

Complete within 2 weeks of hire date and submit to your Supervisor/Specialist.

POLICIES & PROCEDURES MANUAL
ACKNOWLEDGEMENT FORM

I acknowledge that I have been educated on the purpose of the Parks, Recreation & Community Services Policies and Procedures Manual.

I also acknowledge that I have been informed that the online version of the Policies and Procedures Manual is located on the County's G:drive under HR>P&P 2012.

I attest that I have read and agree to abide by these guidelines and any future updates.

Indicate date of Policies and Procedures Manual version read: _____

Signature

Date

Print Name

Division/Location