

**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 | |
| 85-2 | 3/14/85 | Weekly Activity Reports | Inactive | Replaced by 97-34 |
| 85-3 | 3/14/85 | Correspondence Guidelines | Inactive | Replaced by 90-8 |
| 85-4 | 3/28/85 | Affirmative Action Policy; Plan Availability | Active | |
| 85-5 | 4/4/85 | Secondary and Dual Employment Policy and Procedure | Inactive | Replaced by 95-7 |
| 85-6 | 4/5/85 | Reading Files | Inactive | Replaced by 97-33 |
| 85-7 | 4/5/85 | Visitors to the Raleigh Office | Active | |
| 85-8 | 4/5/85 | Travel Activities | Inactive | Replaced by 90-2 |
| 85-9 | 5/23/85 | DPR Safety and Occupational Health Policy | Inactive | Replaced by 91-4 |
| 85-10 | 7/12/85 | Moratorium on Park Research | Inactive | Rescinded by 88-8 |
| 85-11 | 7/22/85 | Park Housing Policy | Active | See also 97-18 |
| 85-12 | 7/30/85 | Assignment of Responsibilities - Complying with Section 504 of the 1973 Rehabilitation Act | Inactive | Replaced by 97-29 |
| 85-13 | 11/18/85 | Standard Abbreviations | Inactive | Replaced by 97-17 |
| 85-14 | 12/12/85 | Additions or Modifications to Division Work Plan | Inactive | Replaced by 86-3 |

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|-------|----------|--|----------|-----------------------------------|
| 86-1 | 1/13/86 | Internal Employment Policy/Procedure for Temps and Seasonals | Inactive | Replaced by 97-13 |
| 86-2 | 3/14/86 | Overtime and Compensatory Time | Inactive | Replaced by 97-12 |
| 86-3 | 3/24/86 | Revised Procedures for Additions or Modifications to Division Work Plan | Inactive | Rescinded by 97-8 |
| 86-4 | 6/4/86 | Directive Management | Inactive | Replaced by 90-3 |
| 86-5 | 6/25/86 | Procedures of Requesting Attorney General's Opinion | Inactive | Replaced by 97-19; see also 86-11 |
| 86-6 | 8/18/86 | Overnight Trip Approval | Inactive | Rescinded by 90-5 |
| 86-7 | 8/25/86 | Correspondence | Inactive | Replaced by 90-6 |
| 86-8 | 8/28/86 | Research Policy and Process | Inactive | Replaced by 97-5 |
| 86-9 | 10/20/86 | Division of Parks and Recreation Awards Program | Inactive | Replaced by 94-13 |
| 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 |

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| 87-1 | 1/20/87 | Standard Abbreviations | Inactive | Replaced by 97-17 |
| 87-2 | 1/27/87 | Closing/Opening of Facilities | Inactive | Replaced by 97-18 |
| 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 |
| 87-4 | 2/25/87 | Weekly Activity Report | Inactive | Replaced by 97-34 |
| 87-5 | 3/17/87 | Guidelines for Grant Programs | Inactive | Replaced by 88-8 |
| 87-6 | 4/22/87 | Weekly Activity Report | Inactive | Replaced by 97-34 |
| 87-7 | 7/8/87 | Moratorium on Commercial Filming in State Parks | Inactive | Rescinded by 87-10 |
| 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 |
| 87-11 | 12/22/87 | Directives Management - Annual Update | Inactive | Replaced by 90-3 |
| DO 87-1 | 4/15/87 | Use of Native Materials | Inactive | Replaced by 97-25 |

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| 88-1 | 1/7/88 | Guidelines for Utilizing NRCD Public Affairs Support Staff | Active | |
| 88-2 | 2/9/88 | Awards Guidelines | Inactive | Replaced by 94-13 |
| 88-3 | 2/10/88 | NC DPR Fee Schedule | Inactive | Replaced by T15A:12B.1206; see also 97-22 |
| 88-4 | | Amendment to Division Training Policy | Active | Amends 87-3, 87-9; see also 88-24 |

