

**Series 3000:
OPERATIONS**

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Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Emergency Preparedness

POLICY NUMBER: 3005

3005.1 It is the policy of Arcade Creek Recreation and Park District to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency and protect the safety of staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency duties.

3005.2 Emergency: Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and may require the combined forces of other political subdivisions to help respond.

3005.3 Emergency Preparedness: The Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining an District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.

3005.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

3005.5 District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

3005.6 Authorization During District Emergencies: The General Manager's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding

and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code §20567 and §22050.

3005.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other local government and public agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

3005.8 Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

3005.9 Status Reports: The General Manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Emergency Response Guideline for Hostile or Violent Incidents

POLICY NUMBER: 3006

3006.1 Purpose of the Policy: To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents including possible armed intruders or related threats on District facilities or properties.

3006.2 Background: The potential for hostile or violent incidents on District facilities or operational locations always exists. In recent time frames, incidents involving armed intruders have occurred in increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer or person known to the agency involved. The person often is upset at an event or person who works at the facility. However, armed intruders can be any variety of persons who have an anger situation affecting one or more staff members or other related persons to the District. Often, incidents involving armed intruders escalate to include multiple persons and potentially taking of hostages, including District customers.

Threats of these types and risks are to be considered extreme emergencies and the safety and well being of employees and/or customers is the highest priority.

3006.3 Response to an Incident: Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously for safety purposes. Any Director or staff employee observing or sensing that a violent or hostile situation is occurring should consider taking precautionary and safety actions:

Any event resulting in awareness of a possible violent act including possible gunfire, explosion, fighting, scuffling could indicate an incident of violent potential. Any staff person observing such potential activities should take steps to protect themselves and others on the District premises including but not limited to:

1. Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
2. Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:
 - a. Gunfire-awareness of gunfire in the facility should result in evacuation to the extent that is possible. If not possible, securing of rooms or offices and notification of others by phone or email is encouraged. Calling emergency resources via 911 is imperative once safe to call. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.

- b. Explosion-an explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation in accordance with established procedures for fire. Response to a planned location is important to make known who is out of the facility.
- c. Physical or bomb threat-awareness of a telephone or in person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as possible is imperative.
- d. Situations involving hostages-if a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 immediately.
- e. Irate customer/threat at counter or meeting-in cases where any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to challenge or subdue such a person except in defense of life for self or immediate others at the facility.
- f. In the event that a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In event of threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

3006.4 Planning for Emergency Incidents: Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

1. Preparation of a facility evacuation plan from each room. Post the plan at each doorway and hallway exit. Have a safe area zone for staging established.
2. Lock down procedures to secure the facility in a hostile or violent incident for both exterior and interior doors.
3. Develop an emergency notice code for intercom, email and radio to facility and District staff. Use of a Code ____ is recommended.
4. Develop a radio communication alert code ____ to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.
5. Training of all personnel in dealing with customers, employees and other persons in aggravated situations and how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, notify a supervisor or the General Manager as may be possible or call 911 when an active incident is occurring. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified for considering validity of the threat or safety risk. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

3006.5 Actions for Violent or Armed Threat Situation: The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include up to and all of:

1. Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.

2. The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
3. Initiate notification of other facility staff of active threat by emergency code procedure. Evacuate the facility wherever possible. Secure money or computer equipment if time allows.
4. Activate an alarm for notifying other staff or an alarm company if one engaged by the District. A call contact would be included in procedure to double check for safety at the facility.
5. Upon sighting an armed intruder, an alert to all employees should be made by page, email or radio.
6. Secure your work area or evacuate if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
7. Once outdoors after an evacuation, proceed to planned staging area to report in for identification. Inform public safety personnel of any information on the incident.
8. Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
9. Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911, call them immediately.

3006.6 Post Event Actions: Following the clear announcement of ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or first hand observations of the incident. Contact your family and immediate friends so they will not take any actions to respond unnecessarily. Await direction as to return to work or other steps dependant on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate and debrief any major incident and to take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input is important via your supervisor. There may be the potential to lock-down or close the facility from operating for some time or corrective steps. If deemed needed, seek direction on what actions you should take to assist in procedure.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Computer and Business Continuity Security
POLICY NUMBER: 3010

3010.1 Purpose. The District seeks to ensure that detailed or sensitive information regarding its water and power system facilities and operations 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 desktop or laptop computers and who may handle sensitive or important information to the operation of the agency.

3010.2 Scope. This program applies to all employees who are issued desktop or laptop computers.

3010.3 Responsibilities.

3010.3.1 The General Manager approves all purchases of desktop or laptop computers for use by District personnel, subject to the General Manager's oversight.

