

LOCAL CAMP OPERATIONS GUIDE

6211

(May 2003)

Responsibility

**Division Chief
Superintendent**

Each youth conservation camp shall develop and maintain its own local operations guide. This guide will contain detailed local policies regarding CYA and CDF operations. It will also contain daily procedures regarding barracks, safety inspections, camp limits, local organization chart, etc. The local camp operations guide shall be maintained by the Division Chief and Camp Superintendent as an addendum to his manual.

APPROVAL AND REVIEW

6211.1

(May 2003)

Responsibility

All

Each local Camp Operations Guideline will be reviewed and updated annually by the CYA Camp Superintendent and CDF Division Chief. Procedure changes occurring between revision dates will be published in memo form, explaining the need for the change, and will be included in the next revision.

COMPLIANCE WITH GUIDELINES

6211.3

(May 2003)

Responsibility

**Camp Superintendent
Division Chief**

The Camp Superintendent and the CDF Division Chief will ensure that all responsibilities outlined within the local Camp Operations Guideline are complied with.

(see next section)

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(see Forms or Forms Samples)