

**DIVISION OF PARKS AND RECREATION
STAFF DIRECTIVE SUMMARY**

Staff Directive #	Issue Date	Title	Status	Comments
85-1	3/14/85	Participation in Professional Organizations	Active	
85-4	3/26/85	Affirmative Action Policy; Plan Availability	Active	
85-7	4/5/85	Visitors to the Raleigh Office	Active	
85-11	7/22/85	Park Housing Policy	Active	See also 97-16
86-10	10/21/86	Policy for Naming Units of the State Park and Recreation System and Facilities within Individual Units	Active	
86-11	12/4/86	Release of Legal Advice	Active	See also 97-19
87-3	2/5/87	Future Requests for Training/Attendance at Conferences and Meetings	Active	Amended by 87-9, 88-4; see also 88-24
87-8	8/5/87	Planning Terms	Active	
87-9	8/13/87	Division Training Policy	Active	Amends 87-3; amended by 88-4; see also 88-24
87-10	12/18/87	Guidelines on Commercial Filming in State Parks	Active	Rescinds 87-7
88-1	1/7/88	Guidelines for Utilizing NRCD Public Affairs Support Staff	Active	
88-4		Amendment to Division Training Policy	Active	Amends 87-3, 87-9; see also 88-24
88-7	6/24/88	Volunteer Program Guidelines	Active	
88-8	5/12/88	Policy for Grant Announcements	Active	Replaces 87-5
88-9	5/6/88	Extension of Fee Collection Hours - Falls and Jordan Lakes	Active	See also 87-2
88-10	5/9/88	Use of Telephone Credit Cards	Active	
88-13	6/17/88	Matters of Public Record/Media Responses Concerning Accident Investigations	Active	See also 86-11
88-16	7/22/88	Environmental Education Guidelines	Active	
88-19	10/1/88	Documents Disposition	Active	
88-21	12/12/88	Division Radio Communications Guidelines	Active	Amended by 89-18, 94-8
88-24	11/29/88	New Internal Procedures for Travel	Active	See also 87-3, 87-9, 88-4
89-2	2/15/89	Interpretive Program Guidelines	Active	Amended by 90-4, 97-1, 99-2
89-3	2/27/89	Official Title - Stone Mountain Falls	Active	
89-4	2/28/89	Park Search and Rescue Maps	Active	
89-9	4/6/89	Power Tool/Equipment Checklist	Active	
89-10	5/19/89	Scheduling Appearances by Director, Secretary, Governor	Active	See also 88-17
89-11	5/19/89	Use of State Park Name, Programs, or Logo by Outside Organizations	Active	
89-13	8/25/89	Amendment to SD 88-15 - Publications Guidelines	Active	Replaces 88-15
89-17	9/12/89	Newsletter Guidelines	Active	
89-18	9/5/89	Amendment to SD 88-21 - Radio Communications Guidelines	Active	Amends 88-21; amended by 94-8
89-19	9/18/89	Wildland Fire Management Guidelines	Active	
89-20	9/18/89	Operations Evaluation Guidelines	Active	
89-21	10/2/89	Photo Session Scheduling	Active	See also 89-10
89-22	9/20/89	Capital Improvement Design Review Process	Active	
89-23		Special Activity Permit	Active	Amended by 90-12, 99-12
89-24		Outdoor Exhibit Guidelines	Active	
90-4	6/19/90	Amendment to the Interpretive Guidelines	Active	Amends 89-2; amended by 97-1, 99-2
90-5	4/23/90	Overnight Trip Approval	Active	Rescinds 86-6