3010.3.2 The General Manager is responsible for assigning laptop computers to personnel within their respective divisions, and for enforcement of this policy.

3010.3.3 Each employee issued a desktop or laptop computer is responsible for understanding and following the requirements of this policy.

3010.4 Sensitive Information. Sensitive information that must not be released has been classified by the Federal Energy Regulatory Commission as Critical Energy Infrastructure Information and includes electrical, civil and mechanical schematics and drawings that show details of location and layout. The District also considers detailed maintenance records that include photos and schedules to be sensitive information.

3010.5 Computer Security.

3010.5.1 A password will be required to start the laptop computer. Passwords must be a minimum of eight (8) characters in length and must contain at least one (1) number and one (1) special character.

3010.5.2 Any software installed on the laptop computer must be pre-approved by the General Manager.

3010.5.3 Internet access may only be made through the District's network server. The laptop

computer may not be used to access the Internet via an employee's personal Internet account.

3010.5.4 The laptop computer may be transported between the main District office and the field location at which the employee is assigned to work via a District vehicle. If the employee at any time leaves the vehicle unattended, the laptop computer will be stored out of sight in a locked compartment.

3010.5.5 All electrical, civil and/or mechanical schematics, drawings, photos and database records will be stored in electronic format on the District's network computer. Only those schematics, drawings, photos or maintenance database records necessary for the work being conducted at the given field location may be downloaded and temporarily stored on the laptop computer's hard drive. Upon completion of the field assignment, all revised files will be uploaded onto the District's network computer and all temporarily stored files will be deleted from the laptop computer's hard drive.

3010.5.6 Any desktop or laptop computer may not be removed from the District's service area without prior approval of the General Manager.

3010.6 Compliance. The division manager will periodically check all desktop or laptop computers to ensure that no critical infrastructure information or other sensitive data is being stored on the computer's hard drive. Personnel found to be in violation of this policy will be subject to disciplinary procedures.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Environmental, Health & Safety Compliance Program
POLICY NUMBER: 3012

3012.1 The Board of Directors of the Arcade Creek 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.

3012.2 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 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.

3012.2.1 The General Manager 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.

3012.2.2 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.

3012.3 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Illness and Injury Prevention Program
POLICY NUMBER: 3015

3015.1 Program Goal and Outline.

The goal of the District is to provide safe and healthful working conditions for all of its employees. Therefore, the District will maintain a safety and health program conforming to the best practices of agencies of this type. The District's safety and health program will include:

- 3015.1.1 Providing mechanical and physical safeguards to the maximum extent possible.
- 3015.1.2 Conducting a program of safety and health 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 all employees in good safety and health practices.
- 3015.1.4 Providing necessary personal protective equipment, and instructions 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 to determine its cause and correct the problem so it will not happen again.
- 3015.1.7 Developing a system of recognition and awards for outstanding safety service and/or performance.

3015.2 Program Responsibility.

Although the District recognizes that the responsibility for safety and health is shared, the General Manager shall be responsible and have full authority for implementing this policy and the District's Injury and Illness Prevention Program.

- 3015.2.1 The District accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.

3015.2.2 Supervisory personnel are responsible for developing proper attitudes toward safety and health for themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

3015.2.3 No employee will be required to work at a job he/she knows is not safe or healthful. Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program -including compliance with all rules and regulations - and for continuously practicing safety while performing their duties. Any employee found not practicing safety while performing their duties will be subject to appropriate discipline.

3015.3 Injury and Illness Records.

The District's record keeping system for its Injury and Illness Prevention Program 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 injury or illness shall be recorded on the "Cal/OSHA Log and Summary of Occupational Injuries and Illnesses," Cal/OSHA Form 200, according to its instructions.

3015.3.3 A supplementary record of the occupational injuries and illnesses shall be prepared on OSHA Form 5020, "Employer's Report of Injury or Illness," with the same information as in 3015.32, above.

3015.3.4 Annually, the summary Cal/OSHA Form 200 shall be prepared and posted no later than February 1 in a place easily observable by employees. Said form shall remain posted until March 1.

3015.3.5 All records specified in this section shall be maintained in the District's files for a minimum of five years after their preparation.

3015.4 Documentation of Activities.

Records shall be maintained of steps taken to establish and maintain the District's Injury and Illness Prevention Program. 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 for at least three (3) years.

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 kept for at least three years.

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, and 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 Code of Safe Practices, below, shall be posted at a conspicuous location in the District's maintenance office, and shall be provided to each supervisory employee who shall keep it readily available.

