

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Computer Security  
**POLICY NUMBER:** 3000

**3000.1** Purpose: The Rio Linda Elverta Recreation and Park District seeks to ensure that detailed or sensitive information regarding its facilities not be released to parties who might use it for malicious purposes. This security plan is designed to address computer security procedures for District personnel who are issued laptop computers.

**3000.2** Scope: This program applies to all employees who are issued laptop computers.

**3000.3** Responsibilities: The General Manager shall approve all purchases of laptop computers for use by District personnel, subject to the General Manager's oversight.

**3000.3.1** Each employee issued a laptop computer is responsible for understanding and following the requirements of this policy.

**3000.4** Sensitive Information: Personnel records and customer information including names, addresses, phone numbers, social security and credit card numbers are not to be stored on laptop computers at any time.

**3000.5** Portable Laptop Computer Security: A password will be required to start the laptop computer.

**3000.5.1** Any software installed on the laptop computer must be pre-approved by the General Manager.

**3000.5.2** The portable laptop computer may be transported between the main District office and the field location at which the employee is assigned. If the employee at any time leaves a vehicle unattended, the laptop computer will be stored out of sight in a locked compartment.

**3000.5.3** The laptop computer may not be removed from the District's service area without prior approval of the General Manager.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Other Power-Driven Mobility Device**  
**POLICY NUMBER: 3005**

**3005.1** Public entities are regulated to permit the use of wheelchairs and other manually-powered mobility aids by individuals with mobility disabilities and to make reasonable modifications to its policies to permit use of other power-driven mobility devices (OPDMD) by individuals with mobility disabilities in areas

### **3005.2 Definitions**

**3005.2.1 Wheelchair** means “a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor, or of both indoor and outdoor locomotion.” 28 CFR § 35.104.

**3005.2.2 Manually Powered Mobility Aids** means walkers, crutches, canes, braces, or similar device designed for use by individuals with mobility impairments.

**3005.2.3 Other Power-Driven Mobility Device (OPDMD)** means any mobility device powered by batteries, fuel, or other engines - whether or not designed primarily for use by individuals with mobility disabilities - that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices (EPAMDs), such as the Segway Personal Transporter or an electrical assisted bicycle (EAB), or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair, as defined herein (28 CFR § 35.104).

**3005.2.4 Credible Assurance** means a valid Disability Placard or Card presented by the person to whom it was issued and is in compliance with the state of issuance’s requirements for disability placards or cards (28 CFR § 35.137). Also, a verbal statement that does not contradict observation.

### **3005.3 Eligibility**

**3005.3.1** The operator or passenger of an OPDMD must be an individual with a mobility disability and, upon request of a staff or employee, must provide credible assurance that the OPDMD is required because of the individual’s mobility disability. Credible assurance may be provided by either of the following:

**3005.3.1.1** A valid, state-issued, disability parking placard or card or other state-issued proof of disability; or

**3005.3.1.2** verbal representation, not contradicted by observable fact, that the OPDMD is being used for a mobility disability. BPRD staff or employees shall not ask an individual using an OPDMD about the nature and extent of the individual's disability

**3005.4** The purpose of this guideline is to address the use of OPDMDs by individuals with mobility disabilities on pathways or trails located on the following: (1) properties/facilities owned and operated by the Rio Linda Elverta Recreation and Park District (RLERPD) and (2) properties/facilities managed by RLERPD under a lease, easement or use agreement. Information provided herein describes the types of OPDMDs that are authorized for use within RLERPD facilities, pathways, and trails.

**3005.5** Any OPDMD operated in RLERPD owned and operated properties/facilities; or properties managed under a lease; easement; or use agreement shall meet the following assessment factors to determine whether a particular OPDMD would be allowed in a specific area as a reasonable accommodation:

**3005.5.1** The type, size, weight, dimensions, and speed of the OPDMD;

**3005.5.2** The area's volume of pedestrian traffic;

**3005.5.3** The area's design and operational characteristics;

**3005.5.4** Whether legitimate safety requirements can be established to permit the safe operation of the OPDMD in the specific area; and Whether the use of the OPDMD creates a substantial risk of serious harm to the immediate environment, natural or cultural resources, or occupants and visitor's safety.

**3005.6** Types of Prohibited Devices. The following devices are prohibited on RLERPD's pathways, trails, and properties/facilities:

**3005.6.1** Gas or combustible fuel-powered devices because: (1) fuel leaks and/or sparks may result in pollution or fires on the largely grassy RLERPD pathways, trails, and properties/facilities; and (2) exhaust and noise emissions from the devices will disturb or damage RLERPD pathways, trails, and properties/facilities natural or cultural resources or the out-of-doors experience for other park patrons, building occupants and visitors. These devices may be used by RLERPD staff or employees only when necessary for operational and maintenance purposes.

**3005.6.2** Other types of Electric-powered devices, such as electric motorcycles and mopeds (except for EPAMDs and EABs), because of: (1) the typical high speeds at which these devices are driven; (2) the likely damage that will result to RLERPD pathways, trails and properties/facilities surfaces from their tires (such as tractors, steel threads, or off-road); (3) some devices may only be permitted on roads or private property by State law; and (4) OPDMD with two or less

wheels because they tip easily.

**3005.6.3** Size and dimensions of OPDMDs more than 36 inches wide because: (1) the width of many BPRD pathways and trails are less than 10 feet wide; and (2) OPDMDs wider than 36" are potentially dangerous to users coming from the opposite direction or from someone trying to pass the OPDMD from behind.

**3005.7** Speed of OPDMDs. For the safety of all individuals using RLERPD pathways or trails, OPDMDs must be operated at the following speeds:

**3005.7.1** Typical walking speed-5 mph when operated inside RLERPD properties/facilities or outdoor events.

**3005.8** Weight of an OPDMD may not support certain pedestrian routes or undeveloped areas due to natural features and could pose serious danger to the OPDMD operator or other persons on any RLERPD property/facility. An OPDMD must be capable of being turned around within the trail or pathway tread in a safe manner.

**3005.10** The OPDMD shall not be operated in an unsafe manner or cause damage to RLERPD property. The OPDMD operator assumes all risks of operating the OPDMD on RLERPD property. RLERPD does not represent that RLERPD owned, operated, or managed properties are safe for use by an OPDMD and does not assume any liability for operation of the OPDMD. Certain risks are inherent in the use of OPDMDs on RLERPD owned, operated, or managed properties.

**3005.11** RLERPD reserves the right to restrict OPDMD use during special events or during times of heavy traffic on RLERPD pathways or trails, if such limitation is required, in the opinion of RLERPD, to protect the public health, safety and welfare of RLERPD patrons.

**3005.12** OPDMD operators are prohibited from the use of any substance that would impair their judgment or mobility, including but not limited to alcohol, prescription medications, or illegal narcotics.

**3005.13** RLERPD shall not provide battery charging or emergency retrieval of the OPDMD.

**3005.14** RLERPD shall not transport the OPDMD to and/or from RLERPD property, nor shall RLERPD shall not store any privately-owned OPDMD.

**3005.16** Due to varying conditions on RLERPD property and to ensure safety and natural resource protection, RLERPD recommends that an OPDMD user contact RLERPD at 916-991-5929 to confirm that an OPDMD is permitted on a particular trail or pathway.

**3005.17** The OPDMD operator or passenger is responsible for ensuring the OPDMD works properly, per manufacturer's instructions. The OPDMD operator is responsible to follow the manufacturer's operating and protective equipment requirements.

**3005.18** RLERP Trails or Pathways, both paved and unpaved, may be open to hikers, bikers, and/or equestrians. Individuals with a mobility disability may use an OPDMD (as permitted by RLERPD's OPDMD guidelines), wheelchairs and other manually-powered mobility aids. Operators of permitted OPDMDs must yield the right-of-way to persons on foot, horseback, or non-motorized devices (e.g., bicycles) and announce their presence before passing another trail or pathway user.

An OPDMD must have the capacity to safely navigate trail and pathway features and obstructions such as steps and other vertical displacements, ponded water, loose gravel, and rocks. Characteristics of some types of OPDMDs could affect other pathway or trail users, based on the volume of traffic and operational characteristics of the pathway or trail. These pathways or trails are typically high capacity, two-way traffic areas, where width and speed restrictions must allow for safe passing of OPDMDs, bicycles, equestrians, and pedestrians.

**3005.19** RLERPDD OPDMD Specifications:

**3005.19.1 Size:** OPDMD cannot be wider than 36" and not longer than 48".

**3005.19.2 Weight:** The overall weight of the device and user shall not exceed 600lbs.

**3005.19.3 Speed** OPDMD shall not be operated at speeds in excess of 5 miles per hour.

**3005.19.4 Noise** OPDMD shall not produce noise levels in excess of 70 decibels.

**3005.19.5 Emissions** OPDMD shall not exceed zero emissions during use.

**3005.20** RLERPD may modify these guidelines from time to time as it may deem necessary or as required by law. It is the user's responsibility to ensure that they are in conformance with these guidelines. A copy of the most current OPDMD Guidelines will be available for public review upon request with the RLERPD Main Office and shall be made available on the RLERPD website [www.rleparks.com](http://www.rleparks.com)

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Environmental, Health & Safety Program**  
**POLICY NUMBER: 3010**

**3010.1** The Board of Directors of the Rio Linda Elverta Recreation and Park District recognizes the importance of an effective environmental, health, and safety-compliance program for the well-being of each District employee, to the District's customers, to the public at large, to the environment, and to the productivity of District operations. Therefore, it is the firm and continuing policy of the Board of Directors that environmental, health and safety compliance and accident prevention shall be considered of primary importance in all phases of the District's operation and administration, at all levels of the organization.

**3010.2** Within the District, therefore, the General Manager is authorized to approve programs, standards, rules, and procedures to protect and promote the safety and health of District employees, customers, the public at large, the environment, and the productivity of District Operations. The General Manager shall meet with management staff to review accidents and compliance issues, and recommend new or revised environmental health and, or safety programs, standards rules and procedures for implementation within the District.

**3010.2.1** Each division supervisor shall make environmental, health, and safety compliance an integral part of their regular duties, including the provision of proper training, materials, and equipment so that work can be performed safely and in compliance with regulations and other applicable standards.

**3010.2.2** It is equally the duty of each employee to accept and follow established programs, standards, rules, and procedures, as well as instructions and directives relating to the efficient performance of their work. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely and correctly, it is their duty to ask a qualified person for assistance. Everyone is responsible for housekeeping duties that pertain to their jobs. Unsafe conditions must be reported.

**3010.3** By maintaining an effective environmental, health, and safety compliance program, the risk of personal injury, operational interruptions, and regulatory fines are reduced, and the mission of the District is manifested. The cooperation of all District employees is required.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Illness and Injury Prevention Program**

**POLICY NUMBER: 3015**

**3015.1** Program and Goal Outline: The goal of the District is to provide safe and healthful working conditions for all its employees. Therefore, the District is committed to providing a safe and healthy workplace. This shall be accomplished by the establishment, implementation, and maintenance of an effective Injury and Illness Prevention Program (IIPP). The District's IIPP will include:

**3015.1.1** Providing mechanical and physical safeguards to the maximum extent possible.

**3051.1.2** Conducting a program of workplace inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards and law for every job.

**3015.1.3** Training employees in good safety and health practices.

**3015.1.4** Providing necessary personal protective equipment and training for use and care.

**3015.1.5** Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.

**3015.1.6** Investigating promptly and thoroughly every accident or incident to determine its cause and correct any deficiencies to reduce the chance of recurrence.

**3015.2** Program Responsibility: Although the District recognizes that the responsibility for injury and illness prevention is shared, the General Manager (or other responsible managing employee) shall be responsible and have full authority for implementing this policy and the District's IIPP. District supervisory staff is responsible for auditing and evaluating program activities and for providing supervision, timely input, and feedback on program design and implementation. The District Administrator is to review inspection and investigation findings, identify program deficiencies, assess the effectiveness of safety for identifying program problems, and recommend workable solutions to management.

**Amended: 5/15/2024 Covid-19/Workplace Violence Attachment**

**Amended: 12/8/2020 Covid-19 Attachment**

**Amended: 6/17/2020**

**Adopted: 10/10/2002**

**3015.2.1** The District accepts responsibility for leadership of the IIPP, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.

**3015.2.2** Responsibilities – General Manager:

**3015.2.3** Ensure that all supervisors and employees comply requirements outlined by this policy.

**3015.2.4** Coordinate the establishment, implementation, and maintenance of safe work practices throughout the IIPP.

**3015.2.5** Assist supervisors in the implementation and maintenance of the IIPP, including safe work guidelines.

**3015.2.6** Work with supervisors to periodically evaluate job hazards and recommend corrective actions, which will eliminate or reduce the risk of injury or illness.

**3015.2.7** Take out of use any equipment or stop any operation that may create an imminent danger to employees or others.

**3015.2.8** Report serious injuries to California Occupational Safety and Health Administration (Cal/OSHA).

**3015.2.9** Be the contact and lead for any Cal/OSHA inspections and communications.

**3015.2.10** Coordinate safety training of District employees.

**3015.2.11** Administer record keeping systems to document compliance with federal, state, and local regulatory requirements.

**3015.2.12** Upon the request of Cal/OSHA, verify abatement actions taken by the District to abate citations issued by Cal/OSHA.

**3015.2.13** Responsibilities – Supervisors:

**3015.2.14** Assist the General Manager of the implementation and maintenance of the IIPP, including safe work guidelines.

**3015.2.15** Assist in the establishment, implementation, and maintenance of safe work practices throughout the IIPP.

**3015.2.16** Evaluate potential job hazards and recommend corrective actions that will eliminate or reduce the risk of injury or illness.

**3015.2.17** Take out of use any equipment or stop any operation that may create an imminent danger to employees or others.

**3015.2.18** Immediately correct any hazardous conditions and report them to the Supervisors.

**3015.2.19** Review any investigations of occupational accidents and causes



of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances, and where appropriate, submit suggestions to the Supervisors for the prevention of future occurrences.

**3015.2.20** Review any alleged workplace hazard, unsafe condition, or unsafe work practice brought to the attention of any Safety Committee member, and when determined necessary by the Safety Committee, conduct its own inspection and investigation to assist in remedial solutions.

**3015.2.21** Review any hazard reports and submit recommendations to the Safety Officer to assist in the evaluation of employee safety suggestions.

**3015.2.22** Discuss and make recommendations concerning any other matters related to the health and safety of District employees.

**3015.2.23** Responsibilities - Employees:

**3015.2.24** Comply with the requirements of this policy, the IIPP manual, and other established safe work procedures.

**3015.2.25** Immediately correct hazardous conditions and report them to their supervisor.

**3015.2.26** Avoid taking part in any operation that violates the District's IIPP and other established safe work procedures.

**3015.2.27** Attend and participate in safety training and periodic informational meetings as requested by their supervisor or other authorized individual.

**3015.2.28** Immediately report any injury or incident to their supervisors or other authorized individual.

**3015.3** Injury and Illness Records: The District's record keeping system for its IIPP shall conform to Cal/OSHA standards. Records shall be used to measure and evaluate the success of said program.

**3015.3.1** A report shall be obtained on every injury or illness requiring medical treatment. (See also Section 3015.8)

**3015.3.2** Each Qualifying injury or illness shall be recorded on Cal/OSHA Form 300, "Log of Work-Related Injuries and Illnesses," according to instructions.

**3015.3.3** A supplementary record of the occupational injuries and illnesses shall be prepared on Cal/OSHA Form 301, "Injury & Illness Incident Report," with the same information as in 3.2 above.

**3015.3.4** Cal/OSHA Form 300A, "Annual Summary of Work-Related Injuries and Illnesses," shall be prepared annually and posted from January 1, through March 30 in a place easily observable by employees. This information must also be filed electronically with Federal OSHA by the first business day in March of the year following the reporting year. The Instructions and Injury

Tracking Application (ITA) link are available at:  
<https://www.osha.gov/injuryreporting/index.html>

**3015.3.5** All records specified in this section shall be maintained per the District's Records Inspection, Retention, Disposal, and Storage Policy.

**3015.4 Documentation of Activities:** Records shall be maintained of steps taken to establish and maintain the District's IIPP. They shall include:

**3015.4.1** Records of scheduled and periodic inspections as required by Cal/OSHA (California Code of Regulations, Title 8, Chapter 4) to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. The records are to be maintained per the District's Records Inspection, Retention, Disposal, and Storage Policy (PL-ADM-002).

**3015.4.2** Documentation of safety and health training required by Cal/OSHA California Code of Regulations, Title 8, Chapter 4] for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training, and the name of the training provider. These records must also be maintained per the District's Records Inspection, Retention, Disposal, and Storage Policy.

**3015.5** Program Communication System: Readily understandable communication shall be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the worksite without fear of reprisal. Communications with employees shall include meetings, training programs, posted written information, a system of anonymous notification by employees about hazards.

**3015.5.1** Written communications to employees shall be in a language they can understand. If an employee cannot read in any language, said communication shall be made orally in a language he/she can readily understand.

**3015.5.2** The District's IIPP shall be posted at a conspicuous location at the District office. Shall be provided to the General Manager, Administrative Services Supervisor, Maintenance Supervisor and Recreation Supervisor, who shall keep it readily available.

**3015.5.3** Annual meeting by the General Manager for the discussion of any safety problems or accidents that have occurred. Documentation of these meetings shall be maintained per the District's Records Inspection, Retention, Disposal, and Storage Policy.

**3015.5.4** Supervisory employees shall conduct "tailgate" safety meetings, or equivalent, with their crew(s) at least every 10 working days to emphasize safety. Verification of staff attendance at these meetings shall be documented and this documentation shall be maintained per the District's Records Inspection, Retention, Disposal, and Storage Policy.

**3015.5.5** Quarterly meetings by District staff will be posted at a conspicuous location in the District office. Documentation of these meetings

shall be maintained per the District's Records Inspection, Retention, Disposal, and Storage Policy.

**3015.6**        Hazard Assessment and Control:        Periodic safety inspections shall be conducted to identify existing/potential hazards in the workplace, or conditions, equipment and procedures that could be potentially hazardous. The inspections shall be conducted by personnel who, through experience or training, are able to identify actual and potential hazards and who understand safe work practices. (Attachment 2).

**3015.6.1**        Safety inspectors will observe if safe work practices are being followed and will ensure that unsafe conditions or procedures are identified and corrected.

**3015.6.2**        The frequency of the inspections will depend on the operations involved, the magnitude of the hazards, the proficiency of employees, changes in equipment or work processes, and the history of workplace injuries and illnesses.

**3015.6.3**        The Safety Officer will review written inspection reports and/or assessments and will assist in prioritizing actions and verify completion of previous corrective actions.

**3015.7**        Accident/Incident Investigation:        All accidents/incidents shall be thoroughly and properly investigated by the District's designated Safety Officer with the primary focus of understanding why the accident occurred and what actions can be taken to preclude recurrence. The Accident/Incident Investigation will assess whether the accident/incident was preventable or non-preventable. A written report of said investigation shall be prepared to adequately identify the cause(s) of the accident/incident.

**3015.7.1**        The investigation must attempt to obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident/incident; were they properly trained; were proper operating procedures followed, and if not, why; and where this or a similar situation might exist, and how it can be corrected.

**3015.7.2**        The Accident/Incident Investigation must assess which aspects of the operation or process require additional attention to determine what type of constructive action can eliminate the cause(s) of the accident/incident.

**3015.7.3**        Actions already taken to reduce or eliminate the exposure(s) being investigated should be noted along with those remaining to be addressed.

**3015.7.4**        Any interim or temporary precautions should be noted. Any pending corrective action and reason for delaying its implementation should be identified.

**3015.7.5**        Corrective action should be identified in terms of not only how it will reduce the chance of recurrence of the accident/incident, but also how it

will improve the overall operation. The solution should be a means of achieving not only accident control but also total operation control.

**3015.8**      Code of Safe Practices and Operating Procedures: All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the Park Supervisor, or General Manager (or other responsible managing employees).

**3015.8.1**      Supervising employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and shall take such action as necessary to obtain observance.

**3015.8.2**      Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition and will be subject to the discipline specified in Policy #2190.

**3015.8.3**      Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

**3015.8.4**      Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

**3015.8.5**      No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.

**3015.8.6**      Employees shall not enter manholes, underground vaults, chambers or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.

**3015.8.7**      Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to the Park Supervisor (or other responsible managing employee).

**3015.8.8**      Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

**3015.8.9**      Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from the Park Supervisor (or other responsible managing employee).

**3015.8.10**      All injuries shall be reported promptly to their Immediate Supervisor (or other responsible managing employee), so that arrangements can be made for medical or first aid treatment.

**3015.8.11**      When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

**3015.8.12**      Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

**3015.8.13**      Employees shall cleanse thoroughly after handling hazardous or unhealthy substances and follow special instructions from authorized sources.

**3015.8.14**      Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.

**3015.8.15**      Gasoline shall not be used for cleaning purposes.

**3015.8.16** No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the Park Supervisor (or other responsible managing employee).

**3015.8.17** Any damage to scaffolds, false work, shoring or other supporting structures shall be immediately reported to the Park Supervisor (or other responsible managing employee)

**3015.9** Use of Tools and Equipment: All tools and equipment shall be maintained in good condition.

**3015.9.1** Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".

**3015.9.2** Pipe or steel wrenches shall not be used as substitute for other wrenches.

**3015.9.3** Only appropriate tools shall be used for the job.

**3015.9.4** Wrenches shall not be altered by the addition of handle-extensions or "cheaters".

**3015.9.5** Files shall be equipped with handles and not used to punch or pry.

**3015.9.6** Screwdrivers shall not be used as chisels.

**3015.9.7** Wheelbarrows shall not be used with handles in an upright position.

**3015.9.8** Portable electronic tools shall not be lifted or lowered by means of the power cord.

**3015.9.9** In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

**3015.10** Machinery and Vehicles: Only authorized persons shall operate machinery or equipment.

**3015.10.1** Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

**3015.10.2** Where appropriate, lock-out procedures shall be used.

**3015.10.3** Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.

**3015.10.4** Air hoses shall not be disconnected at compressors until hose line has been bled.

**3015.10.5** All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.

**3015.10.6** Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.

**3015.10.7** Tractors, backhoes and other similar equipment shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

**3015.11** First Aid Program: Basic First Aid, CPR, and Automated External Defibrillator (AED) training shall be required for all Field Operations staff at a minimum interval of once every two years. Basic First Aid, CPR, and AED training for all office staff. To encourage employees not required to receive this training to keep these important skills current, opting out of the training will require a written request to and approval by the General Manager.

**3015.11.1** First aid kits shall be maintained in the District Office. First aid kits shall be approved by the Facilities and park supervisor for the location and conditions. First aid kits shall be inspected and restocked quarterly by the General Manager.

**3015.11.2** If an employee suffers a work-related injury or illness, the applicable procedures listed below will be followed depending upon the severity of the injury or illness.

**3015.11.3** If the injury is life threatening (e.g. uncontrolled bleeding, loss of consciousness, loss of limb, chest pain, stroke, severe burn, poisoning), the nearest available co-employee will immediately contact emergency medical services by telephoning 9-1-1. The employee who calls 9-1-1 shall remain on the telephone until released by the emergency dispatch operator. Other available employees should immediately render appropriate first aid consistent with their training. If none are available, the co-employee should immediately render appropriate first aid consistent with their training after being released by the emergency dispatch operator. As soon as practicable, an attending employee will contact a supervisor to report the incident. The supervisor will contact the General Manager and verify that the injured employee has been transported to an appropriate medical facility and is being treated.

**3015.11.4** If the injury is obviously not life-threatening, the injured employee or a co-employee will contact a supervisor and relay the nature of the injury. The employee or co-employee should also immediately render appropriate first aid consistent with their training. If an ambulance is obviously not necessary, the injured employee will be treated on-site or transported to the nearest hospital for treatment, as appropriate depending on the nature of the injury. As soon as practicable, the employee or the employee's supervisor shall notify the General Manager and ascertain the medical status of the injured employee.

**3015.11.5** If an employee suspects a work-related illness, he or she will immediately contact the Safety Officer. After discussing the matter with the employee, the Safety Officer will pursue appropriate medical examination or consultation. As soon as practicable following any work-related injury or report of a work-related illness, the Safety Officer, or their designee, shall comply with the recordkeeping requirements set forth above. The Employee's claim for Worker's Compensation Claims Form (DWC1) must be provided to the employee's dependent or representative within 24 hours of learning of a work-related injury or illness. In the case of a fatality or serious injury, including any transport via ambulance, amputation, Permanent disfigurement, or admittance to hospital for over 24 hours, the Safety Officer must notify Cal/OSHA within 8 hours of the incident.

