

ADMINISTRATIVE PROCEDURE



Chesterfield County

Department of Parks
and Recreation

Division	Subject	Approved By
Administrative	General Code of Conduct	<i>[Signature]</i> Last Updated: 2/16/2017

Chesterfield County Parks and Recreation strives to provide safe, well-maintained facilities for public use. These procedures shall apply to all county-owned park and recreation areas and facilities. All Parks and Recreation staff members have the authority to enforce park rules and regulations and are responsible for ensuring that the following procedures are carried out in the event of situations requiring intervention:

Procedures for Issues Needing Immediate Attention After Hours

If a citizen or patron has a problem that demands immediate attention, they should call the night or weekend rover at 748-1624 who will assist with solving the problem. If the problem cannot be solved by the Parks and Recreation staff, county police officers will be asked to resolve the conflict.

After the conflict has been resolved, if the citizen or patron feels that this issue needs additional attention, he or she should submit in writing to the Director of Parks and Recreation a request to have the situation reviewed.

In extreme cases, Parks and Recreation may ban the person from a county park or facility if:

1. A person engages in any behavior at a county facility which would constitute a crime (e.g. assault or consuming alcoholic beverages) or;
2. A person engages in any behavior, which disrupts the use of a county facility for family recreational and sports activity (e.g. sexually harassing behavior, public profanity or physically disrupting a sporting event).

If the Director of Parks and Recreation receives a complaint of such inappropriate behavior at a county facility, he will investigate the matter and, if necessary, send a letter to the offending person indicating that they are no longer allowed in county facilities. If that person then enters a county facility, a police officer can be called to assist. If the person does not comply with the officer's instructions, he can be charged with trespassing.

Procedures for Emergency Situations

In the event of an emergency situation, employees shall, in order:

1. Contact 911 immediately for situations effecting the health, safety, or welfare of any person or county-owned facility.
2. Contact the park district manager or manager in charge of the facility to inform them of the issue.
3. The park district manager or manager in charge of the facility shall contact the Assistant Director – Parks or the Assistant Director – Recreation, depending on the nature of the incident. The park district manager or manager in charge of the facility shall follow up with incident and police reports.

ADMINISTRATIVE PROCEDURE, continued

Division	Subject	Approved By
Administrative	General Code of Conduct	James Worsley
		Last Updated: 3/30/2017

4. The Assistant Director - Parks shall notify the department Director and coordinate with Chesterfield County Police department to ensure intradepartmental cooperation.

Procedures for Non-Emergency Situations

For non-emergency situations causing concern but not requiring emergency services, employees shall, in order:

1. Contact the park district manager or manager in charge of a facility to make them aware of the situation.
2. The park district manager or manager in charge of a facility shall inform the Assistant Director – Parks or Assistant Director – Recreation, depending on the nature of the issue, and follow up with incident and police reports if necessary.
3. The Assistant Director - Parks shall notify the department Director and coordinate with Chesterfield County Police department to ensure intradepartmental cooperation.

If a citizen or patron has a problem that demands immediate attention, they should call the night or weekend rover at 748-1624 who will assist with solving the problem. If the problem cannot be solved by the Parks and Recreation staff, county police officers will be asked to resolve the conflict.

After the conflict has been resolved, if the citizen or patron feels that this issue needs additional attention, he or she should submit in writing to the Director of Parks and Recreation a request to have the situation reviewed.

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If the Director of Parks and Recreation receives a complaint of such inappropriate behavior at a county facility, he will investigate the matter and, if necessary, send a letter to the offending person indicating that they are no longer allowed in county facilities. If that person then enters a county facility, a police officer can be called to assist. If the person does not comply with the officer's instructions, he can be charged with trespassing.