



## NOTICE OF REVISION

TO

### POLICY AND PROCEDURE MEMORANDUM NO. 12

SUBJECT: OFFICE OF STATE PARKS HOURS OF OPERATION  
TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS  
EFFECTIVE DATE: JUNE 9, 2023  
REVISION DATES: JANUARY 17, 1997; JUNE 10, 2002

This is third revision to this PPM with an original effective date of December 12, 1979.

This memorandum supersedes and replaces all previous information included in PPM #12, originally titled "State Historic Site and Preservation Area Closing Time."

This memorandum supersedes and replaces all previous information included in PPM #58 "Park Office Schedule." PPM #58 is considered out of circulation and has been deleted.

A handwritten signature in blue ink, appearing to be 'B. Burris', written over a horizontal line.

Brandon Burris  
Assistant Secretary

### **IMPORTANT:**

Insert this revision notice in PPM's file preceding all other information on this subject to maintain a current document on file.



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EFFECTIVE DATE: JUNE 9, 2023

### **POLICY:**

Office of State Parks (OSP) serves the citizens of Louisiana and its visitors by maintaining and operating state parks, historic sites and preservation areas. It is the policy of OSP to adhere to the following guidelines on opening our sites for the enjoyment of the public.

### **PROCEDURE:**

Hours of operation at each site are subject to staffing, visitation trends, and the discretion of the assistant secretary or their designee. Site specific hours of operation are implemented to preserve resources, facilitate visitation trends, and meet the demands of the OSP system as a whole. The approved hours of operation for a site that is open to the public are available on [lastateparks.com](http://lastateparks.com) at all times.

### **CHANGES:**

Site managers and district managers can request a change in a site's hours of operation in writing to the assistant secretary. Requests must include detailed information and visitation statistics to justify the change. A site's hours of operation cannot change until the written approval of the assistant secretary or their designee is secured. The public information director must also be informed of any change in hours of operation so that [lastateparks.com](http://lastateparks.com) remains accurate.

An effort will be made to keep hours of operation consistent across the system.

### **CLOSURES:**

The assistant secretary or their designee has the authority to close a site as outlined in Title 25, Part IX, Section 329. Hours of operation are also subject to the policies under the Department of Culture, Recreation and Tourism regarding state approved holidays and emergency events.

### **EXPECTATION:**

Site supervisors shall ensure facilities are staffed during established hours of operation. Any deviation from standard schedules must be documented by the site's managerial staff.