### **3015.11**     Safety Training

**3015.11.1** Employee training will be provided on safety issues that an employee is exposed or for which there is potential exposure.

**3015.11.2** All newly hired employees will begin receiving training upon starting employment with the District.

**3015.11.3** All training and re-training sessions will be thoroughly documented as to the trainers, content, and attendees. Documentation of these sessions shall be maintained per the District's Records Inspection, Retention, Disposal, and Storage Policy.

**3015.12**     Disciplinary Procedures: Any disciplinary action taken shall not violate the employee's rights as defined under General Industry Safety Order §3203 or any other Cal/OSHA regulation.

## SUPPLEMENT TO RLERPD INJURY AND ILLNESS PREVENTION PROGRAM

### Model COVID-19 Prevention Procedures (CPP)

In California, all employers are required to establish, implement, and maintain an effective, written Injury and Illness Prevention (IIPP) program that meets the requirements of California Code of Regulations (CCR), Title 8, section 3203. COVID-19 is considered a workplace hazard and most employers must address COVID-19 prevention under their workplace IIPP. COVID-19 prevention procedures must be addressed either in the written IIPP or maintained in a separate document.

Cal/OSHA has developed this model COVID-19 CPP to assist employers that choose to address their written COVID-19 hazard control procedures in a document separate from their IIPP. Employers are not required to use this CPP. Instead, they may create their own or use another CPP template. Cal/OSHA encourages employers to engage with employees in the design, implementation, and evolution of their CPP.

Using this model alone does not ensure compliance with the Cal/OSHA COVID-19 Prevention standard. To use this model CPP effectively, and ensure it meets the COVID-19 standard requirements, the person(s) responsible for implementing the CPP should carefully review:

- Elements that may be required in the following CCR, Title 8 sections:
  - [3205, COVID-19 Prevention](#)
  - [3205.1, COVID-19 Outbreaks](#)
  - [3205.2, COVID-19 Prevention in Employer-Provided Housing](#)
  - [3205.3, COVID-19 Prevention in Employer-Provided Transportation](#)
  - The three [Additional Considerations](#) provided at the end of this CPP to see if they are applicable to their workplace.
- Additional guidance and resources are available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)

CCR, Title 8 sections 3205 through 3205.3 apply until two years after February 3, 2023, except for the recordkeeping subsections 3205(j)(2) through (3), which apply until three years after February 3, 2023.



February 2023

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## **COVID-19 Prevention Procedures (CPP) for Rio Linda Elverta Recreation and Park district**

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

**Date: May 15, 2024**

### **Authority and Responsibility**

**Mike Heller, General Manager** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### **Application of the Rio Linda Elverta Recreation and Park district Injury & Illness Prevention Program (IIPP)**

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
  - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
  - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and CPPH orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
    - i. Remote work.
    - ii. Physical distancing.
    - iii. Reducing population density indoors.
    - iv. Moving indoor tasks outside.
    - v. Implementing separate shifts and/or break times.
    - vi. Restricting access to work areas.
2. Training and instruction on COVID-19 prevention is provided:
  - a. When this CPP was first established.
  - b. To new employees.
  - c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.



- d. Whenever new COVID-19 hazards are introduced.
- e. When we are made aware of new or previously unrecognized COVID-19 hazards.
- f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

Appendix A COVID-19 **Training Roster** will be used to document this training.

3. Procedures to investigate COVID-19 illnesses at the workplace include:

- a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms. Appendix B Investigating COVID-19 Cases will be used to document this information.
- b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace.
- c. Encouraging employees to report COVID-19 symptoms and to stay home when ill.

4. Effective procedures for responding to COVID-19 cases at the workplace include:

- a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
  - i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
  - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
    - a. The infectious period.
    - b. Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
  - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
  - iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
- b. Reviewing current [California Department of Public Health \(CDPH\)](#) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts. Refer to policy # 3015
- d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
- e. If removal of an employee would create undue risk to a community's health, Rio Linda Elverta Recreation and Park District may submit a request for a waiver to Cal/OSHA in writing to [rs@dir.ca.gov](mailto:rs@dir.ca.gov) to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion.

- f. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Rio Linda Elverta Recreation and Park District will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Rio Linda Elverta Recreation and Park District leave policies and leave guaranteed by contract.

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## Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above.

Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

## Notice of COVID-19 cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, Rio Linda Elverta Recreation and Park District will:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
  - The COVID-19 case and of any employee who had a close contact.
  - All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

## Face Coverings

Employees will be provided face coverings and required to wear them when required by a CDPH regulation or order. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors. Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.

3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

## Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- Encouraged to use them.
- Provided with a respirator of the correct size.
- Trained on:
  - How to properly wear the respirator provided.
  - How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
  - The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

## Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). Rio Linda Elverta Recreation and Park District will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
  - Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
  - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
  - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where

ventilation is inadequate to reduce the risk of COVID-19 transmission.

- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

## **Reporting and Recordkeeping**

Appendix B **Investigating COVID-19 Cases** will be used to keep a record of and track all COVID-19 cases. These records will be kept by the Administrative Services Supervisor and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

# Appendix A: COVID-19 Training Roster

Date training completed:

Person that conducted the training:

Employee Name	Signature

## Appendix B: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Date COVID-19 case (suspect or confirmed) became known:**

**Date investigation was initiated:**

**Name of person(s) conducting the investigation:**

### COVID-19 Case Summary

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

### Summary of employees, independent contractors, and employees of other employers that came in close contact

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

### Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of close contact occurring.

Name	Date notified

### Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

Name	Date notified

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?

Was local health department notified? Date?

# **Additional Consideration #1**

## **COVID-19 Outbreaks**

[This addendum will need to be added to your CPP if three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a 14-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period. Reference CCR, Title 8 section 3205.1 for details.]

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

### **COVID-19 testing**

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s).

Additional testing is made available on a weekly basis to all employees in the exposed group who remain at the workplace.

Employees who had close contacts will have a negative COVID-19 test taken within three to five days after the close contact or will be excluded and follow our return-to-work requirements starting from the date of the last known close contact.

### **Face Coverings**

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

### **Respirators**

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

### **COVID-19 investigation, review, and hazard correction**

Rio Linda Elverta Recreation and Park District will perform a review of potentially relevant COVID-19 policies, procedures, and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient supply of outdoor air to indoor workplaces.
  - Insufficient air filtration.



- Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing the outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing to the extent feasible.
  - Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
  - Other applicable controls.

## **Ventilation**

Buildings or structures with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

## **Major Outbreaks**

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by CDPH. Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week testing requirement ends when there are fewer than three new COVID-19 cases in the exposed group for a 14-day period. We will then follow weekly testing requirement until there are one or fewer new COVID-19 cases in the exposed group for a 14-day period.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement.

Methods of physical distancing include:

- Telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.

## **Additional Consideration #3**

### **COVID-19 Prevention in Employer-Provided Transportation**

The requirements of our CPP will be complied with within a vehicle, including how a COVID-19 case will be responded to assignment of transportation. To the extent feasible: Transportation will be assigned

**Rio Linda Elverta**  
**Recreation and Park District**

**VIOLENCE IN THE WORKPLACE  
PREVENTION PROGRAM**

June 2024



## Introduction

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# WORKPLACE VIOLENCE PREVENTION PROGRAM

## INTRODUCTION

In this ever-changing society, Workplace Violence has become an all too frequent occurrence. Thousands of employees each year are subjected to threats or acts of violence, i.e.) damaged or destroyed property in the workplace from co-workers, as well as threats from outside individuals, with ties to the workplace such as vendors, clients, spouses, and other acquaintances and strangers without ties to the workplace.

The Rio Linda Elverta Recreation and Park District (District) must strive to maintain a workplace free of threats and acts of violence. This is the responsibility of all employees at every level, at every worksite in the District. While it has always been the policy of the District to conduct business, provide services and protect its employees and the public by providing a safe and secure work environment, the District now must demonstrate its commitment to a Workplace Violence Prevention Program (WVPP) through the development of written policies and procedures.

Each Division has a lawful and moral obligation to provide and maintain a safe and healthy workplace for all employees. The District has an existing Workplace Violence Prevention Program that needs to be modified and updated to meet the new upcoming requirements.

The three main components of the new SB 553 legislation are for the District to have a workplace violence prevention plan, an incident log, and training added to the Injury, Illness, and Prevention Program plan (IIPP). Each requirement is described below.

- The plan includes the following:
  - Names or job titles of the persons responsible with clearly defined roles.
  - Procedures to involve employees in plan development and implementation.
  - Methods the employer will use to ensure effectiveness.
  - Procedures to accept and respond to reports, including prohibiting retaliation against reporting employees.
  - Communication with employees: how to report, how reports will be investigated, and how results and corrective actions will be shared.
  - Procedures to respond to actual or potential workplace violence emergencies.
  - Procedures to develop and provide required training.
  - Procedures to identify, evaluate, and correct workplace violence hazards.
  - Procedures for post-incident response and investigation.
  - Procedures to review the effectiveness of the plan and revise (at least annually).

The District, as required, will keep a violent incident **LOG**. The log will track every incident of violence as defined in the regulation, which includes specific data points that must be captured in the log. Violent incident logs shall be maintained by the employer for a minimum of 5 years.

The District will train employees when the plan is first established, when there are changes to the plan, new hazards, and annually. The training will include:

- How to obtain a copy of the plan and how to participate in its development and implementation.

- The definitions and requirements of the regulation.
- How to report workplace violence incidents or concerns to the District or law enforcement without fear of reprisal.
- District will outline workplace violence hazards *specific* to the employees' jobs, the corrective measures the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log will be maintained and reviewed at all safety committee meetings & appropriate records will be completed and filed to CAPRI.
- All employees will be provided with the opportunity for interactive questions and answers with a person knowledgeable about the District's plan.

These guidelines reflect the variations that exist in different settings and incorporate the latest and most effective ways to reduce the risk of violence in the workplace. Workplace setting determines not only the types of hazards that exist, but also the measures that will be available and appropriate to reduce or eliminate workplace violence hazards.

For the purpose of these guidelines, we have identified five different settings:

- **District Office:** Main District place of business.
- **Parks:** Outside setting for park maintenance workers
- **Community Center & Depot Building:** Facilities hosts events and programs in the main hall. The Community Center & Depot Building houses youth programs & camps.
- **Pool Complex:** Home setting to swim lessons, parties, swim, and swim teams, patrons for public swim and a vast number of attendees to meets.
- **Ballfields:** Home to Little League, Adult softball leagues and tournaments

## **POLICY**

It shall be the policy of the Rio Linda Elverta Recreation & Park District to provide all employees and members of the public with a safe and healthful work environment. It shall be the policy of the Rio Linda Elverta Recreation & Park District to take appropriate actions to protect, as fully as possible, District employees and members of the public from acts of violence, threats, intimidation, and harassment which may occur at state workplaces, and during the performance of state duties.

The Rio Linda Elverta Recreation & Park District shall also act, including involving the park police division and local law enforcement, in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.

## **LEGAL AUTHORITY**

California Labor Code Section 6400: Requires every employer to furnish a safe and healthy place of employment.

California Government Code Section 19572: Prohibits workplace violence, discourteous treatment, negligence and/or recklessness, and constitutes cause for discipline.

California Penal Code Section 171(b): Prohibits any person from bringing or possessing within any state or local public building firearms and other weapons as described in this section unless specifically approved. (Law enforcement, CCW if approved). Any person who brings or possesses any of these items is guilty of a public offense punishable by imprisonment in a county jail for not more than one year, or in the state prison.

California Penal Code Section 71: Prohibits any person from threatening or inflicting unlawful injury upon any public officer or employee, which would cause the public officer, or employee to refrain from doing any act in the performance of his/her duties.

## **RESPONSIBILITY**

All District work sites are required to maintain a "Workplace Violence Prevention Program," which may in some cases be included as part of the IIPP.

## **DISTRICT WORKPLACE**

District workplace is defined as anywhere an employee is conducting authorized District business, or enroute to and from (excluding normal commute) a location where District business is, will be, or has been, conducted.

**Crime/Workplace Violence Prevention Committee** – The District's safety committee is responsible for the administration of this facility's Workplace Violence Prevention Program and IIPP. Persons named to the committee need to be on a list and provided in work areas. This list should be posted and include emergency contacts and phone numbers. All CAPRI guidelines and requirements are always to be adhered to.

**Manager/Supervisor** - Managers and supervisors are responsible for ensuring compliance with the provisions of the Workplace Violence Prevention Program.

**Employee** - It is the responsibility of every employee to immediately report all acts of workplace violence to their supervisor or manager without fear of reprisal. All reports

must be taken seriously. The initial verbal report must be followed up with written documentation which should include the following critical information: Names of the involved parties (i.e., perpetrator, victim, and witnesses), exactly what occurred, when the incident occurred, where the event took place, and if known why it happened.

## **COMPLIANCE**

The District is committed to ensuring that all safety and health policies and procedures involving workplace violence prevention are clearly communicated and understood by all employees.

All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe, healthy, and secure work environment.

Our system of ensuring that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include:

1. Training employees, supervisors, and managers of the provisions of the District's Workplace Violence Prevention Program (WVPP) when they are hired and periodically through memos, electronic mail, staff meetings, and training.)
2. Evaluating employees to ensure compliance with the District's WVPP.
3. Recognizing employees who demonstrate work practices that promote the WVPP in the workplace by (example: memos of accommodation from the General Manager).
4. Providing training and/or Employee Assistance Program services to employees whose compliance is deficient with the WVPP.
5. Disciplining employees for failure to comply with WVPP. (You can either refer to the District's existing discipline process or outline specific steps for the WVPP)
6. Ensuring proper public notice of WVPP on District social media sites.

The District recognizes that to maintain a safe, healthy, and secure workplace the General Manager must communicate to all employees, including division managers and supervisors, all workplace safety, health, and security issues. The District has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable. We will communicate the WVPP policies and procedures through:

1. New employee orientation.
2. Periodic (designate weekly, monthly, quarterly, yearly based on the frequency and severity of workplace violence incidents) review of our WVPP with all employees.
3. Training programs are designed to address specific aspects of workplace violence prevention and security unique to our location.
4. Posting and distributing workplace violence prevention information.
5. Reporting workplace violence/security hazards or threats of violence.  
(Talk to your supervisors first, if that isn't possible, contact the Director of Finance and Administration and the General Manager).
6. Protecting employees who report incidents of workplace violence from



retaliation by the person making the threats. Employees who report incidents of workplace violence will be protected from the person making the threats by the District immediately taking the appropriate actions such as removing the person, making the threats, from the work area until the situation is resolved. For serious threats or acts of violence, the park police and Sacramento County Sheriff's will be called.

7. Addressing security issues at our safety and workplace committee team meetings.  
(Security issues should always be discussed and placed on the agenda.)
  8. The committee will recommend solutions to management.
  9. Ensuring proper public notice of WVPP on District social media sites.
  10. Other: (Each division may address specific requirements here)
- 
- 

### **Incident Reporting Procedures**

1. Call (access number, usually 9 in state buildings) + 911 if there is a conflict or emergency or if someone has been seriously injured.
2. Report all threats or acts of workplace violence to your supervisor, Director of Administration & Finance or General Manager
3. The supervisor or manager should complete an Incident Report Form and give it to (name or office). You can get these forms from (name, office, or electronic file location).

### **HAZARD ASSESSMENT**

The District will perform a workplace hazard assessment for workplace violence prevention/security in the form of periodic inspections.

Periodic inspections to identify and evaluate workplace violence/security hazards and threats of workplace violence are performed by the safety committee and then management staff.

Periodic inspections are performed according to the following schedule:

1. No less than once a quarter, (appendix E)
2. Once the Workplace Violence Prevention Program is implemented.
3. When new, previously unidentified workplace violence/security hazards are recognized.
4. When occupational injuries or threats of injury occur; and
5. Whenever workplace conditions warrant an inspection.
6. Within 30 days of the reported incident a follow-up inspection is warranted.

Periodic inspections for violence prevention/security hazards consist of identification and evaluation of workplace hazards and changes in business practices and may require assessing for more than one type of workplace violence.

Our District performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace hazards.

Inspections for Type I workplace security hazards include assessing:

The exterior and interior of the workplace for its attractiveness to robbery or other criminal acts.

1. The need for security surveillance measures, such as mirrors or cameras.
  2. Posting signs notifying the public that limited cash is kept on the premises.
  3. Procedures for employee response during a robbery or other criminal act.
  4. Procedures for reporting suspicious persons or activities.
  5. Posting of emergency telephone numbers for law enforcement, fire, and medical services where employees have access to a telephone with an outside line.
  6. Limiting the amount of cash on hand and using safes for large amounts of cash, or armor car pickup.
  7. Building alarm systems and Crime Prevention through Environmental Design, including landscaping, lighting, building design.
  8. Other:
- 
- 

Inspections for Type II workplace security hazards include assessing:

Access to, and freedom of movement within, the workplace.

1. Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems
2. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
3. Employee's skill in safely handling threatening or hostile service recipients.
4. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
5. The use of work practices such as "buddy" systems for specified emergency events.
6. The availability of employees' posted escape routes. (Develop maps)
7. Other: \_\_\_\_\_

Inspections for Type III workplace security hazards include assessing:

How well our District's workplace violence prevention policy has been communicated to employees, supervisors, or managers.

1. How well our establishment's management and employees communicate with each other.
  2. Our employees', supervisors,' and managers' knowledge of the warning signs of potential workplace violence.
  3. Access to, and freedom of movement within, the workplace by non-employees, including former employees or persons with whom one of our employees is having a dispute.
  4. Frequency and severity of worker reports of incidents of physical or verbal abuse by managers, supervisors, or other employees.
  5. Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
  6. Worker progressive disciplinary procedures.
  7. Other: \_\_\_\_\_
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## **INCIDENT INVESTIGATIONS**

The District has established the following policy for investigating incidents of workplace violence. Our procedures for investigating incidents of workplace violence, which includes threats and acts of violence, include:

1. Reviewing all previous incidents.
  2. Visiting the scene of an incident as soon as possible.
  3. Interviewing involved employees and witnesses.
  4. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
  5. Determining the cause of the incident.
  6. Taking corrective action to prevent similar incidents from occurring.
  7. Recording the findings and ensuring corrective actions are taken.
  8. Obtain any reports completed by law enforcement.
  9. Other:
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## **HAZARD CORRECTION**

Hazards, which threaten the security of employees, shall be corrected based on severity when they are first observed or discovered. Corrective measures for Type I workplace security hazards can include:

1. Making the workplace unattractive to robbers and other criminal acts.
  2. Utilizing Park police/security guards and surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
  3. Reporting procedures for notifying designated employees of suspicious persons or activities.
  4. Posting emergency telephone numbers for law enforcement, fire, and medical services where employees have access to a telephone with an outside line.
  5. Posting signs to notify the public that limited cash is kept on the premises.
  6. Limiting cash on hand and using time access safes and armored car services for large amounts of cash.
  7. Training in emergency action procedures for employees, supervisors, and managers.
  8. Using alarm systems and access control systems. Applying Crime Prevention through Environmental Design practices.
  9. Other: (Divisions are encouraged to site specific hazards here).
- 
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Corrective measures for Type II workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
2. Ensuring adequate workplace security/access control systems, such as door locks, security windows, physical barriers, and restraint systems.
3. Providing worker training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
5. Providing procedures for a "buddy" system for specified emergency events.
6. Ensuring adequate emergency escape routes.
7. Other: \_\_\_\_\_

Corrective measures for Type III workplace security hazards include:

1. Effectively communicate the District's workplace violence prevention policy to all employees, supervisors, and managers.
2. Improving how well our District's management and employees communicate with each other.
3. Increasing employees, supervisors', and managers' awareness of the warning signs of potential workplace violence.
4. Controlling access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
5. Providing counseling to employees, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of coworkers.
6. Ensuring all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the aggressor.
7. Ensuring worker disciplinary and discharge procedures address the potential for workplace violence.
8. Applying crime prevention measures through environmental design and administrative measures including but not limited to:
  - A. well lighted areas
  - B. security/controlled access to work area
  - C. Employees must visibly always display employee ID badge while in a District facility.
  - D. code word recognized by coworkers to indicate you need help.
  - E. visitor sign-in
  - F. well-lit parking lots and area surrounding the building.
  - G. buddy system for walking to cars or locations away from the building.
  - H. security cameras
  - I. bullet resistant glass.
  - J. mounted area mirrors
  - K. onsite security guards

- L. eliminate hiding places in areas surrounding the building, i.e., overgrown shrubs, dark areas.
- M. panic buttons.
- N. locks on restroom doors
- O. remove sharp objects from view that could be used as a weapon (offices with public access)
- P. caller ID on phones
- Q. field staff check in (cell phones)
- R. cash locked in the District safe and a secure location at the pool.

## **TRAINING AND INSTRUCTION**

The District has established the following policy with respect to training all employees in workplace security. All employees, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices.

Training and instruction shall be provided when the Workplace Violence Prevention Program (WVPP) is first established and periodically thereafter. Training shall also be provided to all new employees, to other employees for whom training has not previously been provided and to all employees, supervisors, and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided.

Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards. General workplace security training and instruction includes, but is not limited to, the following:

1. Specific WVPP and crime prevention training for the District safety committee to develop and maintain the workplace violence/crime prevention program.
2. Explanation of the WVPP including measures for reporting any violent acts or threats of violence.
3. Recognition of workplace security hazards including the risk factors associated with the four types of workplace violence.
4. Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
5. Ways to defuse hostile or threatening situations.
6. Measures to summon others for assistance.
7. Routes of escape.
8. Notification of law enforcement authorities when a criminal act may have occurred.
9. Emergency medical care to be provided to a victim of any violent act upon a worker.
10. Post-event trauma counseling for those employees desiring such assistance.
11. Review by CAPRI

In addition, the District will provide specific instructions to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information had not previously been covered in other training.

The District has chosen the following checked items for Type I training and instruction for managers, supervisors, and employees:

- Crime awareness
- Location and operation of alarm system
- Communication procedures
- Proper work practices for specific workplace activities, occupations, or assignments, such as late-night workers for events, District programming.

Other: \_\_\_\_\_

The District has chosen the following checked items for Type II training and instruction for managers, supervisors, and employees:

- Self-protection
- Dealing with angry, hostile, or threatening individuals.
- Location, operations, care, and maintenance of alarm systems and other protective devices
- Communication procedures
- Determination of when to use the “buddy” system or other assistance from employees
- Awareness of indicators that lead to violent acts by service recipients.

Other: \_\_\_\_\_

The District has chosen the following checked items for Type III training and instruction for managers, supervisors, and employees:

- Pre-employment screening practices
- Employee Assistance Programs
- Awareness of situational indicators that lead to violent acts.
- Managing with respect and consideration for worker well-being.
- Review of the workplace violence policy and procedures

Other: \_\_\_\_\_

## RECORDKEEPING

An effective record-keeping system helps in selecting the appropriate level of controls to prevent recurrence and in determining required training. Records should be kept up to date.

- **CAPRI** – The District is obligated to inform CAPRI
- **OSHA 300** - Pursuant to Title 8 California Code of Regulations, Sections 14300 through 14400, employers are required to record on their OSHA 200 Log all fatalities and illnesses and specified injuries which occur because of work-related injuries or illnesses including workplace violence:

Those injuries which are recordable are those which result in the following:

1. Loss of consciousness.
2. Restriction of work or motion.
3. Transfer to another job or termination of employment; or
4. Medical treatment beyond first aid.

Workplace violence includes assaults that take place on the employer's premises and at other locations where employees are engaged in work-related activities or are present as

a condition of employment. The following records should be kept in a separate file for Workplace Violence Prevention Incident Reports in accordance with departmental policies:

- **Incident Reports** - any acts of aggression should be recorded; they may be threatening to the worker, but may not result in injury, (i.e., pushing or shouting). The report should describe who was threatened or assaulted, the type of activity, (i.e., unprovoked sudden attack), and all other circumstances of the incident. The records should include a description of the location/environment, potential or actual costs, lost time, nature of injuries sustained, etc.
- **Minutes of safety meetings** - should be taken and should contain findings, corrective actions recommended relative to workplace violence, along with department's response and completion dates for action items.
- **Employee questionnaires** - which should assess employee views of high-risk work areas and activities.

**The following records should be maintained:**

- **Training records** - which should include dates that training was conducted, type of training given, employees trained, etc.
- **Inspection records** - which should include dates of inspection, areas inspected, all findings and recommendations, any control measures implemented, etc.

## **DEFINITIONS**

### **Forms of Workplace Violence**

Workplace violence may take many forms, including but not limited to written threats by letter, fax, and electronic mail; text messages or online posts; or verbal threats delivered in person or by telephone. Other forms of workplace violence include intimidation, harassment (including sexual harassment) mugging, robbery, or attempted robbery, as well as destruction of property. Extremely serious ones could be physical assault, bomb threats or mass/active shooter threats, rape and/or murder.