| Staff Directive # | Issue Date | Title | Status | Comments |
|-------------------|------------|---|------------|---|
| 88-5 | 3/18/88 | Clarification of NC DPR Fee Schedule | Inactive | Replaced by T15A:12B.1206; see also 97-22 |
| 88-6 | 5/6/88 | Issuance and Control of Division Uniform Badges | Inactive | Replaced by 97-24 |
| 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 | |
| 88-11 | 5/1/88 | Revised Correspondence Guidelines | Inactive | Replaced by 90-6 |
| 88-12 | 6/7/88 | Weekly Activity Report | Inactive | Replaced by 97-34 |
| 88-13 | 6/17/88 | Matters of Public Record/Media Responses Concerning Accident Investigations | Active | See also 86-11 |
| 88-14 | 6/28/88 | Law Enforcement Policy and Guidelines | Inactive | Replaced by 98-4 |
| 88-15 | 7/20/88 | Publications Guidelines | Inactive | Replaced by 89-13 |
| 88-16 | 7/22/88 | Environmental Education Guidelines | Active | |
| 88-17 | 8/26/88 | Accident or Incident Chain of Notification | Inactive | Replaced by 94-12 |
| 88-18 | | <i>Radio Manual Guideline, Amend 88-21</i> | Not issued | |
| 88-19 | 10/1/88 | <i>Documents Disposition</i> | Active | |
| 88-20 | 10/24/88 | Amendment to Correspondence Guidelines | Inactive | Replaced by 90-6 |
| 88-21 | 12/12/88 | Division Radio Communications Guidelines | Active | Amended by 88-18, 94-8 |
| 88-22 | | | Not issued | |
| 88-23 | 1/6/89 | Internal Employment Policy/Procedure for Temps and Seasonals | Inactive | Replaced by 97-13 |
| 88-24 | 11/29/88 | New Internal Procedures for Travel | Active | See also 87-3, 87-9, 88-4 |
| 88-25 | 12/8/88 | Intra-Divisional Correspondence | Inactive | Replaced by 97-8 |
| 88-26 | 12/22/88 | Activity Codes for Monthly Timesheets | Inactive | Replaced by 97-10 |

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|-------|---------|--|------------|-----------------------------------|
| 89-1 | | <i>Community Service Guidelines</i> | Not issued | |
| 89-2 | 2/15/89 | Interpretive Program Guidelines | Active | Amended by 90-4, 97-1 |
| 89-3 | 2/27/89 | Official Title - Stone Mountain Falls | Active | |
| 89-4 | 2/28/89 | Park Search and Rescue Maps | Active | |
| 89-5 | 3/6/89 | Revision to Employee Housing Rental Rates | Inactive | Replaced by 97-16; see also 85-11 |
| 89-6 | 3/2/89 | NRCD Application for Leave Form | Inactive | Replaced by 97-11 |
| 89-7 | 3/13/89 | Power Tool/Equipment Safety Regulations for Community Service Worker Program | Inactive | Replaced by 97-27 |
| 89-8 | | <i>Visitor's Accident Report</i> | Not issued | |
| 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 | |
| 89-12 | 6/15/89 | Amendment to SD 88-2 - Awards Guidelines | Inactive | Replaced by 94-13 |
| 89-13 | 8/25/89 | Amendment to SD 88-15 - Publications Guidelines | Active | Replaces 88-15 |
| 89-14 | 4/12/90 | Procedures for the Implementation and Management of FIIP | Inactive | Replaced by 91-2 |
| 89-15 | | <i>Inspection Program</i> | Not issued | |
| 89-16 | 8/26/89 | Form F-5B (LE) - Report of Separation | Inactive | Replaced by 96-4 |
| 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 |
| 89-24 | | Outdoor Exhibit Guidelines | Active | |

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| 89-25 | 10/23/89 | Procedures for Governor, Secretary, and Lt. Governor Mail | Inactive | Replaced by 90-6 |
| 89-28 | 11/15/89 | Uniform Guidelines | Active | Amended by 93-4 |
| 89-27 | 11/28/89 | General Management Plan Guidelines | Inactive | Replaced by 92-2 |
| 89-28 | 12/14/89 | Revision of Division Logo | Inactive | Replaced by 97-15 |