3015.5.3 Periodic meetings (at least one per quarter) of supervisory employees shall be held under the direction of the General Manager for the discussion of safety problems and accidents that have occurred. Documentation of these meetings shall be maintained for three years.

3015.5.4 Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crew(s) at least every ten working days to emphasize safety. Documentation of these meetings shall be maintained for three years.

3015.5.5 General employee meetings shall be conducted (at least one per quarter) at which safety is freely and openly discussed by those present. Such meetings should be regular, scheduled, and announced to all employees so that maximum employee attendance can be achieved. Documentation of these meeting shall be maintained for three years. Discussions at these meetings should concentrate on:

3015.5.5.1 Occupational accident and injury history within the District, with possible comparisons to other similar agencies.

3015.5.5.2 Feedback from employees.

3015.5.5.3 Guest speakers from the District's workers' compensation insurance carrier or other agencies concerned with safety.

3015.5.5.4 Brief audio-visual materials that relate to the District's operations.

3015.5.6 Training programs shall be conducted when new equipment, machinery or tools are purchased. Employees shall be instructed in the safe operation of said equipment, machinery or tools. Documentation of training programs shall be maintained for three years.

3015.5.6.1 New employees shall be trained by their supervisor in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of new employee training shall be maintained for three years.

3015.5.7 Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at a conspicuous location in the District's maintenance office.

3015.5.8 News articles and publications devoted to safety shall be distributed to employees. This policy shall also be distributed to all employees upon its adoption, to all new employees at the time of their hiring, and annually thereafter.

3015.5.9 A safety suggestion box shall be maintained where employees, anonymously if desired, can communicate their concerns to the District's General Manager.

3015.6 Hazard Assessment and Control.

Periodic safety inspections shall be conducted to identify existing 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.

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 properly.

3015.6.2 Safety inspections will be conducted at least annually. 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 A written assessment shall be prepared after said inspections which will document identified hazards and prescribe procedures for the elimination of same, and measures that can be taken to prevent their recurrence.

3015.6.4 The General Manager *[or other designated program manager]* will review written inspection reports and/or assessments and will assist in prioritizing actions and verify completion of previous corrective actions. He/she shall also review the overall inspection program to determine trends.

3015.7 Accident Investigation.

All accidents shall be thoroughly and properly investigated by the General Manager, with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence. A written report of said investigation shall be prepared which adequately identifies the cause(s) of the accident or near-miss occurrence.

3015.7.1 The investigation must 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 or near-miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.

3015.7.2 The accident investigator must determine which aspects of the operation or process require additional attention (what type of constructive action can eliminate the cause(s) of the accident or near-miss).

3015.7.3 Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed.

3015.7.4 Any interim or temporary precautions should also 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 prevent a recurrence of the accident or near-miss, 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.

GENERAL

3015.8.1 All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the Supervisor, or General Manager [or other responsible managing employees].

3015.8.2 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.

3015.8.3 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.

3015.8.4 Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

3015.8.5 Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

3015.8.6 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.

3015.8.7 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.

3015.8.8 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 Supervisor [or other responsible managing employee].

3015.8.9 Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

3015.8.10 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 Supervisor [or other responsible managing employee].

3015.8.11 All injuries shall be reported promptly to the Supervisor [or other responsible managing employee] SO that arrangements can be made for medical or first aid treatment.

3015.8.12 When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

3015.8.13 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.

3015.8.14 Employees shall cleanse thoroughly after handling hazardous or unhealthy substances, and follow special instructions from authorized sources.

3015.8.15 Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.

3015.8.16 Gasoline shall not be used for cleaning purposes.

3015.8.17 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 Supervisor *[or other responsible managing employee]*.

3015.8.18 Any damage to scaffolds, falsework, shoring or other supporting structures shall be immediately reported to the Supervisor *[or other responsible managing employee]*.

USE OF TOOLS AND EQUIPMENT

3015.8.19 All tools and equipment shall be maintained in good condition.

3015.8.20 Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."

3015.8.21 Pipe or Stillson wrenches shall not be used as substitute for other wrenches.

3015.8.22 Only appropriate tools shall be used for the job.

3015.8.23 Wrenches shall not be altered by the addition of handle-extensions or "cheaters."

3015.8.24 Files shall be equipped with handles and not used to punch or pry.

3015.8.25 Screwdrivers shall not be used as chisels.

3015.8.26 Wheelbarrows shall not be used with handles in an upright position.

3015.8.27 Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used for this purpose.

3015.8.28 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.

MACHINERY AND VEHICLES

3015.8.29 Only authorized persons shall operate machinery or equipment.

3015.8.30 Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.

3015.8.31 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.

3015.8.32 Where appropriate, lock-out procedures shall be used.

3015.8.33 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.