### **Assault**

Physical or verbal attack on someone, which results in bodily or emotional injury, pain and/or distress. Assault may involve hitting, punching, poking, kicking and/or use of a weapon.

### **Threat**

Any written or oral expression or gesture that could be interpreted by a reasonable person to convey an intent of physical harm to persons or property. There are **several types of threats** to be aware of:

- **Direct Threats** - Straightforward and explicit statements of the intent to commit harm.
- **Indirect Threats** - Vague, unclear, and ambiguous statements whereby the plan, the intended victim, the motivation, and other aspects of the threat are masked or equivocal.
- **Veiled Threats** - Indirect, vague, or subtle statements suggesting potential harm. This includes statements such as "He won't get away with this," "I'll get her or show her" or, "They'll see."
- **Conditional Threats** - Statements intending harm and specifying either conditions or demands to be met to stop the harm or conditions under which the threat will be carried out.

- **Implausible Threats** - Statements of intended harm that are unrealistic and impossible to carry out.

### **Intimidating Harassing Behavior:**

Threats or other conduct which can lead to hostile work environments, impede operations, and/or inhibit and frighten others.

### **Physical and intimidation or Harassment:**

This may involve blocking movement, holding, grabbing, following, touching or any other inappropriate physical contact.

### **Psychological Intimidation or Harassment:**

This may involve making malicious, rude, derogatory, disrespectful, insubordinate, disparaging, false, obnoxious, or abusive statements with the intent to hurt the reputation of others.

### **Types of Workplace Violence:**

- **Type I: Criminal Intent Violence** - In this type of violence, acts are committed by individuals who do not have a legitimate relationship with the business or the employees and enter the workplace with the intention of committing some sort of crime. Violence is typically incidental to another crime such as shoplifting, robbery, or trespassing.
- **Type II: Customer, Client, or Patient Violence** - This type of violence occurs in a workplace, in which the violence is committed by clients, customers, students, or anyone else that is known to the workplace. Parks, recreation workers as well as Park Police officers and childcare teachers are also at a higher risk for experiencing this kind of violence in the field or in the office.
- **Type III: Worker on Worker Violence** - This type of violence is typically committed by a current or past employee of the workplace who attacks or threatens another current or past employee. For example, this may be a disgruntled former employee who returns to their workplace to “seek revenge” for being disciplined or “told on” by another employee. These types of violent acts are more likely to happen after an employee is fired, or when hiring managers do not use due diligence throughout the hiring or promotion processes. Factors that contribute to Worker-on-Worker Violence may include understaffing, downsizing, frustration over poorly defined job rolls, poor management styles, and/or a high rate of grievances and disputes.
- **Type IV: Personal Relationship Violence** - This type of violence is typically committed by individuals who do not have a relationship with the workplace but have a personal relationship with one of the employees. Personal Relationship Violence is perhaps the most difficult kind of violence to prevent because it involves an individual who is an employee at the workplace, and another who is not. It is also challenging to prevent because the public may be able to access the work environment easily during normal business hours. Additionally, employees who experience this type of violence may sometimes be unable to transfer to other work locations in a timely manner, if different units and sections of the department are in one location. Women are at a higher risk of experiencing this type of violence than men.



- **Domestic Violence/Intimate Partner Violence:** Most incidents of domestic/intimate partner violence are perpetrated by individuals outside the workplace, unless those experiencing and perpetrating the violence are coworkers. Individuals experiencing domestic/intimate partner violence often conceal abuse, due to the shame and stigma associated with this type of violence, as well as fear of losing their job.
- There are early warning signs that will be discussed later that can help identify this type of violence and help prevent it from entering the workplace.
- **Type V: Ideological Violence** -This type of violence occurs when a workplace or organization represents an ideology that opposes that of an extremist or value-driven individual or group and becomes a target for violence.
- It is rare and is a subset of terrorism. At times, governmental entities or workplaces may be targeted if the perpetrator's desired result is mass destruction. Many of the recent active shooter and terrorist incidents across the globe fall under this category of violence.

### Responsibility

The Board of Directors shall be responsible for establishing, promoting, and enforcing all policies and procedures established to provide a safe working environment free of violence and threats of violence. This will be carried out by delegating responsibility and accountability for adhering to the park District's policy and procedures.

Elected Officials and Division Heads shall be responsible for implementing this policy, including communicating it to staff, ensuring that supervisors receive training and investigate reports of violence or threats of violence, taking appropriate corrective action and creating a supportive workplace environment in which employees feel comfortable seeking assistance for violence concerns. The General Manager/Division heads or assigned designees shall also ensure prompt investigation and resolution of complaints from employees who have experienced or witnessed violent or threatening behavior as defined in this policy if those employees are reporting acts or threats of violence.

Other Supervisors shall implement this policy as directed by the General Manager and shall receive complaints from employees who have experienced or witnessed violent or threatening behavior in the workplace. The General Manager and supervisors shall also take proactive steps to prevent behaviors that are listed in the "Definitions" sections as "acts of violence." Such steps would include but are not limited to being alert to communication problems and taking steps to resolve them and working with employees to correct identified behavioral problems. When threats or violent acts take place supervisors shall complete appropriate documentation, investigate, and recommend and/or take corrective actions consistent with the procedure for internal threats of violence applicable rules and regulations and authority delegated by the division head and Administration Services Supervisor.

### The Impact of Workplace Violence on Workers

Aside from physical injuries, violent, abusive, or threatening incidents in the workplace often result in serious and disabling psychological damage. Victims of workplace violence also have an increased risk of post-traumatic stress disorder (PTSD), a disorder common among combat veterans and victims of terrorism, crimes, rape, and other violent incidents. Psychological trauma is a common outcome of violent incidents, but one that has not

received nearly enough attention or study. Emotional problems resulting from violent incidents include self-doubt, depression, fear, post-traumatic stress syndrome, loss of sleep, irritability, disturbed relationships with family, friends, and co-workers, decreased ability to function at work, and increased absenteeism. Workers often blame themselves when they are injured in an assault, and management often encourages this self-blame. It is rare that these issues are dealt with effectively even in the short term. But there is increasing evidence that victims and witnesses of violent incidents need long term treatment to fully overcome these problems.

### Preventing Violence

Because violence can be predicted, it can also be prevented, even in workplaces that serve groups of the public who tend to be aggressive and violent. In almost every situation, there are solutions. Some are easy, painless, and cheap, others are more difficult and more expensive. Solutions differ greatly from occupation to occupation, and from workplace to workplace. Nevertheless, there are clearly measures that can be taken to make the work environment less dangerous, even in the most inherently dangerous workplaces.

After identifying the risk factors that increase the likelihood of workplace violence, the first thing the park District should do is produce possible solutions. As far as possible, principles should be used to eliminate the problem, then attempt to engineer or build the problem out of the workplace. Finally, change administrative procedures.

Remove the Problem: Park workers, Recreation workers, Park police officers and front-line office workers are vulnerable to be assaulted by patrons in the parks, facilities, and programs. Protective internal office controls include, changing office design to provide escape routes for employees, panic alarms, bullet proof glass, entrance controls in certain parts of the building, closed circuit TV cameras, restricting entrance to a facility after dark, mobile phones for field personnel. Not all of these are practical or affordable, but effective measures can be found for all areas of the District.

Administrative controls can include additional staffing, a ban on working alone, recording accidents, verbal abuse and "near misses," and training in diffusing violent situations or in self-defense. NOTE: Training as the sole safety program element will create an impossible responsibility on the employee for safety and security for him or herself, coworkers, or other clients. Other program elements must always accompany training.

### Post-Incident Procedures

Physical injury is not the only result of workplace violence. Major, long-term psychological trauma can occur after a violent incident. Often, supervisors don't know how to deal with such situations. In some mental health institutions, for example, criminal actions are automatically brought against workers after any incident where a resident is injured. Supervisors sometimes start drafting a disciplinary report against an injured worker, even before first aid procedures have begun. Even those supervisors who are sensitive to emotional trauma may not recognize that a violent incident -- even those which do not result in a physical injury -- can have serious and long-lasting psychological effects on an employee. Lack of support for workers who are victims of violent incidents discourages workers from reporting incidents. Lack of support can also lead to needlessly prolonged psychological trauma, both among victims, as well as co-workers and witnesses.

The District will have a system in place where persons trained in treating people exposed to violent incidents can intervene immediately after an incident has taken place. Whether the procedure is called counseling or "debriefing," the procedure must begin as soon as possible. Also, workers who witness incidents and co-workers who do the same jobs as the assault victim -- even in a different location -- may also need counseling or debriefing. Such counseling should be done by experts in Post Traumatic Stress Disorder and other problems facing people who have witnessed or been involved in violent incidents. Often the counseling must be long-term and may include family members.

### Taking Action

It is the District's responsibility to maintain a safe workplace. A violent workplace is an unsafe workplace. Supervisors often assume that violence is just "part of the job," and workers shouldn't complain. Supervisors sometimes laugh off employee requests for police accompaniment when going alone into uncomfortable area of the park District and the District must discourage employees from filing workers compensation claims or taking time off for violence-related workplace injuries. Some blame the worker for a violent incident. Some workers blame themselves. When the employer is not willing to work aggressively on solving the problem, the Board of Directors, with the General Manager, must take action to educate workers and force management to act.

### Administrative & Personnel & Safety Committees

Talk to workers, conduct a survey. Urge members to document all assault incidents, close calls, and abusive behavior. This data should be reviewed on a regular basis and discussed with management, the safety committee and the Board committees related to safety and personnel.

The park board develops the plan of action through policy and works with the General Manager & Senior Management to develop a plan to prevent workplace violence. If management refuses to respond, the board should act.

### Using OSHA

Another effective action is to use OSHA (in those 23 states where public employees are covered by OSHA). Although there is no OSHA standard designed to protect workers from violence, OSHA has cited employers under the General Duty Clause, which requires employers to provide a safe workplace. To sustain a general duty clause violation, OSHA must prove the existence of a hazard, which is recognized and causes or is likely to cause death or serious physical harm, and the existence of a feasible and effective method to abate the hazard.

The park District will need to assist OSHA in building its case if viable progress is not resolved at the District level.

#### 1. Prove to OSHA That a Hazard Exists

The Districts' injury and illness forms (OSHA Log 200) will hold evidence on the extent of violence-related injuries. Grievances, complaints, minutes of health and safety committee meetings, and workers' compensation records will also be evidence that a problem exists.

#### 2. The Hazard Is Recognized

Recognized means that the District has knowledge that assaults are a hazard in the workplace and/or that workplace conditions make violence likely.

Recognition can also mean that the District should have knowledge that assaults are a problem in the workplace even if the District doesn't admit there is a problem. For example, the District should have known a problem exists because this problem is generally recognized by people working in the field, or there have been several studies written, or guidelines have been issued.

Recognition can be proved in the following ways:

The facility's or department's own internal rules.

Injury statistics in the workplace or in the industry in general.

### 3. The Hazard Causes or Is Likely to Cause Death or Serious Physical Harm

Workers Compensation records, medical records, and accident reports can be used to prove the severity of injuries related to workplace violence.

### 4. A Feasible and Effective Method to Abate the Hazard Exists

There are a variety of sources of information on potential steps that can be taken to minimize the likelihood of violence in the workplace. These could include:

A mental health, correctional or other facility's own internal rules and procedures designed to minimize violent incidents.

Methods used in similar facilities.

Employee surveys.

Health and Safety Committee recommendations.

Literature searches for articles, studies, or guidelines.

## Implementation - Preventing Violence by Coworkers

There can be times when a troubled employee becomes a troubling employee. This usually begins when a pattern of behavior escalates to the point where co-workers are afraid of an employee, or it can be a crisis that ultimately leads to a violent act.

**Bullying:** Addressing bullying behaviors immediately can help prevent acts of violence. Bullying often goes unnoticed in the workplace because it is a slow process of emotional and psychological manipulation that is hard to prove and detect. Bullying can take place between supervisors and subordinates, as well as between colleagues ("lateral violence").

Signs of bullying can include:

- Nonverbal innuendo
- Verbal affront
- Undermining activities
- Withholding information.
- Sabotage
- Infighting
- Scapegoating
- Backstabbing

Warning Signs of Violence

People rarely commit violent acts without warning. A violent act is almost always preceded by several warning signs or changes in behavior.

The single best thing you can do to prevent workplace violence by coworkers is to recognize the behaviors and attitudes that may be indicators of disruptive, threatening, or violent behavior. Some of these warning signs are listed below:

Use caution when reading this list — it is not intended as an evaluation tool for you to assess the stability of an employee, since a display of one or more of these signs does not necessarily mean that a person will become violent. Consider these behaviors, and don't focus on one isolated act. This list is simply a summary of the kinds of behaviors displayed by individuals who have at times committed violent acts. The purpose of this list is to heighten your awareness and to help you to determine if you have a cause for concern. If you observe a pattern of such behaviors or attitudes that causes you concern or that frightens you or your co-workers, please notify your supervisor immediately.

#### Behaviors:

- Attendance problems, decreased productivity, or inconsistent work patterns.
- Upset over recent event(s) at work or home.
- Recent major change in behavior, demeanor, appearance
- Recently has withdrawn from normal activities, family, friends, co-workers.
- Intimidating, verbally abusive, harasses or mistreats others.
- Challenges/resists authority
- Blames others for problems in life or work; suspicious, holds grudges.
- Use/abuse of drugs and/or alcohol
- Unwelcome obsessive romantic attention
- Makes threatening references to other incidents of violence.
- Makes threats to harm self, others, or property.
- Possesses or is fascinated with weapons.
- Has known history of violence.
- Has communicated specific proposed act(s) of disruption or violence.

#### Attitude:

- Is isolated or a loner.
- Morally superior, self-righteous
- Feels entitled to special rights and those rules don't apply to him/her.
- Feels wronged, humiliated, degraded; wants revenge.
- Believes to have no choices or options for action except violence.

#### Preventing Violence by Personal Relations

Violence by personal relations – known as domestic violence – occurs when a person in an intimate or familiar relationship is abused by the other person in that relationship. This abuse can enter the workplace if the abuser shows up at the workplace with the intent of harassing or harming the employee.

Early warning signs that this type of violence is escalating outside the workplace. The victim may show symptoms such as increased fear, emotional episodes, and/or signs of physical

injury. Victims, as well as perpetrators, also show signs of work performance deterioration. Identification of these early warning signs can prevent a serious incident.

The Domestic Violence section of this guide, below, provides more detailed information on responding to situations of domestic violence. Responding to Disruptive, Threatening, or Violent Behavior Potential or actual violent situations involving clients and employees can escalate if not defused.

The warning signs of threatening and violent behavior can generally be grouped into three escalating levels.

The following is an attempt to delineate the warning signs and the appropriate response. It should be noted that any single or combination of warning signs at the three levels may be indicative of a potentially violent situation. You will have to make a judgment call as to the appropriate action to take by discerning and evaluating the given situation.

### Level One – Early Warning Signs

The person is:

- Intimidating/bullying,
- Discourteous/disrespectful,
- Uncooperative, and/or
- Verbally abusive.

### Action Steps

- Observe the behavior in question.
- Report concerns to your supervisor to seek help in assessing/responding to the situation.

If the offending person is the reporting employee's immediate supervisor, the employee should notify the next level of supervision. If the offending person is not an employee, the supervisor of the employee reporting the incident is still the appropriate individual to receive and provide an initial response.

- Document the observed behavior in question.
- When responding to the person:

- o Respond quietly and calmly. Try to defuse the situation.
- o Do not take the behavior personally. Usually, the behavior has little to do with you, but you are used as a target in the situation.
- o Ask questions. Respectful concern and interest may demonstrate that aggression is not necessary.
- o Be empathetic. Even if you've done nothing wrong, empathy may calm the individual and encourage cooperation. "I'm sorry that happened. What can we do now that will solve the problem?"
- o Summarize what you hear the individual saying. Make sure you are communicating clearly. In crisis, a person feels humiliated and wants respect and attention. Your summary of the individual's concerns reflects your attention. Focus on areas of agreement to help resolve the concern.
- o Use "I" statements. "I don't like shouting. Please lower your voice." "I want to have a good relationship with you. Please do not yell."

## Level Two – Escalation of Situation

The person:

- Argues with customers, vendors, co-workers, and management,
- Refuses to obey agency policies and procedures,
- Sabotages equipment and steals property for revenge,
- Verbalizes wishes to hurt co-workers and/or management,
- Sends threatening note(s) to co-worker(s) and/or management, and/or
- Sees self as victimized by management (“me against them”).

### Action Steps

- If warranted, call 911 and other appropriate emergency contacts for your facility, particularly if the situation requires immediate medical and/or law enforcement personnel.
- Immediately contact your supervisor and, if needed, the supervisor will contact other appropriate official(s) such as functional area experts to seek help in assessing/responding to the situation.
- If necessary, secure your own safety and the safety of others, including contacting people who are in danger (make sure emergency numbers for employees are kept up-to- date and accessible).
- Document the observed behavior in question.

## Level Three – Further Escalation

The person displays intense anger resulting in:

- Suicidal threats,
- Physical fights or assaults, destruction of property,
- Display of extreme rage or physically aggressive acts,
- Utilization of weapons to harm others.

### Action Steps

If you observe violent or threatening behavior which poses an immediate danger to persons or property:

- Call 911 (or 9-911) and other appropriate emergency contacts for that facility, particularly if the situation requires immediate medical and/or law enforcement personnel.
- Remain calm and contact your supervisor.
- Secure your personal safety first.
- Immediately contact others who may be in danger.
- Leave the area if your safety is at risk.
- Cooperate with law enforcement personnel when they have responded to the situation.

### Encouraged Actions

If you are faced with a hostile situation in the workplace, keep the following tips in mind:

- Keep the situation under your control.
- Stay alert and calm, listen attentively, and ask the person to sit down.
- Respond on your terms - don't get sucked into their story.
- Be polite but persistent - “I'm not going to debate you.”
- Maintain eye contact.
- Position yourself:

o Stand with your elbows at your waist and your hands in front of you.

- o Stay two arm lengths away from the person.
- o Try to keep a desk or other barrier between you and the person, and make sure that the person does not block your escape route.
- o If the client is directly in front of you, step back so that you are out of striking range and ask the person questions relevant to his or her complaint.
- o Position yourself at an angle to the client. This minimizes your target size and gives you an opportunity to escape and run away if needed.

- Acknowledge the person's concerns and try to find solutions.
- Speak slowly, softly, and clearly. Avoid being defensive.
- Set ground rules/boundaries, such as, "When you shout at me, I can't understand what you are saying."

If you sense that someone is going to commit a violent act any second, don't hesitate to leave immediately. Find an excuse to leave the area, or if necessary, just leave — then get help, from coworkers, Emergency Response Team members, or someone else, depending on the situation. Don't hesitate to call the police on 911 (or 9-911) if necessary. It is better to disrupt a work site than to be injured.

#### Actions to Avoid

If you find yourself in a potentially threatening or violent situation, avoid the following responses:

- Make false statements or promises you can't keep.
- Explain technical, complicated information when emotions are high.
- Take sides or disagree.
- Take remarks personally.
- Show your anger.
- Patronize.
- Invade the individual's personal space.
- Exhibit cold or hostile body language:
  - o Crossing your arms in front of you.
  - o Wagging your finger or fist.
  - o Clenching your fists.
- Hostile style of verbal communication.
- Making threats or dares.
- Belittle or make the person feel foolish.
- Criticize or act impatiently.
- Attempt to "bargain" with a threatening individual.

#### Domestic Violence

Domestic violence occurs when a person in an intimate or familiar relationship is abused by the other person in that relationship. This abuse may be physical, but it can also be verbal, emotional, or sexual.

The abuser often seeks to exert power or to isolate and control the victim by cutting off finances, friendships, and other means of support. Domestic violence can involve persons in a variety of relationships:

- Spouse or former spouse.
- Live-in partner or former partner.



- Dating, former dating or engagement relationship.
- A person with whom the victim has had a child.
- An elderly person who is abused by a grown child or other care giver.

Because women are six times more likely than men to be injured by domestic violence, this Guide uses feminine pronouns when referring to domestic violence. However, a victim can also be a male. It is important to recognize that violent incidents in the workplace may include acts of domestic violence.

Often, co-workers and supervisors believe that domestic violence is something that is not their concern, but a private family matter that should not be brought to work. But the problem does spill over into the workplace. Domestic violence accounts for 27% of violent events in the workplace. If the victim has sought shelter or a restraining order, the workplace is frequently the place s/he can be found.

It is not uncommon for the perpetrator to show up at the work site to carry out acts of violence against the partner or anyone trying to protect that person.

### Response Involving Domestic Violence

In the event the perpetrator shows up at work with the intent of harming the employee and any others who happen to be in the way or involved, follow the procedures described in

#### Level Three – Further Escalation

The person displays intense anger resulting in:

- Suicidal threats,
- Physical fights or assaults,
- Destruction of property,
- Display of extreme rage or physically aggressive acts, and/or
- Utilization of weapons to harm others.

#### Action Steps

If you observe violent or threatening behavior which poses an immediate danger to persons or property:

Call 911 and other appropriate emergency contacts for that facility, particularly if the situation requires immediate medical and/or law enforcement personnel.

- Remain calm and contact your supervisor.
- Secure your personal safety first.
- Immediately contact others who may be in danger.
- Leave the area if your safety is at risk.
- Cooperate with law enforcement personnel when they have responded to the situation.

#### Encouraged Actions

If you are faced with a hostile situation in the workplace, keep the following tips in mind:

- Keep the situation under your control. Respond on your terms - don't get sucked into their story.
- Be polite but persistent - "I'm not going to debate you."
- Stay alert and calm, listen attentively, and ask the person to sit down Respond on your terms - don't get sucked into their story.
- Be polite but persistent - "I'm not going to debate you."

Maintain eye contact.

Position yourself:

o Stand with your elbows at your waist and your hands in front of you.

o Stay two arm lengths away from the person.

o Try to keep a desk or other barrier between you and the person, and make sure that the person does not block your escape route.

o If the client is directly in front of you, step back so that you are out of striking range and ask the person questions relevant to his or her complaint.

o Position yourself at an angle to the client. This minimizes your target size and gives you an opportunity to escape and run away if needed.

Acknowledge the person's concerns and try to find solutions.

Speak slowly, softly, and clearly. Avoid being defensive.

Set ground rules/boundaries, such as, "When you shout at me, I can't understand what you are saying. "If you sense that someone is going to commit a violent act any second, don't hesitate to leave immediately. Find an excuse to leave the area, or if necessary, just leave — then get help, from coworkers, Emergency Response Team members, or someone else, depending on the situation.

Don't hesitate to call the police: 911 (or 9-911) if necessary. It is better to disrupt a work site than to be injured.

#### Actions to Avoid

If you find yourself in a potentially threatening or violent situation, avoid the following responses:

Make false statements or promises you can't keep.

Explain technical, complicated information when emotions are high.

Take sides or disagree.

Take remarks personally.

Show your anger.

Patronize.

Invade the individual's personal space.

Exhibit cold or hostile body language:

o Crossing your arms in front of you.

o Wagging your finger or fist.

o Clenching your fists.

Hostile style of verbal communication.

Making threats or dares.

Belittle or make the person feel foolish.

Criticize or act impatiently.

Attempt to "bargain" with a threatening individual.

#### Domestic Violence

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### Response Involving Domestic Violence

In the event the perpetrator shows up at work with the intent of harming the employee and any others who happen to be in the way or involved, follow the procedures described in

### Level Three – Further Escalation (from above actions)

If it is known that an employee is being affected by domestic violence, whether the perpetrator has shown up at work, it is important to provide support and assistance. Not only is the person at risk for more and usually escalated violence, but it has an impact on the safety and productivity of the entire work force.

### If a Co-Worker is Being Abused

If you have reason to believe one of your co-workers may be experiencing domestic violence that is impacting your workplace, discuss your concerns with your supervisor. You might mention that the Workplace Violence Prevention:

A Guide for Supervisors includes a section on domestic violence. You might also refer your co-worker to the list of resources at the back of this Guide.

### If You Are Being Abused

If you are involved in an abusive relationship that is affecting your work, or if you are concerned that a perpetrator may come to the workplace with a violent intent, tell your supervisor or talk to one of the resources listed in Appendix A at the back of this Guide.

You do not have to disclose any details that you don't want to, but it will help your supervisor if you honestly discuss how the situation has been affecting you at work. You should

especially let your supervisor know if you are afraid that the perpetrator may come to the workplace and harm you or one of your co-workers.