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| 90-1 | 1/19/90 | Update of Law Enforcement Policy and Guidelines | Inactive | Replaced by 96-4 |
| 90-2 | 2/13/90 | Amendment to SD 85-8 - Travel Activities | Inactive | Replaced by 97-14 |
| 90-3 | 4/23/90 | Directives Management - Annual Update | Inactive | Replaced by 97-4 |
| 90-4 | 6/19/90 | Amendment to the Interpretive Guidelines | Active | Amends 89-2; amended by 97-1 |
| 90-5 | 4/23/90 | Overnight Trip Approval | Active | Rescinds 86-6 |
| 90-6 | 5/1/90 | Correspondence Guidelines | Inactive | Replaced by 97-6 |
| 90-7 | 5/1/90 | Accident or Incident Chain of Notification | Inactive | Replaced by 94-12 |
| 90-8 | 6/27/90 | Overtime and Compensatory Time | Inactive | Replaced by 97-32 |
| 90-9 | 9/12/90 | Natural Heritage Contract and Grant Procedures | Active | |
| 90-10 | 9/24/90 | Internal Procedures for Stand-by and On-call | Active | See also 90-6 |
| 90-11 | 9/28/90 | Probationary/Trainee Period for New Employees | Active | |
| 90-12 | 10/5/90 | Special Activity Permit | Active | Amends 89-23 |
| 90-13 | 11/14/90 | DPR Safety and Occupational Health Policy | Inactive | Replaced by 91-4 |
| 90-14 | 10/29/90 | Secondary and Dual Employment Policy and Procedure | Inactive | Replaced by 95-7 |

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|-------|---------|--|------------|-----------------------------------|
| 91-1 | 1/24/91 | Accident or Incident Chain of Notification | Inactive | Replaced by 94-12 |
| 91-2 | 1/8/91 | Procedures for the Implementation and Management of FIIP | Inactive | Replaced by 97-28; see also 97-25 |
| 91-3 | 1/22/91 | Official Name Designation for the 75th Anniversary | Active | |
| 91-4 | 3/25/91 | Employee Safety Guidelines | Active | Replaces 85-8, 90-13 |
| 91-5 | 4/15/91 | EHNH Application for Leave Form | Inactive | Replaced by 97-11 |
| 91-6 | 2/9/91 | Secondary and Dual employment Policy and Procedure | Inactive | Replaced by 95-7 |
| 91-7 | | Procedure for Disposing of Surplus Property | Active | |
| 91-8 | 5/23/91 | Internal Employment Policy/Procedure for Temps and Seasonals | Inactive | Replaced by 97-13 |
| 91-9 | 7/15/91 | Update on Law Enforcement Policy and Guidelines | Inactive | Replaced by 96-4 |
| 91-10 | 8/21/91 | NC DPR State Lakes Fee Schedule | Active | |
| 91-11 | | | Not issued | |

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| 92-1 | 1/22/92 | Update of Law Enforcement Policy and Guidelines | Inactive | Replaced by 96-4 |
| 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 |

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| 93-1 | 2/9/93 | Law Enforcement Guideline, Chapter Eight | Inactive | Replaced by 96-4 |
| 93-1A | 4/1/93 | Update of Law Enforcement Policy and Guidelines | Inactive | Replaced by 96-4 |
| 93-2 | 5/25/93 | Policy for New Trail Construction and Trail Relocation Projects | Inactive | Replaced by 95-1 |
| 93-3 | 4/30/93 | Park Entrance Sign Design Guideline | Inactive | Replaced by 97-26 |
| 93-4 | 8/2/93 | Change to Division Uniform Guidelines | Active | Amends 89-26 |

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| 94-1 | 1/24/94 | Park Entrance Sign Design | Inactive | Replaced by 97-26 |
| 94-2 | 1/24/94 | Construction Projects in the State Parks System | Inactive | Replaced by 97-20 |
| 94-3 | 2/23/94 | Policy for New Trail Construction, Trail Relocation, and Trail-use Designation | Inactive | Replaced by 95-1; see also 88-7 |
| 94-4 | 2/17/94 | Policy for Mountain Bicycle Use of Existing Multi-use Trails | Inactive | Replaced by 95-1 |
| 94-5 | 4/5/94 | Policy for Mountain Bicycle Use of Existing Multi-use Trails | Inactive | Replaced by 95-1 |
| 94-6 | 4/15/94 | Update of Law Enforcement Policy and Guidelines | Inactive | Replaced by 96-4 |
| 94-7 | 4/20/94 | N.C. Trails Committee Member Guidelines (Revised) | Active | |

