

ADMINISTRATIVE PROCEDURE



Chesterfield County
Department of Parks
and Recreation

Division	Subject	Approved By
Administration	General Code of Conduct	Click or tap here to enter text. DocuSigned by: <i>Marlie Creasey-Smith</i> 80F8F2FCC8124C9...
		Last Updated: 5/4/2022

Purpose:	To provide safe, well-maintained facilities for public use.
Scope:	These procedures shall apply to all county-owned park and recreation areas and facilities.

Procedures:

A. Authority	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.
B. Issues Needing Immediate Attention After Hours	<p>If a citizen or patron has an issue that demands immediate attention, they should call the night or weekend rover at 804-748-1624 who will assist with resolving the issue. If the issue cannot be resolved by Parks and Recreation staff, county police officers will be asked to assist in resolving the conflict.</p> <p>In extreme cases, Parks and Recreation may ban the person from a county park or facility if:</p> <ol style="list-style-type: none"> 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). <p>If the Director of Parks and Recreation receives a complaint of such inappropriate behavior at a county facility, they will investigate the matter and if necessary, consult with legal counsel and 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, they can be charged with trespassing.</p>
C. Procedures for Emergency Situations	<p>In the event of an emergency, employees shall, in order:</p> <ol style="list-style-type: none"> 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.

Subject:

General Code of Conduct

	<p>4. The Assistant Director shall notify the department Director and coordinate with Chesterfield County Police department to ensure inter-departmental cooperation.</p>
<p>D. Procedures for Non-Emergency Situations</p>	<p>For non-emergency situations causing concern but not requiring emergency services, employees shall, in order:</p> <ol style="list-style-type: none"> 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 shall notify the department Director and coordinate with Chesterfield County Police department to ensure inter-departmental cooperation. <p>If a citizen or patron has an issue that demands immediate attention, they should call the night or weekend rover at 804-748-1624 who will assist with resolving the issue. If the issue cannot be resolved by the Parks and Recreation staff, county police officers will be asked to assist in resolving the conflict.</p> <p>In extreme cases, Parks and Recreation may ban the person from a county park or facility if:</p> <ol style="list-style-type: none"> 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). <p>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, consult legal counsel and 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.</p>