

DIVISION OF PARKS AND RECREATION

January 27, 1987

STAFF DIRECTIVE 87-2

TO: Chief, Park Operations  
Chief, Design and Development  
District Superintendents  
Park Superintendents

FROM: Director 

SUBJECT: Closing/Opening of Facilities

All scheduled closings or openings of facilities or parks for other than normal, routine maintenance must be approved in advance by either the Director or Deputy Director.

In the case of emergencies, the ranking management official on site and in charge is delegated the authority to make an immediate decision to close a facility or park based upon an imminent danger; that is, a clear and present threat to the health, safety and welfare of the visiting public, or parks and recreation employees, and for the protection of property.

Routine maintenance includes such items as closing a facility for cleaning, closing a parking lot for sweeping or painting stripes, etc. Under the terms of this policy, any closing out of the ordinary, that would adversely affect the provision of visitor services, must be approved in advance by the Director or Deputy Director. For example, draining a park lake for routine maintenance on the dam locks and gates or for dredging thereof, while part of a cyclic maintenance program, occurs so infrequently that it must be brought to the attention of the Directorate under this policy. Closings of facilities, such as cabins, visitor centers, bathhouses, etc., for more than one day should generally be brought to the attention of the Directorate under this policy.

Once a facility or park has been closed, under this policy, it shall not be reopened without the express permission of the Director or Deputy Director who shall use as their guide a certification from the management official on site and in charge of the facility that the conditions which warranted the closure have been rectified.

Clarification or questions concerning this Staff Directive may be addressed to the Deputy Director.

WWD/mdm