Keep in mind that your supervisor may need to disclose some information if the safety of the workplace is a concern. In addition to the support the County will be able to provide you with while at work, you will need support off the job. You may want to call the National Domestic Violence Hotline or one of the resources listed in Appendix A at the back of this Guide. The resources listed under "Shelters" may be particularly helpful since they have trained staff members who can provide emotional support as well as logistical support.

Your Employee Assistance Program or your health care provider may also be able to help.

### "Stalkers"

1. Stalking occurs when a perpetrator "willfully, maliciously, and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family

2 Stalking goes beyond mere harassment in that threats of violence are involved. A stalker will usually fixate on a particular individual with whom he has had a real or imagined relationship. A stalker can be an abusive husband pursuing his wife or an anonymous admirer pursuing a fantasy. Stalking is illegal in California. If stalkers encounter a strong boundary at the victim's workplace, they may be deterred. If you are concerned that someone may stalk you at work, tell your supervisor immediately.

The best way to prevent stalking is to not let a relationship, even a casual one, develop or continue any farther than you want it to. Since stalkers have never learned to take "no" for an answer, you must be clear and firm. When declining an unwanted invitation, make sure your answer cannot be interpreted in any way to mean "maybe." Don't give a reason or an excuse — that can only provide a challenge in the mind of the initiator — and don't waver say simply and firmly, "I'm absolutely not interested in a relationship with you.

3. If the person does not accept your firm refusal, take the situation seriously and consult one of the resources listed at the back of this Guide. If the person is a co-worker, the Districts' sexual harassment policy may be of help to you.

### Temporary Restraining Orders

California law permits an employer to obtain a temporary restraining order against a perpetrator (including a perpetrator who is also an employee) who is threatening or stalking an employee, elected official, volunteer, or independent contractor.

4. If you find yourself in urgent need of protection at any time of the day or night — whether the courts are open — you can request an Emergency Protective Order (very short-term) from the law enforcement agency responding to the incident. The danger must be imminent. Call the police department of the jurisdiction where the incident occurred.

Restraining Orders, whether obtained by you or your employer, can be of value. At the time of this writing, not one of those who obtained a Restraining Order in Santa Clara County has been among the County's domestic violence homicide victims.

5. But experience has shown that these Orders often do not prevent further stalking; instead, they can trigger a violation of the terms of the Order — or a violent act. Restraining Orders should therefore be used with extreme caution, and only after thorough consultation with threat assessment experts and knowledgeable legal counsel.

### If You are a Batterer in a Domestic Violence Situation

If you are an abuser in a domestic violence situation, you should be aware that the Employee Assistance Program has a confidential counseling program for batterers. You may also want to consult other resources.

Remember that since District policy prohibits threats by District employees, the use of District time, telephones, or other District resources to convey threatening messages will be dealt with through the progressive discipline process. Since domestic violence is illegal, perpetrators can be subject to arrest and prosecution — and separation from District service.

### Threats of Violence

#### Reporting Threats

Threats of violence take many forms. They can be verbal, written, or implied (such as using symbols, objects, or mutilated animals).

If you are the subject of a threat of violence at work or if you observe threatening behavior, it is important to document your concerns and report them to your supervisor immediately. As threat assessment expert Dr. Park Dietz said, "You wait at your peril."<sup>6</sup> Be prepared to provide your supervisor with details, including who made the threat (if known), and how and when the threat was made. Save all evidence of threats, including voice and E-mail messages, notes, and letters.

If, after discussions with your supervisor, you wish to convey your concerns to someone else, report the problem to your department's chain of command. You or your supervisor may not be sure if the threat should be taken seriously. When in doubt, refrain from making hasty judgments since competent threat assessment requires extensive professional training and experience. If you or your supervisor needs expert consultation, call the County Mental Health Director or Mental Health Adult Services.

### Bomb Threats

Bomb threats are a unique kind of threat because the stakes are so high. The two most common reasons for bomb threats are:

- The caller knows about a bomb and wants to minimize injury or property damage. (The caller may be the bomber or someone else who has information about the bomb.)
- The caller wants to create an atmosphere of anxiety and panic in order to disrupt normal operations at a District facility.

Most bomb threats are made by phone. Any employee who receives calls directly could receive a bomb threat. Copy the Bomb Threat Checklist in Appendix C: Bomb Threat Checklist and keep it under your phone.

The decision to evacuate will be made by the General Manager based on the amount of information available and whether the call appears to be a legitimate threat or a prank. If an evacuation is needed:

- Pay attention to specific evacuation directions.

- Leave doors and windows open to let the blast wave escape.
- Take your backpack, purse, lunch bag, etc. with you to minimize the search.
- The General Manager will work with police to keep anyone from re-entering the building.
- Refer to the District's Emergency Action Plan (EAP) in the IIPP.

The search, if required, needs to be done by people who are familiar with the facility. The police will help, but they do not have the resources to do it alone. If you are called upon to help with the search, remember:

- Check your immediate work area and report any suspicious objects to your supervisor or the General Manager.
- Do not touch any suspicious object — leave removal and disposal for the Bomb Squad.
- Use normal phones for communication — radios or cellular phones can detonate a bomb.

### Suspicious Mail or Packages

Suspicious mail or packages may contain harmful and dangerous materials, such as an explosive (bomb), or radiological, biological, or chemical material.

Ways to identify a suspicious package:

- Packages misaddressed or sent to a generic title instead of to someone in your office.
- Excessive stamp postage as opposed to metered postage.
- Odd markings such as "Personal," "Confidential" or "Do not x-ray."
- Oil or grease stains, or a strange odor escaping the package.
- Unnecessary amounts of tape or string.
- The package is rigid, bulky, or beat up looking.
- Handwritten or poorly typed address.
- Protruding wires or foil.

If you suspect that a package may be dangerous, do not try to open it. Isolate it, keep everyone back at least 25 feet, open doors, and windows, and call 911 (or 9-911).

### Threats by Patrons

You may receive a threatening letter or phone call from a client. Such threats may arise from a patron frustration with government in general, or with a function of County government, such as the collection of taxes. It may also have arisen from a specific action, such as a denial of a request or claim. If you receive such a threat, save any evidence (such as voice mail messages) and report the threat immediately to your supervisor.

### Incidents of Violence

If an actual incident of violence occurs in your workplace, how you and your co-workers respond will depend largely on how well you have prepared. Each incident is different, and each response will be different. However, here are some general actions to take:

- Call 911 immediately. If you can't speak freely, just calling and leaving the receiver off the hook may allow a dispatcher to hear noises that will clarify the nature of the incident.
- Remember to use your panic button if one is installed. If you don't have access to a panic button, you may be able to use the phone or an intercom system to alert co-workers.
- Give the perpetrator what he or she wants. Don't try to be a hero by denying a request for such items as money, keys, documents, or equipment. These can be replaced, lives cannot.
- Flee if you can. If you can't, try to find a hiding place.
- Cooperate fully with police officers on the scene. These are the professionals who know how to handle such situations and may be acting on information that you do not have.

□ If you witness an act of workplace violence that does not directly involve you, your actions will depend on your assessment of the situation and your judgment. In some cases, your involvement may help a co-worker; other times it may be better to simply slip quietly away and call 911.

As soon as you can do so, write down all the details of the incident, including who, what, when, how, and where. Give this information to your supervisor.

### Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. See Appendix D: Active Shooter Situations for guidelines on how to respond in an active shooter situation.

### Incident Investigation

Acts of violence or threats will be investigated immediately by the General Manager or designee to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. Procedures for investigating incidents of workplace violence may include, but are not limited to:

- Visiting the scene of an incident as soon as possible.
- Interviewing injured or threatened employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking mitigating action to prevent the incident from recurring.
- Documenting the witness statements, findings, and mitigating measures taken, if any.

<b>Five Warning Signs of Escalating Behavior</b>	
<b>Confusion</b>	
<b>Warning Signs</b>	<b>Possible Response</b>
Behavior characterized by bewilderment or distraction. Unsure or uncertain of the next course of action	<ul style="list-style-type: none"> <li>• Listen to their concern.</li> <li>• Ask clarifying questions.</li> <li>• Convey factual information</li> </ul>
<b>Frustration</b>	
<b>Warning Signs</b>	<b>Possible Response</b>
Behavior characterized by reaction or resistance to information. Impatience. Feeling a sense of defeat in the attempt of accomplishment. May try to bait you!	<ul style="list-style-type: none"> <li>• See steps above.</li> <li>• Relocate to a quiet location or setting.</li> <li>• Reassure them.</li> <li>• Make a sincere attempt to clarify concerns</li> </ul>

<b>Blame</b>	
<b>Warning Signs</b>	<b>Possible Response</b>
Placing responsibility for problems on everyone else. Accusing or holding you responsible. Finding fault or error with the action of others. They may place blame directly on you. Crossing over to potentially hazardous behavior	<ul style="list-style-type: none"> <li>• See steps above.</li> <li>• Disengage, bring a second person into discussion.</li> <li>• Use Teamwork approach.</li> <li>• Draw employee back to facts.</li> <li>• Use probing questions.</li> <li>• Create "yes" momentum.</li> </ul>
<b>Anger – Judgment call Required</b>	
<b>Warning Signs</b>	<b>Possible Response</b>
<b>Hostility – Judgment call Required</b>	
<b>Warning Signs</b>	<b>Possible Response</b>
Physical actions or threats appear imminent. Acts of physical harm or property damage. Out of control behavior signals they have crossed over the line.	<ul style="list-style-type: none"> <li>• Disengage and evacuate.</li> <li>• Try to isolate the person if it can be done safely.</li> <li>• Alert supervisor and contact security office or 911 immediately.</li> </ul>

**Bomb Threats**

Always be prepared to describe the threat in as much detail as possible to law enforcement. (Log information below)

**EXACT WORDING OF THE THREAT**

1. Remain calm and keep the caller on the phone line as long as possible. Ask to have the message repeated.
2. Ask the caller, there are a lot of people who could be injured, what can you tell me?
3. When is the bomb going to explode?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? If yes, why?
7. What is your name, address?

**REMEMBER:** Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message.

**VOICE CHARACTERISTICS**

<input type="checkbox"/> Calm	<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/>	<input type="checkbox"/> Nasal
<input type="checkbox"/> Angry	<input type="checkbox"/> Laughter	<input type="checkbox"/> Slurred	<input type="checkbox"/>	<input type="checkbox"/> Stuttering
<input type="checkbox"/> Excited	<input type="checkbox"/> Crying	<input type="checkbox"/> Lipping	<input type="checkbox"/>	<input type="checkbox"/> Crackling
<input type="checkbox"/> Slow	<input type="checkbox"/> Normal	<input type="checkbox"/> Raspy	<input type="checkbox"/>	<input type="checkbox"/> Disguised
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep	<input type="checkbox"/> Clearing throat	<input type="checkbox"/>	<input type="checkbox"/> Accent



<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/>	<input type="checkbox"/> Familiar
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**BACKGROUND NOISES**

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Music	<input type="checkbox"/> Local	<input type="checkbox"/> Nasal
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Household Noise	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Stuttering
<input type="checkbox"/> Factory Machine	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Clear	<input type="checkbox"/> Crackling
<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Voices	<input type="checkbox"/> Static	<input type="checkbox"/> Disguised
<input type="checkbox"/> PA System	<input type="checkbox"/> Motor(s)	<input type="checkbox"/> Other _____	<input type="checkbox"/> Accent
			<input type="checkbox"/> Familiar

Is the voice familiar? If yes, whom does it sound like: \_\_\_\_\_

**THREAT LANGUAGE**

<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Distinct	<input type="checkbox"/> Irrational
<input type="checkbox"/> Foul	<input type="checkbox"/> Taped	<input type="checkbox"/> Slurred	<input type="checkbox"/> Message Read

**OTHER DETAILS**

Remarks	Time of Threat:	Phone the call came in:
Employee Name:	Position:	

**Active Shooter Situations**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

**How to Respond When an Active Shooter is in Your Vicinity**

If you hear shots fired, resist the temptation to investigate the cause. Do not go to the area. Do not attempt to try to determine what is happening.

Quickly determine the most reasonable way to protect your own life. Remember that customers and program participants are likely to follow the lead of employees and managers during an active shooter situation.

### **Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

### **Hide out**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen.

### **Take action against the active shooter**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.

- Yelling
- Committing to your actions.

### ***When Law Enforcement Arrives***

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

#### **How to react:**

- Remain calm and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread your fingers.
- Keep your hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

## **INCIDENT INVESTIGATIONS**

The District has established the following policy for investigating incidents of workplace violence. Our procedures for investigating incidents of workplace violence, which includes threats and acts of violence, include:

1. Reviewing all previous incidents.
2. Visiting the scene of an incident as soon as possible.
3. Interviewing involved employees and witnesses.
4. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determining the cause of the incident.
6. Taking corrective action to prevent similar incidents from occurring.
7. Recording the findings and ensuring corrective actions are taken.
8. Obtain any reports completed by law enforcement.
9. Other:

## **HAZARD CORRECTION** (incident report appendix D)

Hazards, which threaten the security of employees, shall be corrected based on severity when they are first observed or discovered. Corrective measures for Type I workplace security hazards can include:

1. Making the workplace unattractive to robbers and other criminal acts.
2. Utilizing security guards and surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
3. Reporting procedures for notifying designated employees of suspicious persons or activities.
4. Posting emergency telephone numbers for law enforcement, fire, and medical services where employees have access to a telephone with an outside line.
5. Posting signs to notify the public that limited cash is kept on the premises.
6. Limiting cash on hand and using time access safes and armored car services for large amounts of cash.
7. Training in emergency action procedures for employees, supervisors, and managers.
8. Using alarm systems and access control systems.
9. Applying Crime Prevention through Environmental Design practices.
10. Other: (Departments are encouraged to site specific hazards here)

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Corrective measures for Type II workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
2. Ensuring adequate workplace security/access control systems, such as door locks, security windows, physical barriers, and restraint systems.
3. Providing worker training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.

4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
5. Providing procedures for a "buddy" system for specified emergency events.
6. Ensuring adequate emergency escape routes.
7. Other:

Corrective measures for Type III workplace security hazards include:

1. Communicating effectively with our park District's workplace violence prevention policy to all employees, supervisors, and managers.
  2. Improving how well our establishment's management and employees communicate with each other.
  3. Increasing employees, supervisors', and managers' awareness of the warning signs of potential workplace violence.
  4. Controlling access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
  5. Providing counseling to employees, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of co-workers.
  6. Ensuring all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the aggressor.
  7. Ensuring worker disciplinary and discharge procedures address the potential for workplace violence.
8. Applying crime prevention measures through environmental design and administrative measures including but not limited to:
- A. well lighted areas
  - B. security/controlled access to work area
  - C. Employees should be assigned and always have and display an employee ID badge while in a District facility.
  - D. code word recognized by coworkers to indicate you need help.
  - E. visitor sign-in log
  - F. visitor badges when needed.
  - G. well-lit parking lots and area surrounding the building.
  - H. buddy system for walking to cars or locations away from the building.
  - I. security cameras
  - J. bullet resistant glass.
  - K. mounted area mirrors
  - L. onsite park police and/or security guards
  - M. eliminate hiding places in areas surrounding the building, i.e., overgrown shrubs, dark areas.
  - N. panic buttons.
  - O. locks on restroom doors when possible
  - P. remove sharp objects from view that could be used as a weapon (offices with public access)

- Q. caller ID on phones
- R. field staff check in (cell phones/radios)
- S. cash locked in vault.

## REPORTING

The District's records will be kept in a separate file for Workplace Violence Prevention Incident Reports in accordance with District policies:

- **Incident Reports** - any acts of aggression should be recorded; they may be threatening to the worker, but may not result in injury, (i.e., pushing or shouting). The report should describe who was threatened or assaulted, the type of activity, (i.e., unprovoked sudden attack), and all other circumstances of the incident. The records should include a description of the location/environment, potential or actual costs, lost time, nature of injuries sustained, etc.
- **Minutes of safety meetings** - should be taken and should contain findings, corrective actions recommended relative to workplace violence, along with department's response and completion dates for action items.
- **Employee questionnaires** - which should assess employee views of high-risk work areas and activities.

**The following records should be maintained.**

- **Training records** - which should include dates that training was conducted, type of training given, employees trained, etc.
- **Inspection records** - which should include dates of inspection, areas inspected, all findings and recommendations, any control measures implemented, etc.

**MESSAGE FROM THE GENERAL MANAGER**

It is the Rio Linda Elverta Recreation & Park District's policy to provide a safe, secure, and healthy environment for its employees. The District is committed to working with its employees to maintain a work environment free from acts of violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive in our District, no agency is immune. Disruptive behavior at one time or another will affect every agency.

Acts of violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe, secure, and healthy working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether he or she is a District employee or not, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek advice from the General Manager (916) 991-5929 or email: [mheller@rleparks.com](mailto:mheller@rleparks.com) regarding investigating the incident and initiating appropriate action. **[PLEASE NOTE: For emergency situations call 911.**

I will support all efforts made by managers/supervisors and District park police in dealing with acts of violence, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. If you have any questions about this policy statement, please contact the General Manager at (916) 991-5929

For more information on Workplace Violence Prevention, refer to the park District's IIPP and Violence in the workplace program. Other sources are CAPRI Cal/OSHA, Federal OSHA, and the National Institute of Safety and Health (NIOSH). Here are the web sites:

CAPRI – Ca. Association for Parks and Recreation Indemnity

<https://www.capri-jpa.org/>

RLERPD POLICY MANUAL

<https://www.rleparks.com/policies-and-procedures>

CALOSHA

<https://www.dir.ca.gov/>

NIOSH

<https://www.cdc.gov/niosh/index.htm>

FEDERAL OSHA\_

<https://www.osha.gov/>



## Laws and Regulations

### California Labor Code sections 6400-6401.

6400. (a) Every employer shall furnish employment and a place of employment which is safe and healthful for the employees therein.

6401. Every employer shall furnish and use safety devices and safeguards, and shall adopt and use practices, means, methods, operations, and processes which are reasonably adequate to render such employment and place of employment safe and healthful. Every employer shall do every other thing reasonably necessary to protect the life, safety, and health of employees.

### Grounds for discipline of a District employee.

The following are examples from the above listed policies and constitutes cause for discipline of an employee, or person whose name appears on any employment list:

- (a) Fraud in securing appointment.
- (b) Incompetence.
- (c) Inefficiency.
- (d) Inexcusable neglect of duty.
- (e) Insubordination.
- (f) Dishonesty.
- (g) Drunkenness on duty.
- (h) Intemperance.
- (i) Addiction to the use of controlled substances.
- (j) Inexcusable absence without leaves.
- (k) Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section.
- (l) Immorality.
- (m) Discourteous treatment of the public or other employees.
- (n) Improper political activity.
- (o) Willful disobedience.
- (p) Misuse of state property.
- (q) Violation of this part or board rule.
- (r) Violation of the prohibitions set forth in accordance with Section 19990.
- (s) Refusal to take and subscribe to any oath or affirmation which is required by law in connection with employment.

- (t) Other failure of good behavior either during or outside of duty hours which is of such a nature that it causes discredit to the appointing authority or the person's employment.
- (u) Any negligence, recklessness, or intentional act which results in the death of a patient of a state hospital serving the mentally disabled or the developmentally disabled.
- (v) The use during duty hours, for training or target practice, of any material which is not authorized therefore by the appointing power.
- (w) Unlawful discrimination, including harassment, on the basis of race, religion, creed, color, national origin, ancestry, disability, marital status, sex, or age, against the public or other employees while acting in the capacity of a state employee.
- (x) Unlawful retaliation against any District
- (y) + employee or member of the public who in good faith reports, discloses, divulges, or otherwise brings to the attention of, the Attorney General, or any other appropriate authority, any facts or information relative to actual or suspected violation of any law of this state or the United States occurring on the job or directly related thereto.

**Prohibition against bringing weapons into any state or public building. Penal Code section 171(b).**

(A) Any person who brings or possesses within any state or local public building or at any meeting required to be open to the public pursuant to Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of, or Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of, the Government Code, any of the following is guilty of a public offense punishable by imprisonment in a county jail for not more than one year, or in the state prison:

- (1) Any firearm.
- (2) Any deadly weapon described in Section 653k or 12020.
- (3) Any knife with a blade length more than four inches, the blade of which is fixed or is capable of being fixed in an unguarded position by the use of one or two hands.
- (4) Any unauthorized tear gas weapon.
- (5) Any taser or stun gun, as defined in Section 244.5.
- (6) Any instrument that expels a metallic projectile, such as a BB or pellet, through the force of air pressure, CO2 pressure, or spring action, or any spot marker gun or paint gun.

(B) Subdivision (A) shall not apply to, or affect, any of the following:

- (1) (a) A duly appointed peace officer as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, a retired peace officer with authorization to carry concealed weapons as described in subdivision (a) of Section 12027, a full-time paid peace officer of another state or the federal government who is carrying out official duties while in California, or any person summoned by any of these officers to assist in making arrests or preserving the peace while he or she is actually engaged in assisting the officer.
- (2) A person holding a valid license to carry a firearm pursuant to Article 3 (commencing with Section 12050) of Chapter 1 of Title 2 of Part 4.
- (3) A person who has permission to possess that weapon granted in writing by a duly authorized official who oversees the security of the state or local government building.
- (4) A person who lawfully resides in, lawfully owns, or is in lawful possession of, that building with respect to those portions of the building that are not owned or leased by the state or local government.

**Threatening public employees.**

**Penal Code section 71.**

71. Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:

(1) Upon a first conviction, such a person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.

(2) If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by the jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, he is punishable by imprisonment in the state prison. As used in this section, "directly communicated" includes, but is not limited to, communication to the recipient of the threat by telephone, telegraph, or letter.

## Workplace Violence Prevention

### Employee Awareness Information

This appendix describes the different types of workplace violence and what can be done to prevent or minimize incidents of violence, threats, harassment intimidation, and other disruptive behavior.

### Definitions and Examples

The California Occupational Safety and Health Administration (Cal/OSHA) has categorized violence into three types. For purposes of this policy and related procedures, the Department may use these three type categories, which are defined as follows:

**Type I** – The aggressor has no legitimate business relationship to the workplace and usually enters the affected workplace to commit a robbery or other criminal act such as robbery.

**Type II** – The aggressor is either the recipient or the object of a service provided by the affected workplace or the victim, such as a current or former client, patient, customer, passenger, criminal suspect, inmate, or prisoner.

**Type III** – The aggressor has some employment-related involvement with the affected workplace such as a current or former employee, supervisor, manager; a current/former spouse or significant other, a relative, friend; or some other person who has a dispute with an employee of the affected workplace.

**WORKPLACE VIOLENCE PREVENTION INCIDENT REPORT**

Part I through Part VI should be completed by the designated person based on the information provided by the employee(s) involved in the incident.

**Part I – NATURE OF INCIDENT (circle all that apply)**

**Section A**

Electronic

Physical with Injury

Physical without Injury

Harassment

Behavioral Observation

Information Only

**Section B**

Date of Incident: \_\_\_\_\_ Approximate Time: \_\_\_\_\_ am/pm

Detailed notes: (write legibly)

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**PART II: INCIDENT DIRECTED AT:**

Person: \_\_\_\_\_

Place: \_\_\_\_\_

Structure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART III: INCIDENT INITIATED BY: Person(s): (circle)**

Male      Female      Employee      Job classification: \_\_\_\_\_

Worksite of incident: \_\_\_\_\_

**PART IV: TYPE/LOCATION INCIDENT OCCURED:**

**Section A**

Type of Contact

In Person       Telephone       Mail       Observation

Recording       E-mail       Fax       Other

Was the employee alone:       Yes       No

**PART IV: TYPE/LOCATION INCIDENT OCCURED: (cont.)**

**Section B**

Location of Incident:

Worksite       Employee's Residence       Other \_\_\_\_\_

**Section C**

Address/location where incident occurred:

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section D**

What type of Incident was it:  Type I     Type II     Type III

Were any threats made before the incident occurred?  Yes       No

Did the employee(s) ever report to the District that he/she was threatened, harassed, or suspicious that the attacker may become violent?  Yes     No

Was the perpetrator a stranger, customer, co-worker, or otherwise familiar person?

\_\_\_\_\_

Was a weapon used?       Yes       No

If yes, what type of weapon? \_\_\_\_\_

**Section E**

Were there injuries       Yes       No

If yes, who was injured?

