

NOTICE OF REVISION/CHANGE

TO

POLICY & PROCEDURE MEMORANDUM #55

SUBJECT: STANDING LINE OF AUTHORITY

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: FEBRUARY 21, 1991; REVISED FEBRUARY 20, 1997

REVISION DATE: OCTOBER 16, 2000

This revision necessitates the replacement of “ATTACHMENT A” of your current PPM #55, which was originally issued February 21, 1991.

The revision to the current PPM #55 includes the updating of names and telephone numbers, and the line of authority.

A black rectangular box containing a white handwritten signature that reads "Doug Anderson".

This is revision No. 2 of this PPM with an original effective date of February 21, 1991.

IMPORTANT:

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

POLICY AND PROCEDURE MEMORANDUM NO. 55

SUBJECT: OFFICE OF STATE PARKS
STANDING LINE OF AUTHORITY

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: FEBRUARY 21, 1991

POLICY:

Unless otherwise delegated, the below listed line of authority is recognized as the agency's official delegation of responsibility.

Lieutenant Governor
(Commissioner of CRT)
Assistant Secretary - Office of State Parks
Deputy Assistant Secretary
Administrative Section Heads
For Field Operations
Chief of Parks Operation
Assistant Chief of Parks Operation
Park District Manager
Unit Manager (SP/SHS/SPA)
Park Manager Trainee

In the absence of the Unit Manager and if no Park Manager Trainee is available, the delegation of authority shall be given to one of the following (in rank order) for onsite supervisory responsibility. Such delegation should be clearly explained to the entire staff by the Unit Manager before departures or as a standing order.

Curator II
Curator I
Ranger Specialist
Ranger II

PROCEDURES:

Each season a work schedule will be submitted for all parks. The schedule will reflect a list by position and name of the person or persons to be left in charge in the absence of the Unit Manager on each area.

The person left in charge will have a clear understanding of park procedures for items such as leave requests, schedule changes, emergency procedures, and general park policies.

The person in charge will be supplied with phone numbers of all persons from the District Manager to the Assistant Secretary (Attachment A) and will call in ascending order until someone is reached to solve a problem, if a call is deemed necessary by the person in charge. This call procedure will also be used by Unit Managers and District Managers when an emergency occurs during a time that they are on-site.

ATTACHMENT “A”

NAME	OFFICE NO.	HOME NO.
Dwight Landreneau	(225) 342-8111	(337) 826-7404
Stuart Johnnson	(225) 342-8111	(337) 332-1866
Robert Buquoi	(225) 342-8111	(225) 751-6688
Gary Ramsey	(225) 342-8111	(225) 658-0517
Doug Beaujeaux	(504) 624-4618	(504) 626-9567
Bill Roberts	(337) 363-2441	(337) 363-9121
Charles McKenzie	(318) 927-2976	(318) 927-3254
Tommy Thompson	(318) 745-3365	(318) 745-9954