for use on county gravel pits.

Personnel:

57. All Conservation Officers shall enforce navigation laws.
58. Newly appointed conservation officers shall be on probation for a period of one year from the date of their appointment. During this one year period the salary of such officers on probation shall be \$300.00 a year less than the regular salary provided for conservation officers who have completed their one year probationary period.
59. Conservation Officers shall be rated twice yearly on their performance in their positions. Men receiving "C" or "D" ratings shall be notified, in writing of their rating and advised how to improve their work. Two successive "D" ratings will be cause for dismissal. Officers with "C" or "D" ratings are to receive \$25.00 per month less salary than "A" or "B" officers. When a conservation officer receives a "C" or "D" rating he shall be contacted by his District Supervisor and given specific instructions as to how to improve his rating. Three months later the District Supervisor shall make a report to the Rating Board on the current efficiency of the officer and said Rating Board shall take this into consideration in re-rating the officer. If at that time he has not advanced to a "B" rating or better he shall receive a deduction in his salary at the rate of \$300.00 per year for such period of time as he remains a "C" or "D" officer.
60. All matters for consideration of the Commission from employees shall be presented through the Director.
61. All Commission employees are prohibited from holding any position or office in any conservation club or league.
62. No Commission employee is to appear before the legislature or any legislative committee without approval of the Director.
63. No Commission employee shall at any time engage directly or indirectly in any work, occupation, or activity that is similar to or related with the work he is employed by the state to do, or to engage in any outside activity requiring an expenditure of time or effort sufficient to detract from his efficiency in the performance of regular duties.
64. 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.
65. Positions of Commission employees on military leave may only be filled on a temporary basis.
66. Commission employees leaving active employment will not be granted leaves of absence without pay excepting military leave.
67. Conservation officers are subject to duty call at all times but shall have one day per week off according to schedule of the respective Division Chief.

68. 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.
69. Relatives of Commission employees shall not be employed by the Commission when they will work under the direction of a relative nor when living or working in the same locality.
70. 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.
71. 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.
72. Anyone discharged for cause cannot subsequently be eligible for qualification as a Conservation Officer.

Publicity:

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 shall not write columns for newspapers or magazines but may write, without pay, articles for local newspapers or magazines, provided the material is first submitted to the Commission office for approval before publication.
77. The "Iowa Conservationist" is to be sent free of charge to rural schools, barber shops, libraries, and state officers.
78. Commission films shall be consigned only to conservation officers who shall be responsible for their care, showing and return.

Housing:

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 name 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.

License Depositories:

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.

Expense Accounts:

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.

Rough Fish:

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

Court Cost Fees:

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

Law Enforcement:

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.

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