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Injury Description (person 1): \_\_\_\_\_

\_\_\_\_\_

Injury Description (person 2): \_\_\_\_\_

\_\_\_\_\_

Witness(es) to the incident:

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**PART V: ACTION TAKEN – REPORTING SUPERVISOR**

Supervisor: \_\_\_\_\_

Action: \_\_\_\_\_

\_\_\_\_\_

Park Police or other outside agencies contacted?  Yes       No

Agency contacted: \_\_\_\_\_

Case number if applicable: \_\_\_\_\_

Was outside professional assistance provided?  Yes  No

**PART VI: ADMINISTRATIVE ACTION TAKEN:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POST INCIDENT ASSESSMENT**

1. Were there any physical injuries?  Yes  No

2. If yes, please describe! (Employee/person's name, type of injury, type of care provided)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Type of care provided & by whom: (First Aid, Occupational Clinic, Emergency Room)

\_\_\_\_\_  
\_\_\_\_\_

4. Where did the incident occur? \_\_\_\_\_

5. Was the employee(s) alone?  Yes  No

6. What time did the incident occur? \_\_\_\_\_

7. Was the perpetrator a stranger, customer, program participant, co-worker, or otherwise family person?  Yes  No

8. Were there any threats made before the incident?  Yes  No

9. Did the worker(s) ever report to the District that he/she was threatened, harassed, or suspicious that the attacker may become violent?  Yes  No

If yes, what was the District's response? \_\_\_\_\_

10. What type of weapon did the attacker use against the worker? \_\_\_\_\_

11. If known, how did the perpetrator obtain the "weapon" \_\_\_\_\_

12. Did the employee ever receive training in workplace violence?  Yes  No

13. What were the main factors that contributed to the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



- 14. Was a critical stress debriefing and post trauma counseling services offered?  
\_\_ Yes      \_\_ No      If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 15. What can be done to prevent future incidents? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 17. What new preventative measures were put into place because of this incident?

Preventative Measure	Date Completed

## WORKPLACE VIOLENCE PREVENTION ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST

This checklist can help you or your workplace violence/crime prevention committee to evaluate the workplace and job tasks to see what situations may place employees at risk of assault. It is not confined to a single industry or occupation but can be used for any workplace. Adapt the checklist to fit your own needs. It is very comprehensive and not every question will apply to your workplace, write "N/A" in the NOTES column. Add any other questions you think are important.

### 1. RISK FACTORS FOR WORKPLACE VIOLENCE

Cal/OSHA and NIOSH have identified the following risk factors that may contribute to violence in the workplace. If you have one or more of these risk factors in your workplace, there may be a potential for violence.

YES	NO		NOTES/FOLLOW-UP ACTION
		Do employees have contact with the public?	
		Do they exchange money with the public?	
		Do they work with, guard, or transport valuable items like money, jewelry, or other property?	
		Do they work alone?	
		Do they work late at night or during early morning hours?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Do employees enter areas with a crime rate?	
		Do they have a mobile workplace (CHP vehicle, work van, etc.)?	
		Do they deliver passengers or goods?	
		Do employees perform public safety functions that might put them in conflict with others?	
		Do they ever perform duties that could upset people (deny benefits, turn off utilities, collect debts, confiscate property, terminate child custody, etc.)?	
		Do they deal with people known or suspected to have a history of violence?	

		Do any employees or supervisors have a history of assault, verbal abuse, harassment, or other threatening behavior?	
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Other risk factors (please describe):

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Appendix E

**2. INSPECTING WORK AREAS**

- Who is responsible for building security? \_\_\_\_\_
  
- Are employees told who is responsible for security?                   \_\_ Yes           \_\_ No

You or your workplace violence/crime prevention committee should now begin a “walkaround” inspection to identify potential security hazards. This inspection can tell you which hazards already well controlled, and what control measures are need to be added. Not all the following questions can be answered through simple observation. You may also need to talk to employees or investigate in other ways.

All Areas	Some Areas	Few Areas	No Areas		NOTES/FOLLOW-UP ACTION
				Are nametags, ID cards required for employees (omitting personal information such as home address)?	
				Are employees notified of past violent acts in the workplace?	
				Are there trained security personnel, accessible to employees in a timely manner?	
				Do security personnel have sufficient authority to take all necessary action to ensure employee safety?	
				Is there established liaison with CHP and/or local police?	
				Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
				Are areas where money is exchanged visible to others who could help in an emergency? (For example, you can see cash register areas from outside)?	

All Areas	Some Areas	Few Areas	No Areas		NOTES/FOLLOW-UP ACTION
				Is a limited amount of cash kept on hand, with appropriated signs posted?	
				Could someone hear an employee who called for help?	
				Can employees observe patients or clients in waiting areas?	
				Do areas used for patient or client interviews allow co-employees to observe any problems?	
				Are waiting areas and work areas free of objects that could be used as weapons?	
				Are chairs and furniture secured to prevent use as weapons?	
				Is furniture in waiting areas and work areas arranged to prevent entrapment of employees?	
				Is patient or client waiting areas designed to maximize comfort and minimize stress?	
				Are patients or clients in waiting areas clearly informed how to use the department's services so they will not become frustrated?	
				Are waiting times for patient or client services kept short to prevent frustration?	
				Are private, locked restrooms available for employees?	
				Is there a secure place for employees to store personal belongings?	

### 3. INSPECTING EXTERIOR BUILDING AREAS

Yes	No		NOTES / FOLLOW-UP ACTION
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly outside the building?	
		Are all exterior walkways visible to security personnel?	

### 4. INSPECTING PARKING AREAS

Yes	No		NOTES / FOLLOW-UP
		Is there a nearby parking lot reserved for employees only?	
		Is the parking lot attended or otherwise secured?	
		Is the parking lot free of blind spots and is landscaping trimmed back to prevent hiding places?	
		Is there enough lighting to see clearly in the parking lot and when walking to the building?	
		Are security escorts available to employees walking to and from the parking lot?	

### 5. SECURITY MEASURES

In Place	Should Add	Doesn't Apply	Does the workplace have:	NOTES / FOLLOW-UP
			Physical barriers (plexiglass partitions, bullet resistant customer windows, etc.)?	
			Security cameras or closed-circuit TV in high-risk areas?	
			Panic buttons?	
			Alarm systems?	
			Metal detectors?	
			X-ray machines?	
			Door locks?	
			Internal telephone system to activate emergency assistance?	
			Telephones with an outside line programmed for 911?	
			Two-way radios, pagers, or cellular telephones?	
			Security mirrors (e.g., convex mirrors)?	
			Secured entry (e.g., "buzzers")?	
			Personal alarm devices?	
			"Drop safes" to limit amount of cash on hand?	
			Broken windows repaired promptly?	
			Security systems, locks, etc. tested on a regular basis and repaired promptly when necessary?	

### 6. COMMENTS

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Checklist completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department/Location: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Workplace Violence Prevention Program Assessment Checklist

Use this checklist as part of a regular safety and health inspection or audit that is conducted by the Health & Safety, Crime/Workplace Violence Prevention Coordinator, or joint labor/management committee. If a question does not apply to the workplace, then write "N/A" (not applicable) in the note column. Add any other questions that may be appropriate.

Yes	No	STAFFING	NOTES
		Is there someone responsible for building security?	
		Who is it?	
		Are employees told who is responsible for security?	
		Is adequate and trained staffing available to protect employees against assaults or other violence?	
		Is there a "buddy system" for when employees are in potentially dangerous situations?	
		Are there trained security personnel accessible to employees in a timely manner?	
		Do security personnel have sufficient authority to take all necessary action to ensure employee safety?	
		Are security personnel provided outside the building?	
		Is the parking lot attended or otherwise secure?	
		Are security escorts available to walk employees to and from the parking lot?	
		TRAINING	
		Are employees trained in the emergency response plan (for example, escape routes, notifying the proper authorities)?	
		Are employees trained to report violent incidents or threats?	
		Are employees trained in how to handle difficult clients or patients?	
		Are employees trained in ways to prevent or defuse potentially violent situations?	
		Are employees trained in personal safety and self-defense?	

Yes	No	FACILITY DESIGN	
		Are there enough exits and adequate routes of escape?	
		Can exit doors be opened only from the inside to prevent unauthorized entry?	
		Is the lighting adequate to see clearly in indoor areas?	
		Are there employee-only work areas that are separate from public areas?	
		Is access to work areas only through a reception area?	
		Are reception and work areas designed to prevent unauthorized entry?	
		Could someone hear an employee call for help?	
		Can employees observe patients or clients in waiting areas?	
		Do areas used for patient or client interviews allow employees to observe any problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Are chairs and furniture secured to prevent use as weapons?	
		Is furniture in waiting and work areas arranged to prevent employees from becoming trapped?	
		Are patient or client areas designed to maximize comfort and minimize stress?	
		Is a secure place available for employees to store their personal belongings?	
		Are private, locked restrooms available for staff?	
		<b>SECURITY MEASURES - Does the workplace have?</b>	
		Physical barriers (Plexiglas partitions, elevated counters to prevent people from jumping over them, bullet resistant customer windows, etc.)?	
		Security cameras or closed-circuit TV in high-risk areas?	
		Panic buttons - (portable or fixed)?	



Yes	No	<b>SECURITY MEASURES - Does the workplace have? (cont.)</b>	
		Alarm systems?	
		Metal detectors?	
		X-ray machines?	
		Door locks?	
		Internal phone system to activate emergency assistance?	
		Phones with an outside line programmed to call 911?	
		Security mirrors (convex mirrors)?	
		Secured entry (buzzers)?	
		Personal alarm devices?	
		<b>OUTSIDE THE FACILITY</b>	
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly outside the building?	
		Are all exterior walkways visible to security personnel?	
		Is there a nearby parking lot reserved for employees only?	
		Is the parking lot free of bushes or other hiding places?	
		Is there enough lighting to see clearly in the parking lot and when walking to the building?	
		Have neighboring facilities and businesses experienced violence or crime?	
		<b>WORKPLACE PROCEDURES</b>	
		Is public access to the building controlled?	
		Are floor plans posted showing building entrances, exits, and location of security personnel?	
		Are these floor plans visible only to staff and not to outsiders?	
		Is other emergency information posted, such as telephone numbers?	

Yes	No	<b>WORKPLACE PROCEDURES (cont.)</b>	
		Are special security measures taken to protect people who work late at night (escorts, locked entrances, etc.)?	
		Are visitors or clients escorted to offices for appointments?	
		Are authorized visitors to the building required to wear ID badges?	
		Are identification tags required for staff (omitting personal information such as the person's last name and social security number)?	
		Are employees notified of past violent acts by particular clients, patients, etc.?	
		Is there an established liaison with local police?	
		Are patients or clients in waiting areas clearly informed how to use the department's services so they will not become frustrated?	
		Are waiting times for patient or client services kept short to prevent frustration?	
		Are broken windows and locks repaired promptly?	
		Are security devices (locks, cameras, alarms, etc.) tested on a regular basis and repaired promptly when necessary?	
		<b>FIELD WORK - Staffing:</b>	
		Is there adequate staffing in the field?	
		Are escorts or "buddies" provided for people who work in potentially dangerous situations?	
		Is assistance provided to employees in the field in a timely manner when requested?	
		<b>FIELD WORK - Training:</b>	
		Are employees briefed about the area in which they will be working (gang colors, neighborhood culture, language, drug activity, etc.)?	
		Can employees effectively communicate with people they meet in the field (same language, etc.)?	
		Are people who work in the field late at night or early mornings advised about special precautions to take?	

Yes	No	<b>FIELD WORK - Work Environment:</b>	
		Is there enough lighting to see clearly in all areas where employees must go?	
		Are there safe places for employees to eat, use the restroom, store valuables, etc.?	
		Are there places where employees can go for protection in an emergency?	
		Is safe parking readily available for employees in the field?	
		<b>FIELD WORK - Security Measures:</b>	
		Are employees provided two-way radios, pagers, or cellular phones?	
		Are employees provided with personal alarm devices or portable panic buttons?	
		Are vehicle door and window locks controlled by the driver?	
		Are vehicles equipped with physical barriers (Plexiglas partitions, etc.)?	
		<b>FIELD WORK - Work Procedures:</b>	
		Are employees given maps and good directions covering the areas where they will be working?	
		Are employees given alternative routes to use in neighborhoods with a high crime rate?	
		Does a policy exist to allow employees to refuse service to clients or customers (in the home, etc.) in a hazardous situation?	
		Has a liaison with the police been established?	
		Do employees avoid carrying unnecessary items that someone could use as a weapon against them?	
		Does the employer provide a safe vehicle or other transportation for use in the field?	
		Are vehicles used in the field routinely inspected and kept in good working order?	
		Is there always someone who knows where each employee is?	
		Are nametags required for employees in the field (omitting personal information such as last name and social security number)?	
		Are employees notified of past violent acts by particular clients, patients, etc.?	

Yes	No	<b>FIELD WORK - Are special precautions taken when employees:</b>	
		Perform "enforcement" functions (parking control officers, inspectors, etc.)?	
		Have to take something away from people (remove children from the home)	
		Have contact with people who behave violently?	
		Use vehicles or wear clothing marked with the name of an organization that the public may strongly dislike?	
		Perform duties inside people's homes?	
		Have contact with dangerous animals (dogs, etc.)?	

## **RESOURCES**

There are several places' people can turn to for help when they have, in some way, been involved with workplace violence. The following four suggestions are merely provided as a starting point.

- **CAPRI**: California Association for Park and Recreation Indemnity ("CAPRI") provides a specialized combination of self-insurance, excess insurance, and reinsurance to recreation and parks Districts throughout California. CAPRI Member Districts are able to offer wide-ranging recreation programs and community services in a safe and responsible manner.
- **Support Group**: Sometimes talking with others who have shared the same experience is helpful in the healing process. If this is the case, consider joining a local support group. (For more information contact the Sacramento County social services office.)
- **Clergy**: Local clergy can be called upon for just about anything; rarely will any compensation be expected. Most often, Pastors, Ministers, Priests, and Rabbis have received training to deal with even the most horrible of situations.

**Workplace Violence Prevention Program**

**COMMUNICATION Section**

Communication is most effective when it involves two-way communication, and the agency’s goals and objectives are clearly understood.

We recognize the importance of effective communication as it relates to eliminating and controlling workplace violence. Our communication process is to ensure the continuous flow of information relating to workplace violence, primarily between management and our workers. Affected workers are encouraged to communicate any concerns and suggestions, more over to follow up on the action taken and/or feedback. Our goal is to maintain checks in the Yes column.

	<b>Issues concerning communication</b>	<b>Yes comments</b>	<b>No comments</b>
1	New employee orientation on workplace violence policies, procedures, practices.		
2	Review and continuous education on workplace violence policies, procedures and work practices with all managers, supervisors, and employees.		
3	Specialize training and education to address awareness of early warning signs of potential workplace violence.		
4	Regularly scheduled safety meetings with all personnel on all shifts to discuss workplace violence.		
5	Process (i.e., Questionnaire) to ensure everyone understands the workplace security policies (in a form readily understandable to all).		
6	Proper posting and distribution of information relating to workplace violence. Is information current?		
7	Issues concerning workplace violence are communicated in a timely manner to include suggestions for preventing incidence of violence.		

	<b>Issues concerning communication</b>	<b>Yes comments</b>	<b>No comments</b>
8	Action and feedback are communicated in a timely manner and without fear of retaliation by either person making threats or anyone else.		
9	Meetings are conducted in a manner to allow free and open discussions.		
10	Meetings are announced and scheduled to facilitate for maximum attendance.		

## **DOMESTIC VIOLENCE WORKPLACE IMPACT: FACT SHEET**

Over the past two decades, the American workplace has changed dramatically. Until recently, it has been a place that focused almost exclusively on "getting the job done," where workers were expected to leave their problems and personal lives at home -- or risk losing their jobs.

More and more, employers today recognize that personal, "real life" problems affect job performance, and job performance affects the bottom line. Because of this change, employers now routinely offer employees a full spectrum of assistance programs to help them deal with issues such as drug addiction, family problems and other issues -- finding that doing so is ultimately more cost-effective than leaving employees to solve these problems on their own. Increasingly, employers across the U.S. are addressing domestic violence by implementing programs and policies that respond to and help prevent abuse and treat it as a preventable health problem and bottom-line business issue.

Business should respond to domestic violence in its own enlightened self-interest, and it should do so in a businesslike way. By working to mitigate the economic, legal, and productivity risks related to domestic violence, a business will also create a workplace that is safer for victims and will send a powerful message to society that responding to domestic violence is "good business".

### **WHAT IS DOMESTIC VIOLENCE?**

Domestic violence is a pattern of assaults and controlling behaviors, including physical, sexual, and psychological attacks and economic control, that adults and adolescents use against their intimate partners. Domestic violence is lethal, common, and affects people of all cultures, religions, ages, sexual orientations, educational backgrounds, and income levels. The overwhelming majority of adult domestic violence victims are women, and perpetrators are men. Nearly one-third of American women (31 percent) report being physically or sexually abused by a husband or boyfriend at some point in their lives. In a company that is mid- to large-sized, it is a certainty that employees are personally affected by domestic violence.

### **DOMESTIC VIOLENCE: A WORKPLACE ISSUE**

Domestic violence doesn't stay at home when women go to work. Domestic violence often becomes workplace violence. It is crucial that domestic abuse be seen as a serious, recognizable, and preventable problem like thousands of other workplace health and safety issues that affect a business and its bottom line.



### **PUBLIC PERCEPTIONS**

While some employers may feel that domestic violence is "too controversial" to address, corporate America has dealt with difficult issues before, such as AIDS, for example, and can do so with domestic violence. In fact:

- Public opinion research conducted by a major insurance company found that 91 percent of consumers surveyed believe that it is a good idea for companies to support domestic violence awareness programs.
- Business leaders agree that domestic violence is a problem that affects their workplaces and has a negative impact on their bottom lines.

### **PRODUCTIVITY**

Domestic violence affects productivity and increases absenteeism.

- In a national survey, 24% of women between the ages of 18 and 65 had experienced domestic violence. Moreover 37% of women who experienced domestic violence report this abuse had an impact on their work performance in the form of lateness, missed work, keeping a job or career promotions.
- A study of survivors of domestic violence found that abusive husbands and partners harassed 74% of employed battered women at work. Domestic violence caused 56% of them to be late for work at least five times a month, 28% to leave early at least five days a month, and 54% to miss at least three full days of work a month. They said that abuse also affected their ability to keep a job.
- Batterers also may be less productive or miss work because of violence, incarceration, or legal proceedings resulting from the violence.
- Forty-seven percent of senior executives polled said that domestic violence has a harmful effect on the company's productivity.

### **HEALTH CARE COSTS**

Many employers offer health care benefits to their employees. Not surprisingly, this is another arena where domestic violence has an impact on a company's bottom line.

- The total health care costs of family violence are estimated in the hundreds of millions each year, much of which is paid for by the employer.

## **WORKPLACE SAFETY**

Employers are more concerned today about violence in the workplace than they were 20 years ago, as news stories of workplace shootings, often related to domestic violence, become increasingly common. They are right to be concerned: victims of domestic violence may be especially vulnerable while they are at work. The lethality of domestic violence often increases at times when the batterer believes that the victim has left the relationship. Once a woman/partner attempts to leave an abusive partner, the workplace can become the only place the assailant can locate and harm her.

## **LEGAL LIABILITY**

Aside from the safety, ethical and bottom-line incentives to employers in developing positive policies regarding employees facing domestic violence, there are liability issues to consider. Domestic violence may raise legal issues in various circumstances. A batterer may stalk or assault his partner or others in the workplace. Or abuse may occur between two co-workers in a dating or marital relationship.

Several laws may apply:

- Occupational safety and health laws generally require employers to maintain a safe workplace, which may include a violence-free workplace.
- Family and medical leave laws may require employers to grant leave to employees who are coping with domestic violence situations.
- Victim assistance laws may prohibit employers from taking adverse job actions against women disclose their situation or who take time off from their jobs to attend court appearances.
- Under certain circumstances, acts of violence against women/partners may constitute a form of sexual harassment, which may violate federal or state anti-discrimination laws. This is true if the abusive partner creates a hostile environment at her workplace, and the company knowingly fails to take reasonable corrective action, such as informing security personnel of the problem and instructing them to take appropriate steps.

## **DOMESTIC VIOLENCE: TREAT IT AS A BUSINESS ISSUE**

Domestic violence is an important business issue that cannot be ignored. The workplace is where many women/domestic partners facing domestic violence spend at least eight hours a day. It's an ideal place for them to get help and support. Domestic abuse affects employee health and well-being, productivity, benefits costs, and risk to the employer. When employers face domestic violence as it affects the workplace, they have the power to save money -- and save lives.

## **RESOURCES**

There are several places' people can turn to for help when they have, in some way, been involved with domestic violence. The following four suggestions are merely provided as a starting point.

- **CAPRI**: California Association for Park and Recreation Indemnity ("CAPRI") provides a specialized combination of self-insurance, excess insurance, and reinsurance to recreation and parks Districts throughout California. CAPRI Member Districts have the ability to refer employees to needed resources CAPRI has to offer.
- **Support Group**: Sometimes talking with others who have shared the same experience is helpful in the healing process. If this is the case, consider joining a local support group. (For more information contact the Sacramento County social services office.)
- **Clergy**: Local clergy can be called upon for just about anything; rarely will any compensation be expected. Most often, Pastors, Ministers, Priests, and Rabbis have received training to deal with even the most horrible of situations.
- **Information on Terrorism Prevention, Preparedness & Response:**  
It is important that the District reach out to the Sacramento County Sheriff's office, and public health departments for additional assistance with training to supplement what CAPRI offers.