Staff Directive #	Issue Date	Title	Status	Comments
90-10	9/24/90	Internal Procedures for Stand-by and On-call	Active	See also 90-8
90-11	9/28/90	Probationary/Trainee Period for New Employees	Active	
90-12	10/5/90	Special Activity Permit	Active	Amends 89-23; amended by 99-12
91-3	1/22/91	Official Name Designation for the 75th Anniversary	Active	
91-4	3/25/91	Employee Safety Guidelines	Active	Replaces 85-9, 90-13
91-7		Procedure for Disposing of Surplus Property	Active	
91-10	8/21/91	NC DPR State Lakes Fee Schedule	Active	
92-2	2/3/92	State Park Advisory Committee Operating Procedures	Active	
92-3	10/30/92	Procedures for Development of General Management Plans	Active	Replaces 89-27
94-7	4/20/94	N.C. Trails Committee Member Guidelines (Revised)	Active	
94-8	5/12/94	Amendment to Staff Guideline #9, Radio Communications	Active	Amends 88-21, 89-18
94-11	8/15/94	Flag Display	Active	
94-13	10/11/94	Replacement of Awards Guidelines	Active	Replaces 86-9, 88-2, 89-12
94-16	12/15/94	Designating Mt. Jefferson as a State Natural Area	Active	
95-1	3/10/95	Trails Guidelines for State Parks and Recreation Areas	Active	Replaces 94-3, 94-4, 94-5
95-2	3/13/95	Smoke Free Work Place	Active	Replaces 94-15
95-3	6/15/95	Policy for Natural Resource Management within the State Parks System	Active	
95-7	11/6/95	Secondary and Dual Employment Policy and Procedure	Active	Replaces 85-5, 90-14, 91-6
96-2	3/8/96	Policy for Managing "Acting" Positions	Active	Replaces 95-6
96-4	12/18/96	Update of Law Enforcement Policy and Guidelines	Active	Replaces 88-14, 89-16, 90-1, 91-9, 92-1, 93-1A, 93-1, 94-6, 95-5, 96-1 Amended by 98-10
97-1	4/29/97	Amendment to the Interpretive Program Guidelines	Active	Amends 89-2, 90-4; amended by 99-2
97-2	4/29/97	Policy for Allowing Volunteers and Living History Groups to Perform at State Parks	Active	
97-3	8/22/97	Policy for Rock Climbing Management within the State Parks System	Active	
97-5	11/3/97	Revised Scientific Research Policy and Permit	Active	Replaces 86-8
97-7	7/7/97	Staff Directive 94-3 and 94-5 (Trails Policies)	Active	Replaces 94-3, 94-5; see also 88-7, 95-1
97-8	7/7/97	Division Work Plan	Active	Rescinds 86-3
97-9	7/8/97	Accident/Incident Chain of Notification	Active	Replaces 88-17, 90-7, 91-1, 94-12
97-11	7/29/97	EHNHR Application for Leave Form	Active	Replaces 91-5
97-13	7/29/97	Internal Employment Policy/Procedures for Temporary Labor and Seasonal Positions	Active	Replaces 91-8
97-14	7/18/97	Weekly Schedule	Active	Replaces 90-2
97-15	7/29/97	Division of Parks and Recreation Logo	Active	Replaces 89-28
97-16	8/19/97	Employee Housing Rental Rates	Active	Replaces 89-5; see also 85-11
97-17	8/19/97	Standard Abbreviations	Active	Replaces 87-1
97-18	8/19/97	Closing/Opening of Facilities	Active	Replaces 87-2; see also 97-9
97-19	8/19/97	Procedure for Requesting a Formal Opinion from the Attorney General's Office	Active	
97-20	8/19/97	Construction Projects in the State Parks System	Active	Replaces 94-2
97-21	8/19/97	Location and Installation of Highway Directional Signs	Active	Replaces 94-17
97-22	8/19/97	Division of Parks and Recreation Fee Schedule	Active	Replaces 88-3, 88-5
97-23	8/19/97	Senior Citizens Discount Policy	Active	Replaces 94-9
97-24	10/13/97	Issuance and Control of Division Uniform Badges	Active	Replaces 94-10, 88-6

Staff Directive #	Issue Date	Title	Status	Comments
97-26	8/19/97	Park Entrance Sign Design	Active	Replaces 94-1
97-27	8/19/97	Power Tool/Equipment Safety Regulations/Requirements for Community Service Work	Active	Replaces 89-7, 96-3
97-28	8/19/97	Procedure for Implementation and Management of the Division's Facilities Inventory and Inspection Program (FIIP)	Active	Replaces 91-2
97-29	8/19/97	Compliance with Section 504 of the 1973 Rehabilitation Act	Active	Replaces 85-12
97-30	8/19/97	ADA Complaint Procedure	Active	Replaces 94-14
97-32	8/26/97	New Compensatory Policy	Active	Replaces 97-12
97-33	10/23/97	Reading Files	Active	Replaces 85-6
97-34	10/23/97	Weekly Activity Report	Active	Replaces 88-12, 87-6, 87-4, 85-2
97-35	10/24/97	Document Disposition	Active	Replaces 88-19
98-3	2/4/98	Exotic Plant Guidelines	Active	
98-4	6/1/98	Activity Codes for Monthly Timesheets	Active	Replaces 97-10
98-5	4/14/98	Revision to Uniform Guidelines	Active	Replaces 93-4, 89-26
98-6	3/12/98	Logo Items Purchased through the Lands End Corporate Sales Program	Active	
98-7	8/20/98	Use of Native Materials - Preferred Colors and Textures in All Capital Imprvment and Rennovation Projects	Active	Replaces 97-25, DD97-1
98-9	9/15/98	Science Fair Award Policy	Active	
98-10	10/16/98	Update of Law Enforcement Policy and Guidelines	Active	Amends 96-4
98-11	11/10/98	Planting Guidelines	Active	
99-2	1/20/99	Revision to Interpretive Program Guidelines	Active	Amends 89-2, 90-4, 97-1
99-3	1/20/99	Guideline 24 - Natural Heritage Contract and Grant Procedures	Active	Rescinds 90-9
99-4	2/2/99	Legislative Reports	Active	
99-5	6/3/99	Electronic Correspondence	Active	
99-6	5/6/99	Nusiance Animal Management - Guideline 32	Active	
99-7	5/19/99	Environmental Sustainability	Active	
99-8	5/28/99	Search and Rescure Guidelin	Active	
99-9	6/29/99	State Parks and Recreation Areas Dump Stations	Active	
99-10	6/25/99	Environmental Certification	Active	
99-11	6/29/99	Use of Internet and Electronic Mail	Active	
99-12	7/19/99	Addendum to Staff Directive 89-23	Active	Amends 89-23, 90-12
99-13	8/31/99	Carpooling Statistics	Active	
99-14	11/15/99	Amendment to Correspondence Guidelines	Active	Replaces 85-3, 86-7, 88-11, 88-20, 88-25, 89-25, 90-6, 97-6, 97-37, 98-2
00-1	1/3/00	Directives Management Annual Update	Active	Replaces 99-1, 98-1, 97-4, 90-3, 87-11, 86-4