3015.8.34 Air hoses shall not be disconnected at compressors until hose line has been bled.

3015.8.35 All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.

3015.8.36 Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.

3015.8.37 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.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Health and Safety
POLICY NUMBER: 3020

The District holds safety in the workplace for employees and the public as our highest priority. In compliance with California law, and to promote the concept of a safe workplace, District maintains an Injury and Illness Prevention Program, Policy 3015. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the District office

3020.2 All employees are responsible for their own safety, as well as that of others in the workplace and District facilities. To help maintain a safe workplace, everyone must be safety-conscious at all times. Immediately report all work-related injuries or illnesses to your supervisor or to the General Manager. Additionally, employees are to report any unsafe or hazardous conditions to your supervisor or the General Manager.

3020.3 Necessary safety equipment will be purchased by District and used by all employees who require such equipment on the job. It is the employee's responsibility to utilize, protect and safeguard such equipment from damage. An employee who continually loses or damages equipment will be subject to disciplinary action, up to and including termination.

3020.4 In compliance with Proposition 65, District will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Workers' Compensation
POLICY NUMBER: 3025

3025.1 All employees are covered for Workers' Compensation, effective the first day of employment. Workers' Compensation provides employees and/or their beneficiaries with certain benefits in the event of a work related illness, injury, or accidental death. The District pays the full cost of this coverage, whether through a self-insurance mechanism or an insurance product. If an employee sustains a work-related illness or injury, they must report the illness or injury to the employee's supervisor or the General Manager, the day the injury or illness occurs or not later than 24 hours after the occurrence. Failure to do so could result in a delay of benefits.

3025.2 All payments for lost wages or salary due to a legitimate work-related illness or injury, medical treatment, and any other benefits will be made by the workers' compensation claims administrator or insurance carrier as required by law. Workers' Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence. For more information about Workers' Compensation benefits, please contact your supervisor.

3025.3 The District provides medical treatment for work-related injuries and illnesses through pre-determined hospitals or clinics that provide medical care to injured employees. Clinics are selected due to their experience in treating work-related injuries; an emergency hospital may be needed in major injury situations. The senior employee in attendance at an incident shall make an initial determination of a facility to be identified and used for first treatment pending added review by the General Manager.

3025.4 Employees who are injured in a work-related accident will be referred to the designated clinic unless District has received a written notice that the employee wishes to be treated by his/her own health care provider. This notification must have been submitted to the employee's supervisor prior to any injury.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Recreational Activities & Programs
POLICY NUMBER: 3030

3030.1 The District or its insurer have placed all employees on notice that they will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties. An employee should consult with their supervisor if they are not sure of the nature or intent of any non-work-related activity whether during or outside of district works hours.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Budget Preparation

POLICY NUMBER: 3105

3105.1 An annual budget proposal shall be prepared by the General Manager.

3105.2 Prior to review by the Board of Directors, the Board's standing Finance Committee shall meet with the General Manager and review his/her annual budget proposal.

3105.3 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in [MONTH].

3105.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in [MONTH].

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Fixed-Asset Accounting Control
POLICY NUMBER: 3110

3110.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3110.2 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.

3110.3 Applicable purchases for inclusion in said accounting shall be the following:

3110.3.1 Equipment, tools, and vehicles that individually have an original total cost of more than \$300 [or other appropriate amount];

3110.3.2 All land and building acquisitions regardless of price; and,

3110.3.3 Additions or major improvements to the District's service infrastructure.

3110.4 When any item defined in Section 3030.3.1 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

3110.5 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.).

3110.6 Information to be maintained in said inventory records shall include at least the following:

3110.6.1 Asset number;

3110.6.2 Description;

3110.6.3 Manufacturer's serial number;

3110.6.4 Storage location;

3110.6.5 Original cost;

3110.6.6 Acquisition date;

3110.6.7 Life expectancy; and,

3110.6.8 Classification code (e.g., office equipment, vehicle, etc.).

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Fixed-Asset Capitalization

POLICY NUMBER: 3115

3115.1 The purpose of this policy is to provide criteria for determining when assets and associated costs are to be capitalized and depreciated.

3115.2 Single-item purchases with at least an anticipated useful life of five years and exceeding \$5,000 each shall be capitalized as a fixed asset. The purchase of these fixed assets shall be included on the District's statement of net assets and depreciated over the asset's estimated useful life. The purchase of fixed assets for less than \$5,000 shall be expensed.

3115.3 Other expenditures of \$5,000 or more that provide a significant increase in future service potential of a fixed asset shall also be capitalized as part of the existing asset.

