

SECTION: 1.6
SUBJECT: Opening/Closing Order Procedures
AUTHORITY: Executive Director

Policy:

Before formal action will be taken to establish, open, close or alter the boundary of a refuge, management area or sanctuary the following procedures shall be observed.

Contents: 1.6.1 Refuges and Management Areas
1.6.2 Sanctuaries

Procedure:

1.6.1 Refuges and Management Areas

Actions pertaining to opening or closing of land and/or water as a refuge or management area shall be initiated by means of a written request, which shall include reason for action, specific boundary description of area, necessary written agreements, and county map with boundary outlined thereon, submitted to the appropriate regional director. If the entire refuge or management area is to be opened, map and closing order number will be clearly outlined and described. The regional director shall forward all information, including his recommendation, to the appropriate division director, who shall present the matter, with his recommendation, to the Executive Director.

1.6.2 Sanctuaries

Establishment of sanctuaries desired by the Commission shall follow the procedure in Section 1.6.1.

- A.** Establishment of a sanctuary desired by other than the Commission shall be requested by formal resolution of the proper local governing body, i.e., county commission, city commission, or city council, giving proposed boundary, reason for request and letter of intent from sheriff of county or chief of police or whomever assumes appropriate enforcement responsibility.
- B.** Upon receipt of request as outlined in Section 1.6.2.A, personnel of the affected region shall investigate and, if necessary, negotiate an amended boundary. The regional director shall submit all information as outlined in Section 1.6.1 to the appropriate division director, who shall present the matter, with his recommendations, to the Executive Director.
- C.** If a sanctuary is established, it shall be the obligation of the requesting governing body to provide and place Commission-approved signs on the boundary thereof, under supervision of Commission personnel.

History: Est. 10/01/2003

APPROVED:

Victor J. Heller
Executive Director or Designee

October 1, 2003
Date