

POLICY AND PROCEDURE MEMORANDUM NO. 24

SUBJECT: PUBLICATION OF PERSONAL DOCUMENTS
TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS
DATE: APRIL 13, 1982 - REVISED JUNE 18, 1982

The purpose of this policy memorandum is to establish procedures to be utilized by staff employees who are engaged in the preparation and publication of written documents of two types, 1) Agency publications which serve to help the park visitors enjoy, understand or learn more about a specific site or sites, and 2) Personal publications which an employee prepares on his own time and at his own expense.

Under any condition the Office of State Parks encourages its employees to write and offer for publication high quality professional material.

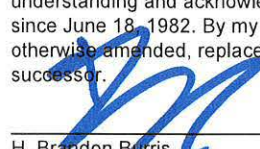
- I. Agency Publications - Included in this category are such items as brochures, maps, explanatory articles about specific items or parts of the site, news stories or other items for the print media. Such material will be prepared on agency time at agency expense and will become the property of the Office of State Parks. The preparation of such material may be assigned as a responsibility of the employee or may be initiated by the employee directly in an effort to satisfy a public information need. In any case, however, prior to publication the material will be submitted to the Assistant Secretary of the Office of State Parks or his designee for review, editing, and final approval. This process is necessary so that the Office of State Parks is officially aware of anything which reflects or comments on the agency. Credit lines will be granted to the author; however, it is encouraged that the specific unit in which the author is associated, for instance, Mansfield State Commemorative Area, and the agency, Louisiana Office of State Parks, Department of Culture, Recreation and Tourism also be included in the credit line.
- II. Personal Publications - These publications are the types which would not normally relate directly to the employee's job or responsibilities. The agency does not prohibit personal publications of job related topics, however, the employee will be encouraged to consider publications of this type as agency publications, especially when they fulfill a need or provide information germane to a state park operated facility. For example, if a Historic Site Manager sees the need for a brochure or pamphlet which would enhance the interpretive process of a state commemorative area, he would be encouraged to publish such material as an in-house document in lieu of a personal publication which he then may choose to sell to the agency for public distribution. On the other hand, the same manager may see the need for a very in-depth process of research and publication on the same subject which would result in an extensive multi-page hardback publication. Such material may be of limited value to the general public and may appeal to those who have a more scholarly interest in the subject. In this case, the agency would have no objections to a personal publication even though the subject matter was directly related to the function of the manager's job. In all cases involving personal publications the policy of the Office of State Parks shall be that an employee preparing such a publication complete a copy of the attached form (Employee Certification of Personal Publication) and submit such form to the Administrative Office prior to actual publication.

Any such action shall be subject to the State of Louisiana Code of Governmental Ethics (R.S. 1950, Title 42, Chapter 15) and, more specifically, the Code of Ethics states as follows: "No public servant shall receive anything of economic value for any service, the subject matter of which: a) is devoted substantially to the responsibilities, programs, or operations of the agency of the public servant and in which the public servant has participated; or b) draws substantially upon official data or ideas which have not become part of the body of public information."

The Assistant Secretary of the Office of State Parks will review each Certification of Personal Publication and if he feels the action is appropriate and within the purview of the State and agency regulations, he will acknowledge receipt of the form and return a copy to the employee. At that point the employee, at his prerogative, may proceed with the publishing procedure.

In either of the above cases, consideration of submitted material will be considered quickly to allow the author to make commitments on a timely basis.

THUS DONE AND SIGNED, at Baton Rouge, Louisiana, on September 18, 1982 with the understanding and acknowledgment that this PPM has been effective in its current version since June 18, 1982. By my signature below, this PPM shall remain in effect and active unless otherwise amended, replaced, or terminated by myself or my supervisor, designee, or successor.


H. Brandon Burris
Assistant Secretary

OFFICE OF STATE PARKS
DEPARTMENT OF CULTURE, RECREATION AND TOURISM
EMPLOYEE CERTIFICATION OF PERSONAL PUBLICATION

I hereby declare my intentions to publish the following document:

for which I expect to receive fees, royalties or other forms of personal compensation. Exceptions include honorariums, plaques, certificates, or awards, the value of which shall not exceed fifty (\$50.00) dollars.

I further certify that no cost associated with the preparation and/or publication of this document either direct or indirect were incurred by the State of Louisiana, Department of Culture, Recreation and Tourism.

Any false information or statement given herein may result in employee's dismissal or other civil and disciplinary action.

I hereby declare my intent to publish and further declare the statements made herein are true and accurate.

SIGNED: _____ DATE: _____

Acknowledged by:

Assistant Secretary
Office of State Parks
Department of Culture, Recreation and Tourism

Date: _____