**REFERENCES**  
**WORKPLACE VIOLENCE PREVENTION/SECURITY**

**SELF INSPECTION SECURITY CHECKLIST**

	Facility:		
	Inspector:		
	Date of Inspection:		
		<b>Yes</b>	<b>No</b>
1	<b>Security Control Plan:</b> If yes, does it contain:		
	(A) Policy Statement		
	(B) Review of Employee Incident Exposure		
	(C) Methods of Control		
	If yes, does it include Engineering:		
	Work Practice		
	Training		
	Reporting Procedures		
	Recordkeeping		
	Counseling (EAP)		
	(D) Evaluation of Incidents		
	(E) Floor Plan		
	(F) Protection of Assets		
	(G) Computer Security		
	(H) Plan Accessible to All Employees		
	(I) Plan Reviewed and Updated Annually		
	(J) Plan Reviewed and Updated When Tasks Added or Changed		
2	<b>Policy Statement by Employer</b>		
3	<b>Work Areas Evaluated by Employer</b> If yes, how often?		
4	<b>Engineering Controls</b> If yes, does it include:		
	(A) Mirrors to see around corners and in blind spots		
	(B) Landscaping to provide unobstructed view of the workplace		
	(C) "Fishbowl effect" to allow unobstructed view of the interior		
	(D) Limiting the posting of sale signs on windows		

		Yes	No
	(E) Adequate lighting in and around the workplace		
	(F) Parking lot well lighted		
	(G) Door Control(s)		
	(H) Panic Button(s)		
	(I) Door Detector(s)		
	(J) Closed Circuit TV		
	(K) Stationary Metal Detector		
	(L) Sound Detection		
	(M) Intrusion Detection System		
	(N) Intrusion Panel		
	(O) Monitor(s)		
	(P) Video Tape Recorder		
	(Q) Switcher		
	(R) Handheld Metal Detector		
	(S) Handheld video camera		
	(T) Personnel traps ("Sally Traps")		
	(U) Other		
5	<b>Structural Modifications</b> (Plexiglas, glass guard, wire glass, partitions, etc.) If yes, comment:		
6	<b>Security Guards (events)</b>		
	(A) If yes, are there an appropriate number for the site?		
	(B) Are they knowledgeable of the company WPVP Policy?		
	(C) Indicate if they are:		
	At Entrance(s)		
	Building Patrol		
	Provided with communication? If yes indicate what type:		
	Guards receive training on Workplace Violence situations?		
	(D) Comments:		
7	<b>Work Practice Controls</b> If yes, indicate		
	(A) Desks Clear of Objects which may become Missiles		
	(B) Unobstructed Office Exits		
	(C) Vacant (Bare) Cubicles Available		

		Yes	No
	(D) Reception Area Available		
	(E) Visitor/Client Sign In/Out		
	(F) Visitor(s)/Client(s) Escorted		
	(G) Barriers to Separate Clients from Work Area		
	(H) One Entrance Used		
	(I) Separate Interview Area(s)		
	(J) I.D. Badges Used		
	(K) Emergency Numbers Posted By Phones		
	(L) Internal Phone System		
	(M) Internal Procedures for Conflict (Problem) Situations		
	(N) Procedures for employee dismissal		
	(O) Limit Spouse & Family Visits to Designated Areas		
	(P) Key Control Procedures		
	(Q) Access Control to the Workplace		
	(R) Objects which may become Missiles Removed from Area		
	(S) Parking Prohibited in Fire Zones		
	Other:		
8	<b>Off Premises Work Practice Controls</b> (For staff who work away from a fixed workplace, such as: social services, real estate, utilities, policy/fire/sanitation, taxi/limo, construction, sales/delivery, messengers, and others.)		
	(A) Trained in hazardous situation avoidance		
	(B) Briefed about areas where they work		
	(C) Have reviewed past incidents by type and area		
	(D) Know directions and routes for day's schedule		
	(E) Previewed client/case histories		
	(F) Left an itinerary with contact information		
	(G) Have periodic check-in procedures		
	(H) After hours contact procedures		
	(I) Partnering arrangements if deemed necessary		
	(J) Know how to control/defuse potentially violent situations		
	(K) Supplied with personal alarm/cellular phone/radio		
	(L) Limit visible clues of carrying money/valuables		
	(M) Carry forms to record incidents by area		
	(N) Know procedures if involved in incident (see also Training Section)		

9		Yes	No
	<b>Training Conducted</b>		
	(A) Prior to Initial Assignment		
	(B) At Least Annually Thereafter		
	<b>(C) Does it Include:</b>		
	Components of security control plan		
	Engineering and Workplace Controls Instituted at Workplace		
	Techniques to Use in Potentially Volatile Situations		
	How to Anticipate/Read Behavior		
	Procedures to Follow After an Incident		
	Periodic Refresher for On-Site Procedures		
	Recognizing Abuse/Paraphernalia		
	Opportunity for Q and A with Instructor		
	On hazards unique to job tasks		
10	<b>Written Training Records Kept</b>		
11	<b>Are Incidents Reported</b> If yes, are they:		
	Reported in Written Form		
	First Report of Injury Form (If Employee Loses Time)		
12	<b>Incidents Evaluated</b>		
	EAP Counseling Offered		
	Other Action (Reporting Requirements, suggestions, reporting to local authorities, etc.)		
	Are Steps Taken to Prevent Recurrence?		
13	<b>Floor Plans Posted Showing Exits, Entrances, Location of Security Equipment, Etc.</b> If yes, does it:		
	Include an Emergency Action Plan, Evacuation Plan, and/or a Disaster Contingency Plan?		
14	<b>Do Employees Feel Safe</b>		
	Have employees been surveyed to find out their concerns		
	Has the employer utilized the crime prevention services? and/or lectures provided by the local or State police?		
15	<b>Security Observations</b>		
	(1) Entry Barriers		
	(2) Signs		
	(3) Lighting		
	(4) Windows		
	(5) Equipment Near Street Level Windows		
	(6) Interior Patrol Visibility		
	(7) Burglary Resistant Glazing Materials		

(8) Shrubbery		
(9) Skylights		
(10) Vents		
(11) Air Conditioners		
(12) Grills and Gratings		
(13) Doors and Door Frames		
(14) Strikes		
(15) Key Control		
(16) Equipment Locks		
(17) Hinge Protection		
(18) Roof Accessibility		
(19) Fences		
(20) Vehicle Security		
(21) Padlocks		
(22) Hasps		
(23) Chains		
(24) Safes		
(25) Inventories and Engraving		
(26) Reporting Crimes		
(27) Employee Participation		
(28) Additional Recommendations		
(29) Armored Car Service		
(30) Emergency Preparedness and Evacuation Plan		
(31) Dealing with Difficult Customers		
(32) Alarm System		
(33) Cash Handling		

Comments:

General Comments/Recommendations:



**WORKPLACE VIOLENCE PREVENTION PROGRAM  
PROGRESSIVE BEHAVIOR ACTION GUIDELINES**

<b>Behavior Level</b>	<b>Behaviors</b>	<b>Manager/Supervisor's Guidelines for Action</b>
<b>Level I</b>	<b>The employee may:</b>	
	Show signs of increasing stress, perhaps involving negative changes in behavior	Observe, ask if the employee how they are doing, and document
	Show signs of a deterioration in work performance	Engage employee in conversation to gain insight into behavior, document
	Show signs of increasingly unkempt appearance	Carefully offer help
	Show signs of alcohol or substance abuse	Report concerns, if continuing, to next higher-level supervisor, seek consultation from your Personnel Office and EAP consulting services for managers/supervisors.
	Show signs of distress over personal or workplace problems	
	"act strange" or "unusual" by appearing confrontational, argumentative, stressed, anxious, withdrawn, or secretive	
	Behavior is such to cause concern for person's own well-being or possibly others	
<b>Level II</b>	<b>The employee may:</b>	
	Make veiled threats to harm	Report concerns to next higher-level supervisor before any effort to engage person
	Intimidate others	Engage person in conversation, if appropriate, to gain insight into potential for violent behavior and document.
	Have a history of violent behavior and lose temper easily	
	Be chronically disgruntled, inflexible	Consult with next higher level of administration as follow-up
	Refuse to take responsibility for problems or actions	Seek consultation from your Personnel Office
	Find fault with and blame others	
	Have a deep sense of entitlement	
Be obsessed with weapons and empathy with those who resort to violence		

<b>Behavior Level</b>	<b>Behaviors</b>	<b>Manager/Supervisor's Guidelines for Action</b>
Level III	The employee may:	
	Make blatant threats to harm others and/or destroy property	Warn those who may be in immediate danger
	Carry a weapon on campus	Immediately report behavior to next higher-level authority and press for quick intervention
	Engage in aggressive behavior such as verbal abuse, physical "in your face" posturing	If employee is present and seriously acting out, call 9-1-1 and ask for assistance
Level IV	The employee:	
	Is violent toward others or property.	Call 9-1-1 for immediate assistance to get others out of harm's way.
	Displays overt acts of violence or out-of-Attempt control behavior	

### Conclusion

Hopefully, you will never be involved in an incident of workplace violence. But due to the types of services the District provides, and the violent nature of modern society, it is important to understand how to help prevent, prepare for, and respond to such incidents. This Guide provides a starting point for such an understanding, but you should now work with your supervisor and others in your department to fully address specific training and preparedness needs.

## **PERSONNEL SAFETY PROVISIONS BY DIVISIONS**

### **ADMINISTRATION**

#### **Front Office – Reception**

Persons working the front counter area are the first line of defense for the District. Protection procedures are as follows:

1. Should have a clear sight of the entrance and have a physical barrier or separation from the public.
2. The lobby should be clear of any hiding places and have an open, full view of all inhabitants.
3. Areas should be clearly identified by staff only or escorted areas.
4. Observe suspicious activity
5. Pay close attention to phone calls and/or phone messages and act accordingly.
6. Should receive formal security training that includes guidelines for spotting suspicious behavior and techniques to verbally de-escalate potentially dangerous situations.
7. The receptionist's area should include a panic alarm system that allows help to be summoned quickly in the event of an emergency.
8. Reception area workers should receive training on the spotting and handling of suspicious packages, and a separate storage area for packages should be provided near the receptionist's desk.
9. Follow appropriate guidelines set forth in this policy as it pertains to possible incidents.
10. Know all escape routes and keep routes clear and doors available for quick departure.

### **RECREATION DIVISION**

Recreation personnel work in a variety of conditions and locations throughout the District.

Sites include:

Main office – 810 Oak Lane Rio Linda, CA 95673

Meetings/conferences away from the workplace

1. Office protocol: Follow safety guidelines as outlined in this policy as well as District policies.
2. Since answering the phone is part of the job, receive same training as front reception workers.
3. Outdoor protocol: When working in the parks be mindful of the surroundings. Never engage an individual who seems volatile, get assistance.
4. Use the buddy system, when possible, in the parks, especially at night.
5. Report any and all suspicious behavior to law enforcement.
6. Ensure persons accepting money during events is protected and that a cash box is protected

#### **Rio Linda High School Pool**

1. Entrances to the pool must always be locked when appropriate personnel are not present.
2. Pool entrance during swim meets and public pool hours:
  - a. Train cashiers on safety protocols and consider a one-way drop box for cash.
  - b. Encourage advance payments on-line or in the office as much as possible.
  - c. Swim meets have their own protocols, but the parent committee should receive training for possible incidents that may occur in and about the pool complex.
  - d. Be aware of all safety exits.

Meetings/Conferences

1. Always be mindful of the surroundings in buildings away from the District.

## **PARKS DIVISION**

Park employees encounter the public more than any other workers and they are the eyes and ears in observing and recognizing potential issues that may arise.

- 1 Workers should always be mindful of their surroundings and be cautious about approaching members of the public.
2. It's crucial that workers be trained to identify a variety of bad personal behaviors park visitors may exhibit.
3. Approach with caution and always keep a six-foot distance when talking to an angry park patron.
4. Practice the buddy system as often as possible.
5. Leave a situation immediately if a discussion with a patron is escalating.
6. Move indoors if possible as a barrier
7. Contact the General Manager and/or law enforcement when necessary.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Budget Preparation**  
**POLICY NUMBER: 3020**

**3020.1** An annual budget proposal shall be prepared by the General Manager. Such Budget will comply with Government Code Section 29009 specifies that budgetary requirements must equal the available financing.

**3020.2** Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the General Manager and review his/her annual budget proposal.

**3020.3** The proposed annual preliminary budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in May.

**3020.4** The proposed annual preliminary budget as amended by the Board during its review shall be adopted at its regular meeting in June.

**3020.5** The proposed annual final budget as amended by the Board of Directors during its review shall be adopted at its regular meeting in August.

**3020.6** The Chairperson or a majority of the Board of Directors may call a Special Meeting to review/discuss or approve the budget.

**3020.7** General Manager will prepare quarterly reports to the Board reviewing the budget status. These reports will include the following:

**3020.7.1** A year to date of what was budgeted, actual and difference.

**3020.7.2** Expenditures and revenue by park site and recreation programs to date.

**3020.7.3** Personnel cost per park site and recreation programs.

**3020.7.4** Recommend budget adjustments.

**3020.8** All agenda items will have a section on fiscal impact to the District if taken these cover letter reports will have a general discussion on topic, staff recommendations, and fiscal impact.

**3020.9** Both Preliminary and Final Budgets are approved by Board of Directors. Resolution example attached.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: American Disability Act**  
**POLICY NUMBER: 3025**

**3025.1** ADA (American Disability Act): The District is committed to compliance with the Americans with Disabilities Act (ADA) which prohibits the discrimination of qualified individuals who can perform the essential functions of the job with or without reasonable accommodation. If you require a reasonable accommodation of a disability to perform the essential functions of your job or to access any aspects/benefits of employment, you must notify your Supervisor or Human Resource representative.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Quimby In Lieu Fees  
**POLICY NUMBER:** 3030

**3030.1 Quimby In Lieu Fees:** This policy is enacted pursuant to the authority granted by Section §66477 of the Government Code of the State of California. The park and recreation facilities for which dedication of land and/or payment of a fee required by the Rio Linda Elverta Recreation and Park District is in accordance with the general plan of the Sacramento County. This account is a separate account that is mandated by the 1975 Quimby Act. The act provides for five (5) acres of land per one thousand (1,000) residents to be set aside for park development within a subdivision. If the subdivision is smaller than fifty (50) parcels, a payment of fees is required in place of park land. These fees must be accounted for separately from other funds and used according to the Quimby Act regulations. (CA Codes Gov: 66475-66478).

**3030.1.1 Requirements:** Prior to the approval of the tentative map or parcel map, the Rio Linda Elverta Recreation and Park District shall meet with the sub divider and determine the land required for dedication and/or in lieu fee payment. As a condition of approval of a final subdivision map or parcel map, the sub-divider shall dedicate land, pay a fee in-lieu thereof, or both at the option of the Agency for neighborhood and community park or recreational purposes.

**3030.1.2 General Standard:** It is found and determined that the public interest, convenience, health, welfare and safety require that "spelled out number" (5) acres of property for each 1,000 persons residing within the Agency be devoted to neighborhood and community park and recreational purposes.

**3030.1.3 Formula for Dedication of Land:** The formula for determining acreage to be dedicated shall be as follows:

Average number of persons/units ÷  $\frac{1,000 \text{ population}}{\text{park acreage standard}}$  = minimum acreage dedication

**3030.1.4 Fees in Lieu of Land, x# of parcels or less:** If the proposed subdivision contains x# parcels or less, the sub-divider shall pay the in-lieu fee. However, nothing in this section shall prohibit the dedication and acceptance of land for park and recreation purposes in subdivision of

x# parcels or less, where the sub-divider proposes such dedication voluntarily and the land is acceptable to the Agency's Board of Directors.

**3030.1.5 Use of Money:** The money collected shall be used only for the purpose of acquiring necessary land and developing new neighborhood and community park or recreation facilities reasonably related to serving the subdivision.

**3030.1.6 Land Access:** All land offered for dedication shall have access to at least one existing or proposed public street. The Agency's Board of Directors may waive this requirement if the Board determines public street access is unnecessary.

**3030.1.7 Special Waiver Affordable Housing Projects:** The Agency will waive the Quimby provisions of land dedication or in lieu fees for projects that result in the creation of residential units with a long-term dedication to affordability as defined as affordable to moderate income or lower income households. These parcels however will be required to pay the fees for the District's AB 1600-mitigation program.

**3030.1.8 Waiver of AB 1600 Impact Fees:** All parcels, which have paid a Quimby Fee, are exempt from paying the District's AB 1600 impact fee. A record of all parcels paying a Quimby Fee is available at the District's offices.

**3030.1.9 Special Provision – Condominium and Townhouse Projects:** Since condominium and townhouse projects submit their building plans prior to the recordation of the subdivision map, they will be required to pay the District's AB 1600 impact fee and at the time the subdivides files their subdivision map act for their project, they will be required to pay the balance of the Quimby fee less the amount previously paid for the AB 1600 fee.

**3030.1.10 Request for Waiver of a portion of the In-Lieu Fee or Land Dedication:** A waiver not to exceed x% shall be given against the requirement of land dedication or payment of fees in-lieu thereof if the District's Board of Directors finds that it is in the public interest to do so. No credit will be given for open space. In order for the proposed facilities in the subdivision to be eligible for a waiver, they must fit the current needs of the community.



**POLICY TITLE: Park Development Impact Fees**

**POLICY NUMBER: 3035**

**3035.1** This Park Impact Fee Nexus Study was prepared pursuant to the Mitigation Fee Act as found in Government Code 66000 et Seq. The purpose of this Nexus Study is to establish the legal and policy basis for collection of park impact fees from new residential and nonresidential development within the District. The need is measured in proportion to average household size for five housing types. The District Master plan standards are 5.0 improved park acres for every 1,000 residents, one community center for every 25,000 residents and one aquatic center for every 25,000 residents. The fund is to provide a way to develop park land as populations become denser. The funds cannot be used for maintenance operations or programs.

**3035.1.1** District needs to have a five-year findings report. Findings must establish a current nexus, not rely solely on original findings. 100% of unexpanded balance must be accounted for. The findings must provide the following:

**3035.1.1.1** Affirmatively demonstrate that the agency intends to construct specific improvements with accumulated funds.

**3035.1.1.2** Explain how the agency intends to use the funds to acquire or construct the improvements.

**3035.1.1.3** Specify the estimated cost of the improvements.

**3035.1.1.4** Indicate whether the agency requires additional funds and, if so when it anticipates receiving those funds.

**3035.1.2** The general purpose of these fees is to fund the development of park and recreation facilities. Revenue from fees collected on new development may be used to pay for any of the following:

**3035.1.2.1** Construction of new or expanded park and recreation facilities to accommodate new development.

**3035.1.2.2** District and County park impact fee program administration costs including period nexus study updates, collection, accounting, annual reporting requirements and other associated cost resulting from population growth caused by new residential development.

**3035.1.2.3** This account consists of funds received from the issuance of building permits and in-lieu funds from developers. Funds received for building permits and in-lieu funds for new construction and development only.

**3035.1.3** Funds from this account are designated for acceptable park development projects based on the Districts level of service standards for providing such facilities. The cost for park development, community use facilities, aquatics facilities and administration costs are defined on a cost per capita basis. These per capita costs are then applied to five housing categories based on their respective average household size in the budget process and transferred into the proper land development account when used for the specific projects.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Fixed-Asset Accounting**

**POLICY NUMBER: 3040**

**3040.1** The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

**3040.2** An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the General Manager shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

**3040.3** Applicable purchases of inclusion in said accounting shall be the following:

**3040.3.1** Equipment, tools, and vehicles that individually have an original total cost of more than \$1000;

**3040.3.2** All land and building acquisitions regardless of price; and,

**3040.3.3** Additions or major improvement to the District's service infrastructure that has a total cost of more than \$5,000.00;

**3040.4** When any item defines in section 3040.3.3 above is received, a tag with unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

**3040.4.1** All District vehicles shall be clearly and visibly marked with the District name and logo.

**3040.5** Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

**3040.6** Information to be maintained in said inventory records shall include at least the following:

**3040.6.1** Asset number;

**3040.6.2** Description;

**3040.6.3** Manufacture's serial number;

**3040.6.4** Storage location;

**3040.6.5** Original cost;

**3040.6.6** Acquisition date;

**3040.6.7** Life expectancy, Classification code (e.g., office equipment, vehicle, etc.).

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Financial Reserves Policy  
**POLICY NUMBER:** 3045

**3045.1** This policy defines several funds that are separate from the District General fund and that minimize adverse annual and multi-year budgetary impacts from anticipating and from unanticipated District expenses. The adequacy of the target reserve year-end balance and / or annual contributions will be reviewed annually during the budgeting process and may be revised accordingly as necessary.

**3045.2** **Contingency Account** - This account is not an accrual account but is budgeted out of the general fund, annually, during the budget process. If it is not used in the budgeted fiscal year, it is returned to the general fund.

**3045.2.1** The purpose is to fund significant unanticipated replacement of fixed assets, maintenance or operating expenditures.

**3045.2.2** Contribution to the account will be designated in the budget process and may be 1% of total county revenue or more.

**3045.2.3** Use of funds will be only with specific Board approval.

**3045.3** **Reserve Account** – This account is an accrual account that can be used for designated Capital improvement projects, large equipment or vehicle purchase, planned acquisition of park land or very significant emergency operations expenditures.

**3045.3.1** The purpose is to fund larger fixed asset projects or equipment and to provide for prolonged emergency funding of operating expenses.

**3045.3.2** Contribution will be designated in the budget process and may be accrued annually at a rate of 3% of the total operations and personnel budget up to a maximum amount of a designated fixed asset and / or three months operating expenses.

**3045.3.3** Use of funds will be designated in the budget process whenever possible and only with specific Board approval.

**3045.4** **Security Account** – This account is an accrual account that will be used for projects, devices and programs compliance to increase the security of District park facility users.

**3045.4.1** The purpose of the fund is to bring the District facilities and programs into a safe and secure atmosphere.

**3045.4.2** Funds are being collected at a rate of \$1.00 per participant of all special interest classes and \$5.00/day/per rental at the Horse Arena, Community Center and BMX track.

**3045.4.3** Use of these funds will be specified in the annual budget process and may be used in combination with other project funds where security requirements are necessary.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Emergency Fund Reserves Policy**  
**POLICY NUMBER: 3050**

**3050.1** Use of these funds requires Board of Directors action and a 4/5 vote. Funds are to be used for severe emergencies only such as, but not limited to the following;

**3050.1.1** Fire/flood destroys facility or apparatus requiring replacement.

**3050.1.2** Required maintenance protecting health and safety of public and District staff.

**3050.1.3** Emergency fund will be used for facilities only.

**3050.1.4** Use of emergency funds must be approved in open session of a Board meeting.

**3050.1.5** Use of emergency funds must be approved as a separate Board action and not included in the annual budget process.

**3050.1.6** Interest generated by emergency funds will stay with emergency fund.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Customer Payment Arrangements**  
**POLICY NUMBER: 3055**

**3055.1** It is District policy that all payments are due in advance of the start of a District program. Upon request, the District may grant approval of special arrangements to be made for payment of program fees when a hardship exists. Late fees will be assessed on payments made after the start of the program and may not be waived if prior arrangement has not been made or the payment deadline has been missed. Late fee amounts will be based on the needs of the individual programs. Terms and conditions of late fee assessments will be included in printed program information.

**3055.1.1** The payment arrangement shall not extend beyond the halfway point of the program.

**3055.1.2** Payment arrangements will not be made with customers who have outstanding debt from previous program participation.

**3055.1.3** Payment arrangements will not be made with customers who have a history of checks not being honored by their bank.

**3055.1.4** The District budgets a designated amount for sponsorships on an annual basis, which is available to those living within the District boundaries experiencing extreme hardships and meeting established criteria. These guidelines will be amended internally in January of every year.



Dear Parent or Guardian,

The Rio Linda Elverta Recreation and Park District offers a limited number of sponsorships to qualifying households annually, depending on the total household income level. If you wish to apply for a sponsorship, please complete the attached application for consideration, and return it, in person or by mail, to the Rio Linda Elverta Recreation and Park District, 810 Oak Lane, Rio Linda, CA, 95673, 916-991-5929.

### 2024 Federal Poverty Guidelines

Persons Household	Family	Poverty Guideline
1		\$13,590
2		\$18,310
3		\$23,030
4		\$27,750
5		\$32,470
6		\$37,190
7		\$41,910
8		\$46,630

For families/households with more than 8 persons, add \$5380 for each additional person.

\*Modified Adjusted Gross Income.

#### **Sponsorship amounts for program registration:**

Sponsorships are given for registration fees only. Additional costs associated with the program must be paid by participant.

#### **Sponsorship deadlines for program registration:**

Sponsorship Applications are due at least 2 weeks before the start of the program being applied for.

***To register for programs, the remaining amount of the program payment minus the sponsorship must be provided at time of registration.*** Once the sponsorship request is processed, participant will be notified if additional payment is owed and registration may be completed.

**HOW TO APPLY** - Complete the attached application and return it to the RLE office a minimum of 2 weeks prior to the registration deadline specified for the activity of your choice.

**APPLICATION FOR PARTIAL SPONSORSHIP**

\* Household means a group of related or non-related individuals who are living as one economic unit sharing living expenses (including rent, clothes, food, doctor bills, utilities, etc.).

\* A household of one means a participant who is his/her sole support. Children who are institutionalized are always one member households. Foster children are one member households only if the welfare/placement agency maintains legal responsibility for the child.

\*Applicant's household address must fall within Rio Linda Elverta Recreation and Park District boundary lines in order to qualify.

**The following documents MUST be included in order to determine eligibly.**

1. *Most recent tax return or paycheck statement*
2. *Copy of all W2's from employers*

<u>Participant's Name</u> (Please Print)	<u>School</u>	<u>Grade</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Guardian's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Program of Sponsorship Request: \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

Received Sponsorship in past: **Y or N** Year(s): \_\_\_\_\_

Total number in family now living in household? \_\_\_\_\_

Total annual family income (before deductions)? \$ \_\_\_\_\_  
 (Include wages and earnings of all family members living in this household, including parents, grandparents, children, etc., as well as AFDC payments, pensions, social security payments, worker's compensation, unemployment, alimony, etc.)

I hereby certify that the above information is correct. I understand that if the information provided is found to be false, it could affect my child(ren)'s participation in RLERP's sponsorship program.

\_\_\_\_\_  
 Print Name of Guardian

\_\_\_\_\_  
 Signature of Guardian                      Date

<i>For District Use Only</i>	
Amount requested:	_____
<input type="checkbox"/> Amount Granted:	_____
<input type="checkbox"/> Application Denied:	_____
Additional amount due:	_____
Additional amount due date:	_____
Applicant Denied Notification:	_____
By	_____

\*Attach copy of most recent tax return, paycheck statement or other type of income form for verification to this application.

\*Attach proof of eligibility in state assisted lunch program.

\*\*All sponsorship applications will be reviewed and you will be notified if additional payment will be required for your child(ren) to participate prior to the start of the program. The application cannot be approved unless it contains complete eligibility information.

Approved \_\_\_\_\_

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Refund Policy for all Classes and Programs**

**POLICY NUMBER: 3056**

**3056.1** Unless there are extraneous circumstances the District will credit the customer's account if the customer chooses to withdraw from any program or class. The District does **NOT** refund by cash/credit card to class/program participants. (Examples of extraneous circumstances would include a family emergency, injury to the participant with proper physician's notification, change in family situation such as moving, etc.)

**3056.2** Deadlines for withdrawing from a class or program to receive credit to their account shall be defined as:

Up to the beginning of the class or program	100% credit to account
From the first day of class for the first week of the class or program	75% credit to account
From the first week of class or program to the first 1/3 of completion	50% credit to account
1/3 completion of class or program to the half way mark	25% credit to account
Any time after the half way mark of the Class or Program	no credit to account.

**3056.3** The General Manager reserves the right to override the above policy should he/she deem so necessary.

- If the class is not being offered again and the customer is withdrawing then a refund will be available if the customer does not desire a credit to their account.