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| 94-8 | 5/12/94 | Amendment to Staff Guideline #8, Radio Communications | Active | Amends 88-21, 89-18 |
| 94-9 | 5/6/94 | Senior Discount Policy | Inactive | Replaced by 97-23 |
| 94-10 | 7/14/94 | Issuance and Control of Division Uniform Badges | Inactive | Replaced by 97-24 |
| 94-11 | 8/15/94 | Flag Display | Active | |
| 94-12 | 8/16/94 | Accident or Incident Chain of Notification - OSHA Reporting for Fatalities and Injuries | Inactive | Replaced by 97-9 |
| 94-13 | 10/11/94 | Replacement of Awards Guidelines | Active | Replaces 88-9, 88-2, 89-12 |
| 94-14 | 12/2/94 | ADA Complaint Procedure | Inactive | Replaced by 97-30 |
| 94-15 | 11/21/94 | Smoke Free Work Place | Inactive | Replaced by 95-2 |
| 94-16 | 12/15/94 | Designating Mt. Jefferson as a State Natural Area | Active | |
| 94-17 | 12/30/94 | Location and Installation of Highway Directional Signs | Inactive | Replaced by 97-21; see also 97-20 |
| 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 | |
| 95-4 | | | Not Issued | |
| 95-5 | 8/23/95 | Update of Law Enforcement Policy and Guidelines | Inactive | Replaced by 96-4 |
| 95-6 | 9/14/95 | Policy for Managing "Acting" Positions | Inactive | Replaced by 96-2 |
| 95-7 | 11/6/95 | Secondary and Dual Employment Policy and Procedure | Active | Replaces 85-5, 90-14, 91-8 |
| 96-1 | 3/5/96 | Update of Law Enforcement Policy and Guidelines | Inactive | Replaced by 96-4 |
| 96-2 | 3/8/96 | Policy for Managing "Acting" Positions | Active | Replaces 95-6 |
| 96-3 | 5/29/96 | Power Tool/Equipment Safety for Community Service Workers | Inactive | Replaced by 97-27 |
| 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 |
| 97-1 | 4/29/97 | Amendment to the Interpretive Program Guidelines | Active | Amends 89-2, 90-4 |
| 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 | |
| 97-4 | 5/8/97 | Directive Management Annual Update | Active | Replaces 88-4, 87-11, 90-3 |
| 97-5 | 11/3/97 | Revised Scientific Research Policy and Permit | Active | Replaces 88-8 |
| 97-6 | 6/19/97 | Correspondence Guidelines | Active | Replaces 85-3, 86-7, 88-11, 88-20, 88-25, 89-25, 90-6 |
| 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 |
| 97-10 | 7/29/97 | Activity Codes for Monthly Timesheets | Active | Replaces 88-26 |
| 97-11 | 7/29/97 | EHNR Application for Leave Form | Active | Replaces 91-5 |
| 97-12 | 7/29/97 | Overtime and Compensatory Time | Inactive | Replaced by 97-32 |
| 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 |

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| 97-24 | 10/13/97 | Issuance and Control of Division Uniform Badges | Active | Replaces 94-10, 88-6 |
| 97-25 | 8/19/97 | Use of Native Materials | Active | Replaces DD97-1 |
| 97-26 | 8/19/97 | Park Entrances Sign Design | Active | Replaces 94-1 |
| 97-27 | 8/19/97 | Power Tool/Equipment Safety Regulations/Requirements for Community Service Work | Active | Replaces 88-7, 98-3 |
| 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 |
| 97-31 | | | Not Issued | |
| 97-32 | 8/28/97 | 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, 87-8, 87-4, 85-2 |
| 97-35 | 10/24/97 | Document Disposition | Active | Replaces 88-19 |
| 97-36 | | | Not Issued | |
| 97-37 | 12/4/97 | Correspondence Guidelines | Active | Replaces 85-3, 86-7, 88-11, 88-20, 88-25, 89-35, 90-8, 97-6 |

