



OSP Policy & Field Memorandum Acknowledgement Form

My signature hereon acknowledges that:

- 1) I have read the following Office of State Parks Policies (collectively, the “Policies”), found at <https://www.crt.state.la.us/louisiana-state-parks/policy-and-procedure-memorandums>

- #1 State Historic Site Use Criteria – Revised 5.21.02
- #2 Purchasing – Revised 10.29.20
- #3 Safety Program – Revised 5.23.02
- #4 Monuments and Sculptures – Revised 1.17.02
- #5 Backcountry Camping and Trail Use – Revised 5.24.02
- #6 Reservation Changes and Refunds – Revised 12.17.13
- #7 Media Relations & Requests for Information – Revised 1.28.10
- #8 Incident Report System – Revised 6.22.09
- #9 Merchandise for Resale – Revised 12.19.23
- #10 Water Safety Manual – Revised 9.11.06
- #12 Office of State Parks Hours of Operation – Revised 6.9.23
- #13 Travel Regulations – Revised 11.17.20
- #14 Contracts – Revised 10.10.03
- #17 Office of State Parks Responsibility - Capital Outlay Projects – Revised 6.5.15
- #19 Law Enforcement Certification – Revised 3.1.01
- #21 Petty Cash – Revised 12.18.03
- #22 Personnel Changes – Revised 1.3.13
- #24 Publication of Personal Documents – Revised 6.18.82
- #27 Standards for the Use of Black Powder and Demonstrations – Revised 8.19.09
- #28 Historical Collections Management – Revised 7.1.03
- #29 Use of Sound and Audio-Visual Systems – Effective 7.8.83
- #30 Insurance – Revised 6.8.01
- #31 Movable Property Inventory – Revised 6.2.15
- #33 Dress & Uniform Policy – Revised 7.1.25
- #34 Vehicular Use – Revised 9.27.10
- #39 Revenue Collection – Revised 1.3.13
- #45 Fleet Fueling & Maintenance Management Program – Revised 7.9.09
- #47 Minority Business Purchases – Effective 2.17.88
- #48 Fee Exemptions – Revised 7.1.23
- #50 Forms Management – Revised 3.9.92
- #51 Housing – Revised 10.1.10
- #52 Postage – Revised 7.1.23
- #55 Standing Line of Authority – Revised 10.16.00
- #59 Administration of Act 729 Projects – Revised 4.8.11
- #61 Park Business Activities – Effective 3.7.97
- #62 Interpretive Prospectus – Effective 3.25.97



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Policies Continued:

- #64 Campground Host Program – Effective 2.8.99
- #65 Vouchers – Effective 3.2.01
- #66 Equestrian Trails – Revised 3.5.14
- #67 Park Leveling – Revised 11.5.03
- #68 Animal Control – Revised 10.14.15
- #70 Cabin Pet Policy – Effective 9.1.20
- #71 Contracts for Small Public Works Projects – Revised 9.28.20
- #72 Public-Private Partnerships (P3) – Effective 4.1.23
- #73 Lost Visitor Property – Effective 12.18.24

- 2) I have read the following Office of State Parks Field Memos (collectively, the “Field Memos”), found at <https://www.crt.state.la.us/louisiana-state-parks/field-memos>

- #2012-001 Facility Use Agreement Processing
- #2012-002 DCRT Communications Policy
- #2012-004 Entrance Station Operating Hours – Holidays
- #2013-001 Blocking Facilities
- #2013-002 Eviction Procedure
- #2014-001 Burning on OSP Property
- #2014-002 Law Enforcement Reports Procedure Update
- #2014-003 Chip Seal Program Procedures
- #2014-004 PIN Number Requests
- #2015-001 Scheduled Site Visits
- #2015-002 Procedure for Requesting OSP Signs
- #2015-003 Counterfeit Bills
- #2018-001 Drone Use Guidelines
- #2021-01 Office of State Parks PPM 13 Travel Regulations
- #2023-01 Black Bear Golf Course and Conference Center – REPLACED BY #2023-01A
- #2023-01 Guest Identification
- #2023-01A Black Bear Golf Course and Conference Center
- #2023-02 Lifeguard Recruitment
- #2024-01 Policy and Procedure Memorandum Deletions
- #2024-02 Annual Day-Use Permits for DCFS Caregivers
- #2025-01 Agency Policies Acknowledgement



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- 3) I understand the content of the Policies and Field Memos;
- 4) I will abide by the terms and provisions of the Policies and Field Memos;
- 5) I understand that compliance with the Policies and Field Memos, and any updates to the Policies and Field Memos, is a condition of my employment; and
- 6) I understand that disciplinary action, including the possibility of dismissal, will be imposed on me if I violate the terms and provisions of the Policies and Field Memos.

EMPLOYEE SIGNATURE

DATE

EMPLOYEE PRINTED NAME