**3056.4 No Refunds for Swim Lessons:** Due to the volume of interest in the program, Rio Linda Elverta adheres to a no refund policy once a participant is registered. Please refer to the Swim Lesson Fact Sheet

# RLE Swim Lesson Fact Sheet

## Registration Facts:

- **No Refunds:** Due to the volume of interest in the program, Rio Linda Elverta adheres to a no refund policy once a participant is registered.
- **Transfers:** Once registered, participants may transfer to a different session or class for an additional \$5 fee. The \$5 will be waived if the transfer is made by RLE Aquatic staff. Unless the transfer is made by RLE Aquatic staff, it is **your responsibility** to call or stop by the District Office to pay the \$5 fee at the time of the change.
- **Placement:** If you are unsure of the lesson level in which to place your swimmer, ask to talk to an Aquatic staff member to direct you into the right class.
- **Class Cancellations:** Rio Linda Elverta reserves the right to a cancel class due to low enrollment. In the case of a low enrollment, swimmers enrolled will be transferred to another class free of charge.
- **Class Schedule:** In case of low enrollment, all advertised classes may be canceled. Check with a RLE staff member to confirm current class times.
- **Late Registration:** Swim lesson registration closes at 5pm the Thursday before the next swim session begins. A \$5 late registration fee will be applied if registering after this time.
- **Credits:** Participants with a credit on their account may use it towards swim lessons. However, you must still register the swimmer in advance. There are no automatic enrollments.
- **Private Lessons:** Private lessons are available on a first come first serve basis during specifically scheduled times. All Private lesson registrations are final and cannot be rescheduled or refunded due to volume of interest in the program and staff scheduling constraints.
- **Class advancement:** If your swimmer's instructor promotes the participant to the next level and you have already registered them previously, it is **your responsibility** to call the District office (916-991-5929) and move your swimmer to the correct class, the \$5 transaction fee will be waived.

## Swim Lesson Facts:

- **What type of Sunscreen should I use?:** Apply **water resistant** sunscreen SPF 15 or higher. All sun screens are different so please read instructions on proper application.
- **What do I need to bring?:** All you need for swim lessons is appropriate swim attire and a towel. Goggles are allowed as long as they do not cover the swimmer's nose. Lifejackets and floatation devices are not permitted at any time.
- **What if my child keeps crying?:** It's OKAY! Some swimmers cry during swim lessons and it is perfectly normal. Be patient, it's important to keep them in the water and allow them to adjust to the new situation. An Aquatics Specialist will be there the first day and periodically throughout each session to help adjust the children and to answer any questions or concerns you may have.
- **Is Toy Time necessary?:** Yes, it is an important part of swim lessons. This is a time the swimmers associate swim lessons with fun, especially with the young children. Toy time will vary at the end of each swim lesson depending on the class time and class size, but should not exceed 5min. If you have concerns about toy time or it is continually exceeding 5 min please notify the Recreation Supervisor at 916-991-5929.
- **Can I talk to my instructor?:** Yes, it's important to communicate with the instructor and get feedback. Unfortunately, our instructors do not always get a chance to talk to every parent in a class. That said, if the instructor is available at the end of class, we encourage you to talk to them.
- **How many session will it take for my child to learn how to swim?:** Every child is different, some learning more quickly than others for a variety of reasons. It's important to stay positive and practice learned skills with your swimmer. Practicing outside of swim lessons can help

swimmers advance more quickly. Also, it is normal for a child to take the same lesson level for multiple sessions.

- **What is the teacher to student ratio?:** 5:1
- **Is there a lifeguard on duty?:** Yes, there will always be a lifeguard on duty during all swim lessons. However, please do not leave any child unattended as a guardian must be present at all times in case of an emergency.

RLE appreciates feedback and Parent Evaluations will be done periodically during the season. However, if you are extremely happy or dissatisfied with your swim lessons we would appreciate being contacted in a timely manner. The Recreation Supervisor can be reached at 916-991-5929.

**Thank you** for choosing Rio Linda Elverta Recreation and Park District for your Swim lessons!  
Sincerely,  
RLE Aquatic Staff

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Returned Check Fees**  
**POLICY NUMBER: 3060**

**3060.1** A charge of twenty five dollars (\$25.00) shall be imposed and collected as provided in this section for any item (including, without limitation, checks and funds transfers) in favor of the Rio Linda Elverta Recreation and Park District which is returned without payment for any reason.

**3060.2** This section applies to personal checks drawn in favor of the Rio Linda Elverta Recreation and Park District, or any department, bond, body, agency or officer thereof in payment of any license, fee, permit, fine, or other obligation owing to the Park District.

**3060.3** The charge shall be imposed when the check is returned by the County Treasurer to the Rio Linda Elverta Recreation and Park District.

**3060.4** The payee to whom a check is returned without payment may prescribe a different method of payment for that payment and for future payments by the person who issued the check.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Expense Authorization  
**POLICY NUMBER:** 3065

**3065.1** All purchases made for the District by staff shall be authorized by each Division Head, and shall be in conformance with the approved District budget.

**3065.2** Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

**3065.3** A “petty cash” fund shall be maintained in the District office having a balance-on-hand maximum of \$500.00.

**3065.3.1** Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Administrative Analyst and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

**3065.3.2** No personal checks shall be cashed in the petty cash fund.

**3065.3.3** The petty cash fund shall be included in the District’s annual independent accounting audit.

**3065.3.4** Whenever employees or Directors of the District incur small “out-of-pocket” expenses (typically under \$20.00, up to \$50.00) for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District’s petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager in writing to serve as a receipt prior to remuneration.

**3065.4** Whenever employees or Directors of the District incur other “out-of-pocket” expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed through the usual claims process with the County of Sacramento. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager in writing to serve as a receipt prior to remuneration.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Revolving Checking Account**  
**POLICY NUMBER: 3070**

**3070.1** A Revolving Checking Account shall be maintained in order to make payments that are due before the standard County of Sacramento payment process can accommodate, or to avoid late fees, or to reimburse employees for out of pocket expenses in excess of what can be paid from the petty cash account.

**3070.2** The beginning balance of the account will be set by the Board and can only be changed by a resolution of the Board.

**3070.2.1** Checks written from this account shall require two authorized signatures without exception.

**3070.2.2** Electronic payments made from this account shall be approved by two authorized signers and their signatures shall both appear on the invoice being remitted electronically.

**3070.2.3** The same documentation (such as an original invoice) required for processing payments through the normal County of Sacramento process shall be required for processing payments through this Revolving Checking Account.

**3070.3** Replenishment of funds for this account shall be requested through the normal County of Sacramento claims process, and reported to the Board of Directors in the same manner as all other claims, and shall be identified as having been remitted from the Revolving Checking Account.



# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Mello-Roos Community Facilities Act (CFD's)  
**POLICY NUMBER:** 3075

**3075.1 Mello-Roos Community Facilities Act:** This policy sets forth the goals and policies of the Rio Linda Elverta Recreation and Park District (the "District") concerning the use of the Mello-Roos Community Facilities Act of 1982 (the "Act") (Section 53311 and following of the California Government Code) with respect to community facilities districts for the purpose of financing services provided by the District to ensure that adequate services are available as a result of new and / or planned development. It has been prepared pursuant to the requirements of Section 53312.7 of the Act.

**3075.2 Fundamental Policy:** It is the policy of the District that, except as specifically limited by these goals and policies, the Board of Directors may exercise all rights, powers, and authorities granted to it by the Act.

The silence of these goals and policies with respect to any matter shall not be interpreted as creating any policy with regard to that matter. Any inconsistency between these goals and policies and the Act, as amended, shall be resolved in favor of the Act.

**3075.3 Initiation of CFDs:** The District will consider applications initiated by owners or developers of vacant property proposed to be developed, owners of property within existing developed areas, or registered voters residing in existing developed areas. The District itself may initiate the establishment of a Community Facilities District (a "CFD") to finance services authorized by the Act that benefit or serve existing or new development or a combination thereof.

**3075.4 Financing Priorities:** The purpose of the District's use of the Act is to finance services authorized by the Act and necessitated by development or planned development within a proposed CFD.

In selecting services to be financed, the District may finance any service permitted to be financed under the Act which will be demanded by the owners or occupants of parcels within a CFD as a result of increases in the intensity of use of territory within the CFD.

**3075.5 Equity of Tax Allocation Formulas:** It is a goal of the District that any special tax levied pursuant to the Act be allocated equitably against all similar parcels within any CFD. Towards this end, the District will engage a qualified special tax consultant to assist in the development of the rate and method of apportionment for any special tax proposed in connection with a CFD.

The District recognizes that any determination of tax equity must rely, to a large extent, on assumptions based on average characteristics of parcels, and that an exactly fair share of costs cannot be perfectly estimated with respect to any parcel or class of parcel. Consequently, the District may rely on any reasonable tax apportionment analysis, in its sole and absolute discretion. Furthermore, in its sole and absolute discretion, the District may permit the allocation of special taxes on any basis that is rationally related to the purpose of the CFD but may not be based on assessed valuation.

Because any special tax levied pursuant to these goals and policies will be for the ongoing provision of services, any special tax methodology may provide for an annual rate increase to reflect inflation.

It is not desirable that the annual special tax on any parcel pursuant to these Goals and Policies exceed an amount equal to a total tax rate of 2%, including the general property taxes and other special taxes or assessments, per year per residential parcel. This is the maximum tax that may be levied pursuant to these Goals and Policies unless the Board of Directors finds that a higher amount would be more appropriate in light of the attributes of the parcel. The maximum tax rate for developed nonresidential parcels shall be an equitable rate that is comparable to that given above and shall be determined by the Board of Directors.

**3075.6 Issuance of Bonds--Statement Regarding Credit Policy and Appraisal Standards:** At this time, it is the policy of the District to utilize the Act pursuant to these goals and policies only for the funding of services. Therefore, these goals and policies do not authorize the issuance of bonds pursuant to Article 5 of the Act. As a consequence, these goals and policies do not include a statement regarding credit policies or a statement of definitions, standards, and assumptions to be used in appraisals.

The Board of Directors may, in the future, amend these goals and policies to permit the issuance of bonds.

**3075.7 Responsible Department:** The General Manager, who is located at 810 Oak Lane, Rio Linda, California, and whose telephone number is (916) 991-5929, or his/her designated representative, is designated as the official of the District who will serve as CFD Administrator and who is responsible for: (i) preparing the annual roll of special tax obligations with respect to any CFD; (ii) providing information to interested persons regarding the current and estimated future tax liability of owners or purchasers of real property subject to the special

tax lien; and (iii) furnishing notices of special tax as required by Section 53340.2 of the Act.

Subject to the policies of the District, and as permitted by applicable law, the District may obtain the assistance of a qualified special tax consultant to perform any of the duties set forth above.

**3075.8 Transparency and Notification:** The District will take the following steps to ensure that prospective property purchasers are fully informed about their taxpaying obligations imposed under the Act:

- 3075.8.1** It will conduct all proceedings required by the Act in the manner required by the Ralph M. Brown Act (Section 54950 and following of the California Government Code);
- 3075.8.2** It will cause a map of the boundaries of any proposed CFD to be recorded, pursuant to Section 3111 of the California Streets and Highways Code, in the Office of the Recorder of Sacramento County within 15 days following the adoption, of a resolution of intention to form that CFD, pursuant to Section 53321 of the Act;
- 3075.8.3** It will give notice, pursuant to Section 53322 of the Act, prior to holding any public hearing on the establishment of a CFD;
- 3075.8.4** It will record a notice of special tax lien, in the form specified by Section 3114.5 of the California Streets and Highways Code, within 15 days of the Board of Directors' determination that the requisite number of voters are in favor of the levy of a special tax in connection with a CFD. Such notice will include, among other information:
  - a.** A description of the rate, method of apportionment, and manner of collection of the authorized special tax;
  - b.** Information about the conditions under which the obligation to pay the special tax may be prepaid and permanently satisfied and the lien of the special tax canceled;
  - c.** The name(s) of the owner(s) and the assessor's tax parcel number(s) of the real property included within this community facilities district and not exempt from the special tax; and

- d. The name, address and telephone number of the CFD Administrator, so they may contact the CFD Administrator to obtain further information concerning the current and estimated future tax liability of owners or purchasers of real property subject to the special tax lien.

**3075.8.5** It will, through the CFD Administrator, furnish a notice of special tax, in the form set forth in Section 53340.2(c) of the Act to any individual requesting the notice or any owner of property subject to a special tax levied by the local agency within five working days of a written request for such notice. The Board of Directors may establish a reasonable fee for this service.

**3075.9 Interpretation:** The Board of Directors is empowered to interpret these Local Goals and Policies. A finding by the Board of Directors that a CFD conforms to the provisions of these Local Goals and Policies shall be conclusive evidence of such conformity.

**3075.10 Amendment:** These Local Goals and Policies may be amended from time to time by resolution of the Board of Directors.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Credit Card Purchases (Cal Card)  
**POLICY NUMBER:** 3095

**3095.1** As a service to local government agencies, the State of California has contracted with the Union Bank of California to manage an employee VISA credit card program. Strict guidelines for participation in the program are provided in separate guidelines which must be reviewed and followed by all participating employees.

**3095.2** The District will issue Cal Cards to employees with purchasing authority. The purpose of the Cal Card is for purchase of supplies, materials, services and equipment used in the day-to-day operations of the District. At no time may the Cal Card be used for personal purchases.

**3095.3** Purchasing limits will correspond to the District's policies on purchasing and the amounts on the "List of Approved Signers" unless the Department Head or District Administrator further limits an individual's card.

**3095.4** An "Instructions and Procedures" booklet will be issued to each cardholder and Department Head upon issuance of the card or whenever there are changes in the body of the booklet text. The booklet will discuss:

**3095.4.1** Card limits and restrictions

**3095.4.2** The procedures for handling the card, and

**3095.4.3** Responsibilities pertaining to processing of the monthly statement.

**3095.5** Accidental use of the card for personal use will be remedied by repayment from the employee to the District within the statement period.

**3095.6** Unreimbursed accidental personal use within the statement period or fraudulent use of the card is cause for disciplinary action up to and including termination of employment.

**3095.7** Annually, the Administration Department will do an internal audit of The Cal Card expenditure process to ensure the internal controls of supporting documentation, signatures, and timeliness are followed.

**3095.8** Annually, each holder of the card will acknowledge in writing the receipt of training and instruction on use of the Cal Card.

**3095.9** Use Restrictions: Cal Card credit cards shall not be used for personal purchases. They are to be used only for District business which is limited to services and supplies. The Administrator shall review and ratify all credit card charges on a monthly basis.

**3095.10** Supplies: Every effort shall be made to purchase material and supplies using established vendor set up per District policy. When this is not possible or if a one-time purchase of supplies and materials is needed the use of the Cal Credit Card is appropriate.

**3095.11** Auditing: Every Cal Card purchase shall be supported by a receipt detailing the expense, or by a completed expense claim form with Cal Card receipts for each purchase attached. Cal Card accounts are to be maintained in a manner that facilitates a clear audit trail.

**3095.12** Payment: Cal Card balances shall be paid before any interest or late fees are accrued.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Environmentally Preferable Purchases and Practices  
**POLICY NUMBER:** 3105

**3105.1** The Rio Linda Elverta Recreation and Park District provides that all departments shall, whenever possible, use recycled products and recycled materials to meet their needs. This policy is enacted to demonstrate compliance with the Waste Management Reduction Act and foster market development for recycled products.

### **3105.2** Purchase Policies

**3105.2.1** All Rio Linda Elverta Recreation and Park District departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.

**3105.2.2** All Rio Linda Elverta Recreation and Park District departments may, at their option and with purchasing concurrence, require procurement of designated recycled products or recycled products above the levels required by this policy.

**3105.2.3** The Rio Linda Elverta Recreation and Park District shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.

**3105.2.4** The Rio Linda Elverta Recreation and Park District shall promote the use of recycled products by publicizing its procurement policy whenever practicable.

### **3105.3** Purchase Responsibilities of Recycled Products and Materials

#### Coordinator:

**3105.3.1** The General Manager shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all Rio Linda Elverta Recreation and Park District departments whenever practicable and will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available. Specifications of these new products and their suggested uses will be made available to all Rio Linda Elverta Recreation and Park District departments. The General Manager will also work with all departments to establish minimum recycled content standards for designated recycled products

to maximize recycled product availability, recycled content, and competition. The General Manager will also be responsible for annual policy review.

**3105.4**      Environmentally Preferable Practices: The Rio Linda Elverta Recreation and Park District will act to make resource conservation an integral part of its waste reduction and recycling programs. The practice of discarding materials used in the Rio Linda Elverta Recreation and Park District facilities is wasteful of natural resources, energy, and money.

**3105.4.1**      The Rio Linda Elverta Recreation and Park District will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.

**3105.4.2**      The Rio Linda Elverta Recreation and Park District will decrease the amount of waste of consumable materials by: a) reducing the consumption of consumable materials wherever possible; b) fully utilizing all materials prior to disposal; and c) minimizing the use of non-biodegradable products wherever possible.

**3105.4.3**      The Rio Linda Elverta Recreation and Park District will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for recovering waste and recycling develop within the Rio Linda Elverta Recreation and Park District. RLERPD will participate by appropriately separating and allowing recovery of recyclable waste products.

**3105.4.4**      The Rio Linda Elverta Recreation and Park District will purchase, where financially viable, recycled products. The Rio Linda Elverta Recreation and Park District will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.

**3105.4.5**      Representatives of the Rio Linda Elverta Recreation and Park District will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.



# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Disposal of Surplus Property or Equipment**  
**POLICY NUMBER: 3110**

**3110.1**      Sale of Surplus Equipment: The General Manager takes action to declare equipment surplus when:

**3110.1.1**      Items having an estimated value of less than Five Hundred Dollars (\$500) shall be disposed of by advertising in a local newspaper that the item is for sale at the best offer in a competitive bid process at a specified time and place. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS).

**3110.1.2**      Items having an estimated value of Five Hundred Dollars (\$500) or more shall be disposed of on the basis of competitive bids that will be received in writing and opened at a Public Board Meeting – or, by auction conducted by the Sacramento County Purchasing Division of General Services.

**3110.1.3**      Sealed bids are opened by the General Manager at the next Regular Board Meeting and action is taken by the Board to accept or reject lowest bid.

**3110.1.4**      Bidders are notified of the Board's action.

**3110.1.5**      Junked Certificates are obtained for vehicles that cannot pass a smog test without significant repairs and in order to protect the District from liability.

**3110.1.6**      Any surplus item that fails to receive an acceptable bid is deemed to have Zero Dollar (\$0) value and will be disposed of at the discretion of the General Manager.

**3110.2**      Sale of Real Estate: Board takes action to declare property surplus and authorizes District Staff to obtain appraisal when:

**3110.2.1**      Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public).

**3110.2.2** If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.

**3110.2.3** Board takes action at the next Regular Board Meeting to accept or reject highest bid.

**3110.2.4** Bidders are notified of the Board's action.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE:     Records Retention**  
**POLICY NUMBER: 3115**

**3115.1**        To provide guidelines to staff regarding the retention or disposal of Rio Linda and Elverta Recreation and Park District records; provide for the identification, maintenance and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

**3115.2**        Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

**3115.3**        The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

**3115.4**        Pursuant to the provisions of California Government code?? 60203 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Rio Linda and Elverta Recreation and Park District.

**3115.4.1**       Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

**3115.4.2**        Originals of records, papers and documents more than two (2) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

**3115.4.3**        In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

**3115.4.4**        Records, papers or documents which are not expressly required by law to be filed and preserved and may be destroyed if all of the following conditions are met:

**3115.4.4.1** The record, paper or document is photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copies to an approved electronic media;

**3115.4.4.2** The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original there of in all details; and,

**3115.4.4.3** The photographs, microphotographs, of other reproductions on film are placed in conveniently accessible files and provision is made for preserving, examining, and using the same, together with documents stored via electronic media.

**3115.4.5** Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to state statute may be authorized for destruction, provide that:

**3115.4.5.1** There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

**3115.4.5.2** There exists in a permanent file, an audit report or reports covering the inclusive period or said record, and that;

**3115.4.5.3** Said audit report or reports were prepared pursuant to procedures outlines in Government Code Section 26909 and other State or Federal audit requirements, and that;

**3115.4.5.4** Said audit or audits contain the expression of an unqualified opinion.

**3115.4.6** Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

**3115.4.6.1** Duplicated (original-subject to aforementioned requirements).

**3115.4.6.2** Rough drafts, notes or working papers (except audit).

**3115.4.6.3** Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

**3115.4.7** All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above payroll and personnel records include the following:

1. Accident reports, injury claims, settlement and Injury frequency charts
2. Medical Histories
3. Applications, changes and terminations of employees
4. Insurance records of employees
5. Retirement
6. Time cards
7. Classifications specifications ( job description)
8. Performance evaluation forms
9. Earning records and summaries

**3115.4.8** All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are microfilmed as provided for section 4, above.

**3115.4.9** Records of proceeding for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or executive may be destroyed if microfilmed as provided for in section 4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

**3115.5** Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

**3115.5.1** Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

**3115.5.2** Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction of installation of any building, structure or other public work which is more than two (2) years old may be destroyed. Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Records Retention**  
**POLICY NUMBER: 3115**

**Appendix A**

### **Definitions for Records Retention and Disposal Policy**

1. **AUTHORIZATION:** Approval from the General Manager, as authorized by the District's Board of Directors.

2. **ACCOUNTING RECORDS:** Include but are not limited to the following:

**a. SOURCE DOCUMENTS**

- (1) Invoices
- (2) Warrants
- (3) Requisitions/Purchase Orders (attached to invoices)
- (4) Cash Receipts
- (5) Claims (attached to warrants in place of invoices)
- (6) Bank Statements
- (7) Bank Deposits
- (8) Checks
- (9) Bills
- (10) Various accounting authorizations taken from Board minutes, resolutions or contracts

**b. JOURNALS**

- (1) Cash Receipts
- (2) Accounts Receivable or Payable Register
- (3) Check or Warrant (payables)
- (4) General Journal
- (5) Payroll Journal

**c. LEDGERS**

- (1) Expenditure
- (2) Revenue
- (3) Accounts Payable or Receivable Ledger
- (4) Construction
- (5) General Ledger
- (6) Assets/Depreciation

**d. TRIAL BALANCE**

e. STATEMENTS (Interim or Certified – Individual or All Fund)

- (1) Balance Sheet
- (2) Analysis of Changes in Available Fund Balance
- (3) Cash Receipts and Disbursements
- (4) Inventory of Fixed Assets (Purchasing)

f. JOURNAL ENTRIES

g. PAYROLL & PERSONNEL RECORDS (included, but are not limited to the following):

- (1) Accident reports, injury claims and settlements
- (2) Applications, changes or terminations of employees
- (3) Earnings records and summaries
- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule
- (4) Cost Accounting Records

3. LIFE. The inclusive or operational or valid dates of a document.

4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

5. RECORD COPY. The official District copy of a document or file.

6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.

7. RECORDS CENTER. The site selected for storage of inactive records.

8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The recreation of legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include, but are not limited to the following:

- (1) Agreements and Deeds
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Customer statements
- (7) Depreciation schedule
- (8) Disposal of surplus and excess property
- (9) Disposal of scrap materials
- (10) District insurance records
- (11) Warrant/Voucher register and Warrants (with backup)
- (12) Employee accident reports, injury claims and settlements
- (13) Employee earning records
- (14) Employee fidelity bonds
- (15) Employee insurance records
- (16) Encroachment permits (by others)
- (17) Encroachment permits (by OWID)
- (18) Facility improvement plans
- (19) District Water Rights, Individual water rights and Water rights history
- (20) Individual claims/settlements
- (21) Inventory
- (22) Journal vouchers and Ledgers
- (23) Licenses & permits (to operate)
- (24) Loans & grants
- (25) Maps
- (26) Minutes of Board meetings
- (27) Payroll register
- (28) Policies, Rules and Regulations
- (29) Purchase orders and requisitions
- (30) Restricted materials permits and Spray permits
- (31) Rights of ways and easements
- (32) Statements of Economic Interest
- (33) State surplus acquisitions
- (34) Warehouse requisition



# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:   Records Retention & Storage Summary**  
**POLICY NUMBER: 3115**

**Appendix B**

Group #:	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or Destroy
1	Records affecting title to real Property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept Permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & Resolutions of Board	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to fifteen years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yrs.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.

11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other documents, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X			
16	Duplicates or non-record documents required for administrative need, but destroyable on occurrence of an event or an action.		X			

OP = Original or photographic copy.  
ES = May be destroyed if stored in electronic media.  
I = Indefinitely

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Financial Reporting**  
**POLICY NUMBER: 3120**

**3120.1**      Purpose: The purpose of this policy is to describe all accounting policies and procedures currently in use at the Rio Linda Elverta Recreation and Park District and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All staff with a role in the management of fiscal and accounting operations are expected to comply with these policies and procedures.

