



BILLY NUNGESSER  
LIEUTENANT GOVERNOR

**State of Louisiana**  
**OFFICE OF THE LIEUTENANT GOVERNOR**  
**DEPARTMENT OF CULTURE, RECREATION & TOURISM**  
**OFFICE OF STATE PARKS**

BRANDON BURRIS  
ASSISTANT SECRETARY

**FIELD MEMORANDUM #2025-01**  
**AGENCY POLICIES ACKNOWLEDGEMENT**

TO: Office of State Parks' Employees  
FROM: Brandon Burris, Assistant Secretary  
RE: Agency Policies Acknowledgement  
DATE: September 29, 2025

In addition to reviewing and acknowledging Department of Culture, Recreation and Tourism policies within the new hire packet, all employees are required to read Office of State Parks (OSP) Policies: <https://www.crt.state.la.us/louisiana-state-parks/policy-and-procedure-memorandums>

**AND**

Field Memos: <https://www.crt.state.la.us/louisiana-state-parks/field-memos>

All current employees, including WAEs, shall sign and submit the OSP Policy & Field Memorandum Acknowledgement Form to Anne Richey at [arichey@crt.la.gov](mailto:arichey@crt.la.gov) by close of business on Friday, October 24, 2025.

The OSP Policy & Field Memorandum Acknowledgement Form is required for all new hires as a part of their startup paperwork. Signed forms shall be submitted to the administrative office within 30 days of the new employee's hire date.

Active PPMs and published field memos are newly located on Channel Z > CRT/OLG Websites > Parks. Policies will continue to be available at P:\Operations.

Policies are subject to change and will be updated on an ongoing basis, as needed, to reflect current needs and improved processes. Any policy updates will be emailed to all staff upon the approval of the assistant secretary.

  
\_\_\_\_\_  
Brandon Burris  
Assistant Secretary  
Louisiana Office of State Parks