These policies will be reviewed annually and revised as needed by the staff and approved by the General Manager and Administration and Finance Committee of the Board of Directors.

**3120.2**      Division of Responsibilities:

The following is a list of personnel who have fiscal and accounting responsibilities:

### ***Board of Directors***

1. Reviews and approves the annual budget
2. Reviews annual and periodic financial statements and information
3. Reviews the General Manager's performance annually and establishes the salary
4. Two members of the Board will be appointed by the Board to be authorized signers on the bank accounts
5. Establishes Bidding Parameters for the General Manager to review and accept all bids prior to acceptance by the Board
6. Reviews and approves all contracts over \$200,000
7. Reviews and advises staff on internal controls and accounting policies and procedures

### ***General Manager***

1. Reviews and approves all financial reports including cash flow projections
2. Sees that an appropriate budget is developed annually
3. Reviews and signs all issued checks and/or approves check signing procedures
4. Reviews and approves all contracts under \$200,000
5. Reviews and approves all grant submissions
6. Approves inter-account bank transfers
7. Makes bank deposits
8. Is on-site signatory for all bank accounts
9. Oversees the adherence to all internal controls

### **Administrative Services Supervisor (Finance Director)**

1. Approves all program expenditures
2. Monitors program budgets
3. Reviews all payrolls and is responsible for all personnel files
4. Reviews and manages cash flow
5. Reviews and approves all reimbursements and fund requests
6. Processes all inter-account bank transfers
7. Opens all bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations
8. Assists the General Manager with the development of annual and program budgets
9. Reviews all incoming and outgoing invoices
10. Manages the petty cash fund
11. Receives and opens all incoming accounting department mail
12. Monitors and manages all expenses to ensure most effective use of assets
13. Monitors grant reporting and appropriate release of temporarily restricted funds
14. Oversees expense allocations
15. Monitors and makes recommendations for asset retirement and replacement
16. Reviews, revises, and maintains internal accounting controls and procedures
17. Reviews all financial reports

### **Administrative Assistant**

1. Overall responsibility for data entry into accounting system and integrity of accounting system data
2. Processes invoices and prepares checks for signature
3. Processes payroll
4. Maintains general ledger
5. Prepares monthly and year-end financial reports
6. Reconciles all bank accounts
7. Mails vendor checks
8. Manages Accounts Receivable

### **3120.3 Chart of Accounts and General Ledger:**

\*\* The Chart of Accounts is in process as the District currently is using the Sacramento County Finance Department Compass system for accounting procedures.

The District has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by natural classification (expense type) as well as by functional classification (program vs. fundraising vs. administration). The Administrative Services Supervisor is responsible for maintaining the Chart of Accounts and revising, as necessary.

The general ledger is automated and maintained using the District's accounting software. All input and balancing is the responsibility of the Administrative Assistant with final approval by the Administrative Services Supervisor.

### **3120.4**      Cash Receipts:

Cash receipts generally arise from:

1. Direct donor contributions
2. Fundraising activities
3. Payment for Activities and Rentals

The principal steps in the cash receipts process are:

The Administrative Assistant receives incoming mail and opens, date stamps, and distributes the mail. All checks are entered into a log and stamped "for deposit only," and makes two (2) copies of each check. The checks are kept in a locked cabinet until handed to the Administrative Services Supervisor for processing and the General Manager for deposit.

Weekly (or more often if necessary), the Administrative Services Supervisor submits the following to the General Manager for processing: the endorsed checks, cash, and the correct account allocation for each deposit. The General Manager takes it to the bank for deposit. A copy of the deposit slip is attached to the deposit. The deposits are put in a file to attach to the bank statement.

All cash received will be counted, verified, and signed off by the Administrative Services Supervisor and the Administrative Assistant. The cash will immediately be posted using the appropriate allocation. A receipt will be given to the paying party and a copy kept for internal purposes. The cash will be kept in a locked, secure location and deposited with the next scheduled bank deposit.

### **3120.5**      Inter-Account Bank Transfers:

The Administrative Services Supervisor monitors the balances in the bank accounts to determine when there is a shortage or excess in the checking account. The Administrative Services Supervisor recommends to the General Manager when a transfer should be made to maximize the potential for earning interest. The Administrative Assistant is directed in writing when to make a transfer and in what amount. A copy of the transfer is given to the Administrative Services Supervisor.

### **3120.6**      Cash Disbursements & Expense Allocations:

Cash disbursements are generally made for:

1. Payments to vendors for goods and services
2. Taxes/license fees
3. Staff training and development
4. Memberships and subscriptions
5. Meeting expenses
6. Employee reimbursements
7. Marketing/promotional materials

Claims are processed as they are submitted. Invoices shall be submitted to the Administrative Assistant upon receipt.

Requests for cash disbursements are submitted to Accounting in three ways:

1. Original invoice
2. Purchase request (submitted on approved form)
3. Employee expense report or reimbursement request

All invoices must have the account code written on them and approved by the Division Head prior to being submitted to accounting.

Every employee reimbursement or purchase request must be documented on the approved form with travel authorization, receipts, nature of business, program allocation, and funding source (if applicable) before approving for reimbursement as follows:

**Lodging** - an itemized receipt from the hotel detailing all charges, the person(s) for whom the lodging was provided, and the specific business purpose.

**Meals and Entertainment** - a receipt must be provided showing the cost of food, beverage, and gratuities, including the names of every person for whom food or beverage was provided, and the specific business purpose.

**Other Expenditures** - a receipt from the vendor detailing all goods or services purchased (including the class of service for transportation) and the specific business purpose.

The Administrative Services Supervisor reviews all requests for payment and:

1. Verifies expenditure and amount
2. Approves for payment if in accordance with budget
3. Provides or verifies appropriate allocation information
4. Submits to the Administrative Assistant for processing The Administrative Assistant processes all claims and:
  - Immediately enters them into the Accounts Payable module
  - Forwards claim with General Manager's signature to Sacramento County for payment
  - Stamps invoice "paid"
  - Mails checks and appropriate backup documentation
  - Files all backup documentation in the appropriate file
  - Runs an accounts payable aging at the middle and end of each month and submits to the Administrative Services Supervisor to assure timely payment of all invoices

Please refer to Policy #3670 for more information on the Districts travel and Reimbursement Policy.

### **3120.6.1**     Expense Allocations:

Most non-salary expenses that benefit more than one cost center (administration, parks, and recreation) are charged to each center for hours worked within each center. This is done on a bi-monthly basis by the Administrative Services Supervisor. Occupancy expenses may be split between departments based on the percentage of square footage

that is used by each department.

**3120.7**      Credit Card Policy and Charges:

All staff members who are authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws, and regulations, and the entities from which the District receives funds.

The receipts for all credit card charges will be given to the Administrative Services Supervisor within two (2) days of the purchase along with proper documentation. The Administrative Services Supervisor will verify all credit card charges with the monthly statements. A record of all charges will be given to the Administrative Assistant with applicable allocation information for posting. A copy of all charges will be attached to the monthly credit card statement when submitted to the General Manager for approval and signing.

The General Manager's credit card usage will be provided to the Administration and Finance Committee for review.

Please refer to Policy #3095 for more information on the Districts Credit Card Policy.

**3120.8**      Accruals:

To ensure a timely close of the General Ledger, the District may book accrual entries. Some accruals will be made as recurring entries.

Accruals to consider:

1. Monthly interest earned on money market accounts, certificates of deposits, etc.
2. Recurring expenses, including employee vacation accrual, prepaid corporate insurance, depreciation, etc.

**3120.9**      Bank Account Reconciliations:

1. All bank statements are given to the Administrative Services Supervisor. The Administrative Services Supervisor reviews the statements for unusual balances and/or transactions.
2. The Administrative Services Supervisor gives the statements to the Administrative Assistant for timely reconciliation as follows: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.
3. The Administrative Assistant will verify that voided checks, if returned, are appropriately defaced, and filed.
4. The Administrative Assistant will investigate any checks that are outstanding over six months.
5. The Administrative Assistant will attach the completed bank reconciliation to the applicable bank statement, along with all documentation.

6. The reconciliation report will be reviewed, approved, dated, and initialed by the Administrative Services Supervisor and General Manager.

Please refer to Policy #3070 for more information on the Districts Revolving Checking Account Policy.

**3120.10**      Petty Cash Fund:

Petty cash funds are maintained by the organization. The funds are to be used for miscellaneous or unexpected purchases and the same approval procedures apply as mentioned in the cash disbursement section.

1. The petty cash fund will not exceed \$500 and is kept locked in the safe.
2. The Administrative Services Supervisor oversees the petty cash fund.
3. Petty Cash shall be reimbursed monthly so that all expenses are recorded.
4. All disbursements made from petty cash are acknowledged in writing by the receiving party.
5. All money returned to the petty cash fund is counted and verified by the Administrative Services Supervisor and another staff member. Receipts for items purchased with petty cash must be included with the return and should include appropriate account allocations as well as supervisor approval.
6. The Administrative Services Supervisor and the Administrative Assistant together will periodically count the cash in the petty cash fund.
7. No checks will be cashed by the petty cash fund.

Please refer to Policy #3065 for more information on the Districts Expense Authorization Policy.

**3120.11**      Property and Equipment:

Property and equipment includes items such as:

1. Office furniture and equipment
2. Computer hardware
3. Computer software
4. Leasehold improvements
5. Parks Division Equipment and Vehicles

It is the organization's policy to capitalize all items which have a unit cost greater than one thousand dollars (\$1,000). Items purchased with a value or cost less than one thousand dollars (\$1,000) will be expensed in the period purchased.

The depreciation period for capitalized assets is as follows:

Computer Hardware	36 months
Office Equipment	60 months
Office Furniture	60 months
Computer Software	36 months
Leasehold improvements	Length of lease
Parks Division Equipment and Vehicles	120 months

1. A Fixed Asset Log is maintained by the Administrative Services Supervisor including date of purchase, asset description, purchase/donation information, cost/fair market value, donor/funding source, identification number, life of asset.



2. The Log will be reviewed by the General Manager.
3. Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances.
4. The Administrative Services Supervisor shall be informed in writing of any change in status or condition of any property or equipment.
5. Depreciation is recorded annually. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets. Any impaired assets discovered during the inventory will be written down to their actual value.

Please refer to Policy #3100 for more information on the Districts Purchasing Policy.

**3120.12**      Personnel Records:

1. All personnel files contain the following documents: an application and/or resume, date of employment, position and pay rate, authorization of payroll deductions, W-4 withholding authorization, termination data where applicable, a signed confidentiality agreement, a signed acknowledgement of receipt of Employee Handbook, an emergency contact form, and other forms as deemed appropriate by the Administrative Services Supervisor.
2. All employees will fill out an I-9 form and submit the allowable forms of identification to the Administrative Services Supervisor.
3. All personnel files are to be kept in a secure, locked file cabinet and accessed only by authorized personnel.

Please refer to Policy #2085 for more information on the Districts Orientation and Employee Handbook Policy.

**3120.13**      Payroll Processing:

1. Timesheets are to be prepared by all staff on the approved form and submitted every two weeks on and submitted by the Thursday prior to payday no later than 1:00pm. Exceptions to the submittal date may occur and will be communicated accordingly.
2. Timesheets are to be kept on a daily basis and completed in ink – unless prepared electronically.
3. Any corrections to timesheets are to be made by making a single line through the error and writing in the correction and initialing over the correction.
4. Timesheets are to be signed and dated by the employee and the employee's supervisor for submission to the Administrative Services Supervisor.
5. Any changes to the standing information of the payroll register from the prior period including addition of new employees, deletion of employees, or changes in base pay rate must be accompanied by an Employment Information Form and signed by the General Manager before the change can be made.
6. The Administrative Assistant will process payroll in a timely manner and record vacation time, holiday hours, sick time, and any other information deemed necessary to properly reflect time worked.
7. Paychecks will be distributed by the Administrative Services Supervisor bi-weekly every other Friday. If the payday falls on a holiday the paychecks will be distributed the day before.
8. If the employee requests that his/her check be turned over to a third party, the request must be made in writing prior to distribution.
9. Employees may choose direct deposit to a designated bank account. Their

paycheck is deposited directly into the designated account on the payroll date.  
The employee will receive a verification stub.

10. The Administrative Services Supervisor will review payroll bi-weekly.
11. All quarterly federal and state payroll reports will be prepared and filed appropriately.
12. All W-2 statements are issued to employees prior to January 31<sup>st</sup> of the following year for the prior calendar year.

Please refer to Policy #2130 for more information on the Districts Payroll and Pay Period Policy.

**3120.14**     End of Month and Fiscal Year Close:

1. The Administrative Services Supervisor will review and sign off on all month- and year-end journal entries. They will be printed and filed for audit trail purposes.
2. At the end of each month and fiscal year end, the Administrative Services Supervisor will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, write-downs and retirements, accounts receivable and payable accounts match outstanding amounts due and owed.
3. The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.
4. Once the final monthly and fiscal year-end financial statements are run, reviewed, and approved by the Administrative Services Supervisor and General Manager, no more entries or adjustments will be made into that month or year's ledgers.
5. At the end of the fiscal year, Sacramento County or an outside CPA will prepare the annual Return for Organization Exempt from Income Tax (IRS Form 990). The return will be presented to the County Finance Committee and County Board of Supervisors for their review and approval.

**3120.15**     Financial Reports:

The Administrative Services Supervisor will prepare the monthly and annual financial reports for distribution to the General Manager, the Administration and Finance Committee, and the Board of Directors. The reports will include balance sheet, statement of income and expenses, budget versus actual report for each program which has an established budget, a budget versus actual report for the organization, accounts receivable aging, accounts payable register and aging, cash flow projection, and any other requested reports.

**3120.15.1**     Audit Report: Pursuant to State law, the District is required to have an annual independent audit of its financial activities. Upon completion of the audit, the accounting firm performing the audit shall submit a comprehensive report of its findings. The audit report will be reviewed by the Board of Directors for its approval and/or comments.

**3120.15.2**     Budget Expenditure Status Report: This report will be provided to the Board of Directors on a monthly basis. The report will be compiled from data obtained from the monthly computer printout reports received from the Sacramento County Auditor-Controller's Office. It shall contain fiscal year-to-date expenditures relative to the budget approved by the Board of Directors.

**3120.15.3** Claims Report: This report will be provided to the Board of Directors on a monthly basis. The report shall identify each claim submitted to the County Department of Payment Services with detailed information on the vendor paid, the exact items purchased, the General Ledger account charged, and the total amount due.

**3120.15.4** Payroll Report: This report will be available for review to the Administration and Finance Committee upon request. The report shall identify the department/position, and the gross amount paid to each employee for each semi-monthly pay period. Any Employer-paid taxes and Employer-paid benefits shall also be included.

**3120.15.5** Refund Report: This report will be provided to the Board of Directors on a monthly basis. The report shall detail the number of refunds issued, the programs for which they were issued, and the total dollar amount of refunds by program.

**3120.15.6** Revenue Report: This report will be provided to the Board of Directors on a monthly basis. The report shall detail the revenues for the month and year-to-date received by each department.

**3120.16** Fiscal Policy Statements:

1. All cash accounts (except petty cash) owned by the District will be held in financial institutions which are insured by the FDIC. No bank account will carry a balance over the FDIC insured amount.
2. All capital expenditures which exceed one thousand dollars (\$1,000) will be capitalized.
3. Employee or public personal checks will not be cashed through the petty cash fund.
4. No salary advances will be made under any circumstances.
5. No travel cash advances will be made except under special conditions and pre-approved by the General Manager.
6. Reimbursements will be paid upon complete expense reporting and approval using the official District form. Reimbursements to the General Manager will be approved by the Administration and Finance Committee.
7. Any donated item with a value exceeding one hundred dollars (\$100) will be recorded and a letter acknowledging the donation will be sent to the donor within two weeks of the receipt of the donation.
8. All volunteer time shall be recorded as in-kind donations.
9. The General Manager and one designated Board and staff member are the signatories on the District's bank accounts.
10. Bank statements will be reconciled monthly. All bank statements will be given to the Administrative Services Supervisor for review.
11. Accounting and personnel records will be kept in locked file cabinets in the finance office and only parties with financial and/or HR responsibility will have access to the keys.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Fund Balance**  
**POLICY NUMBER: 3125**

**3125.1** Purpose: To outline the policies and procedures adopted by the Board of Directors regarding provisions for identifying and classifying fund balances in accordance with Governmental Accounting Standards Board Statement (GASB) 54.

**3125.2** Background: Government entities should maintain a prudent level of financial resources to protect reducing service levels or incurring debt because of temporary revenue shortfalls or unpredicted one-time expenditures. In addition to the General Reserve, fund balances in the General Fund and non-General Fund budgetary units are comprised of classifications and balances of monies set aside for a specific purpose, or funds that are unrestricted and available for use as circumstances dictate, including being used each year to balance the budget. Currently, the fund balance is divided into three basic classifications for accounting and tracking purposes:

- 3125.2.1** Designations
- 3125.2.2** Reserves
- 3125.2.3** Unreserves

The unreserved fund balance is the official title for what has previously been described as “fund balance” for the General Fund in the District’s budget reports and discussions and is available for those uses the Board of Directors deems necessary. Reserves are legally restricted funds established for a future specific use and are not available for general appropriation. Designations have been set aside by the Board of Directors for a specific purpose. The Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, to become effective for financial statements with periods beginning after June 15, 2010 (Statement 54). Statement 54 is designed to improve financial reporting by establishing fund balance classifications that are easier to understand and apply. Basically, a hierarchy has been established clarifying the constraints that govern how a government entity can use amounts reported as fund balance. Statement 54 establishes the following five new fund balance classifications: Non-Spendable, Restricted, Committed, Assigned, and Unassigned.

**3125.3** Non-Spendable Fund Balance: Amounts that are not in a spendable form or are legally or contractually required to be maintained intact (such as inventories).

**3125.4** Restricted Fund Balance: Amounts that can be spent only for specific purposes stipulated by external parties (such as creditors, grant providers or contributors) or by law.

**3125.5**      Committed Fund Balance: Amounts that can be used only for the specific purpose determined by the Board of Directors. Commitments may be changed or lifted only by the Board of Directors taking the same formal action that imposed the constraint originally.

**3125.6**      Assigned Fund Balance: Comprised of amounts intended to be used by the government entity for specific purposes that are neither restricted, nor committed. Intent can be expressed by the Board of Directors or by an official or body to which the Board delegates the authority. Assigned fund balances can be used to eliminate a projected budgetary deficit in the subsequent year's budget.

**3125.7**      Unassigned Fund Balance: The residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose. In non-General Fund funds, if the balance of assigned fund balance is negative, then this could also be classified as an unassigned fund balance.

**3125.8**      Fund Balances: To maintain the District's credit rating and meet cyclical cash flow shortfalls, economic downturns or local disaster, the budget shall provide for an anticipated balance for general government fund types.

**3125.8.1**      Fund balance should be maintained to provide the District with sufficient working capital and comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing.

**3125.8.2**      A designation for debt service that is equal to one year of debt service payments will be maintained. Effective the fiscal year ending June 30, 2012 this category will be the Assigned Fund Balance.

**3125.8.3**      Funds in excess of the upper goal may be considered for the following one-time or short-term purposes:

**3125.8.4**      Restore funds advanced from the General Reserve in prior years;

**3125.8.4.1**      Increase the General Reserve to its minimally approved level;

**3125.8.4.2**      Capital and technology improvements;

**3125.8.4.3**      Reduction of the unfunded liabilities, including Retirement and Retiree Health obligations;

**3125.8.4.4**      Debt retirement;

**3125.8.4.5**      Productivity enhancements;

**3125.8.4.6**      Cost avoidance projects;

**3125.8.4.7**      Litigation;

**3125.8.4.8**      Local match for grants involving multiple departments;

**3125.8.4.9** Other purposes deemed to be fiscally prudent for the District as identified and recommended by the General Manager and approved by the Board of Directors.

**3125.9** Classification of Fund Balances: The Auditor-Controller is authorized to evaluate existing fund balance classifications (designations, reserves and unreserved) and reclassify them in accordance with GASB Statement 54, for implementation effective the fiscal year ending June 30, 2011.

**3125.9.1** For funds determined to fall within “Committed Fund Balance” classification, the Board of Directors shall formally act before fiscal year-end to establish or re-establish the specified purpose for the funds. Committed Fund Balances must be re-established annually before fiscal year-end by the same formal action.

Restricted Fund Balance	Not in a spendable form; legally or contractually required to be maintained intact.	Inventories
Restricted Fund Balance	Constrained for a specific purpose; changed only with consent of outside party; legally enforceable	Grants Propositions
Committed Fund Balance	Established by Board of Directors for specified purpose (by a formal action of the Board); must be established before fiscal year-end; requires Board action to appropriate.	Capital Project Purchase Orders Encumbrances Delegated authority to amend budgets, contracts or purchase orders
Assigned Fund Balance	Established by governing body or delegated representative; less formal (minutes, memo, purchase order, budget document); may be established after fiscal year-end; may expire at any time by any action	
Unassigned Fund Balance	Residual fund balance after deducting non-spendable, restricted, committed, and assigned fund balance.	Only the General Fund can report positive unassigned fund balance; unless negative fund balance is reported in any of the other four fund types.

**3125.10** Funding Flow Assumptions: This policy considers restricted amounts to be spent before unrestricted fund balance when an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed, assigned then unassigned amounts in that order will be spent when an expenditure is incurred for purpose for which amounts in an of those unrestricted fund balance classification could be used.



## Rio Linda Elverta Recreation and Park District Accommodation, Modification, and Needs Assessment

Name:		Date Completed:	
DOB:	Age/Grade:	Male	Female
Parent Name:	Phone:	Cell:	
Emergency Contact:	Phone:	Cell:	

**Please note: This information is voluntary and confidential**

### I. Health Information

Place a check next to all that applies to the participant and/or write in any other conditions:

- Autism     Attention Deficit Disorder     Hearing Impairment     Down Syndrome
- Mental Health Issues     Vision Impairment     Developmental Disability     Cerebral Palsy
- Behavior Disorder     Diabetes     Spina Bifida     Speech Impairment
- Other \_\_\_\_\_

Does participant have seizures?     Yes     No

If yes, please indicate type \_\_\_\_\_ Date of most recent seizure: \_\_\_\_\_

**\*Please Note: Staff will not administer or distribute any medication at any time.**

Allergies (include food/medications/other), activity restrictions, special diets or other medical concerns:

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### II. SKILL ASSESSMENT

Please check each statement that applies to the participant.

**\*Please Note: Participants needing assistance with toileting, feeding, or dressing must make personal arrangements for this assistance.**

#### Communication:

Verbal:     Yes     No    If no, please indicate primary form of language?     Communication board      
 Sign language     Pictures     Other \_\_\_\_\_



Understands what is said to him/her:  Yes  No

Able to clearly express needs to others:  Yes  No

**Behavior:**

Behavior: If the participant was to become agitated, he/she is likely to exhibit:

- No behavior
- Physical aggression
- Withdrawn/shy
- Verbal aggression
- Self injurious behavior
- Temper tantrum
- Wanders/runs away
- Other \_\_\_\_\_

What might trigger a behavior (e.g. over excitement, crowds, certain noises, etc.)

\_\_\_\_\_

Please explain any behavior management techniques used at home or school which eliminate or reduce negative behaviors:

\_\_\_\_\_

Describe the accommodation you are requesting, and any additional information you feel would assist staff in providing a successful experience for participant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inclusion Plan (To be filled out by Staff Only):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature

Date

Inclusion Specialist

Date

Recreation Supervisor

Date



# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Recreation Programming Inclusion Plan**  
**POLICY NUMBER: 3130**

**3130.1** The goals of the inclusion plan are to ensure all programs, events, classes and services are inclusive to all individuals regardless of disability or special needs.

**3130.1.2** To commit the Rio Linda Elverta Recreation and Park District to ensuring that all programs, services, and activities will be accessible to individuals with disabilities and that RLERPD will make reasonable accommodations and modifications, consistent with the spirit and letter of the Americans with Disabilities Act (ADA).

**3130.1.3** To provide the ability to request needed accommodations or modifications during registration process initiating an inclusion assessment.

### **3130.2 Implementation of Recreation Programming Inclusion Plan**

**3130.2.1** Complete plan and necessary policies to be approved at least 30 days prior to implementation.

**3130.2.2** Create inclusion specific questions to be implemented with online registrations.

**3130.2.3** Create for approval inclusion intake assessment which will be Initiated upon receipt of registrations with requests for accommodations or modifications.

**3130.2.4** Provide training and copy of written plan to both participant and class instructors or Recreation Leaders.

**3130.2.5** Evaluate on continuous basis to ensure successful programming and customer experience.