3115.3.1 To meet the criteria for a capital expenditure, the purchase should extend the useful life of an asset, increase the quantity of service provided by an asset, or increase the quality of service by an asset.

3115.3.2 Capital expenditures may include the following: additions (enlargements, expansions or extensions of existing assets), replacements and improvements, and rearrangement and/or relocation of an asset.

3115.4 Expenditures for normal repairs and maintenance shall not be considered as capital expenditures.

3115.5 Depreciation will be computed over the estimated useful lives of the assets as follows:

ASSET DEPRECIATION LIFE	
Fixed Asset	Useful Life (years)
General Plant/Structures	50
Reservoirs, Dams, etc.	50
Vehicles	5
Heavy Equipment (normal – light use)	7 – 10
Light Equipment (normal – light use)	5 – 7
Office Equipment	5 – 10
Office Furniture	10 – 15
Computer Equipment	5 – 7

[Consult your district's auditor for other structures and equipment specific to your agency]

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Asset Protection and Fraud in the Workplace

POLICY NUMBER: 3117

3117.1 Purpose and Scope: To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other related dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries.

3117.2 General

- A. The Arcade Creek Recreation and Park District is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the District to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the District and, when appropriate, to pursue legal remedies available under the law.
- B. Definitions:
 1. **Fraud** – Fraud and other similar irregularities include, but are not limited to:
 - Claim for reimbursement of expenses that are not job-related or authorized by the District Administrative and Ethics Code.
 - Forgery, falsification, or unauthorized alteration of documents or records (including but not limited to checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).
 - Misappropriation of District assets (including but not limited to funds, securities, supplies, furniture, equipment, etc.).
 - Inappropriate use of District resources (including but not limited to labor, time, and materials).
 - Improprieties in the handling or reporting of money transactions.
 - Authorizing or receiving payment for goods not received or services not performed.
 - Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of District-owned software.
 - Misrepresentation of information on documents.
 - Theft of equipment or goods.
 - Any apparent violation of federal, state, or local laws related to dishonest activities or fraud.
 - Seeking or accepting anything of material value from those doing business with the District including vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the District's Conflict of Interest Code which incorporates the Fair Political Practices Commission's regulations.
 - Any other conduct, actions or activities treated as fraud or misappropriation under any federal or state law, rule or regulation.
 2. **Employee** – In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, including the Board of Directors, from the District. The term

also includes any volunteer who provides services to the District through an official arrangement with the District or a District organization.

3. **Management** – In this context, management refers the General Manager or to any manager, supervisor, or other designated individual who manages or supervises District's resources or assets.
 4. **Internal Audit Committee** – In this context, if the claim of fraud involves anyone other than the District's General Manager, the Internal Audit Committee shall consist of the General Manager, the District's Legal Counsel and any other persons appointed to the Internal Audit Committee by the General Manager. If the claim of fraud involves the General Manager, the Internal Audit Committee shall consist of the Chairperson of the Board of Directors of the District, the District's Legal Counsel and those persons appointed to the Internal Audit Committee by the Chairperson. Nothing contained in this policy shall be construed as requiring the General Manager or the Chairperson of the Board to appoint other persons to the Internal Audit Committee. Individuals appointed to the Internal Audit Committee by the General Manager or the Chairperson of the Board other than the District's Legal Counsel shall serve at the pleasure of the General Manager or the Chairperson of the Board.
 5. **External Auditor** – In this context, External Auditor refers to independent audit professionals who perform annual audits of the District's financial statements and are appointed by the District's Board of Directors.
- C. It is the District's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the District of any party who might be or become involved in or becomes the subject of such investigation. An employee being investigated for fraud may request representation by an Employee Association if applicable.
 - D. District Management is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
 - E. For claims of fraud not involving the General Manager, the General Manager or an Internal Audit Committee appointed by the General Manager shall have primary responsibility for investigation of the activity covered by this policy. For claims of fraud involving the General Manager, the Chairperson of the Board or an Internal Audit Committee appointed by the Chairperson shall have primary responsibility for investigation of the activity covered by this policy. The District's General Counsel shall advise the Committee, the General Manager or the Board Chairperson on all such investigations.
 - F. Throughout the investigation, the Internal Audit Committee will inform the General Manager of pertinent investigative findings.
 - G. Employees will be granted whistle-blower protection when acting in accordance with this policy so long as the employee has not engaged in activity that violates this policy. When informed of a suspected impropriety, neither the District nor any person acting on behalf of the District shall:
 1. Dismiss or threaten to dismiss the employee,
 2. Discipline, suspend, or threaten to discipline or suspend the employee,
 3. Impose any penalty upon the employee, or
 4. Intimidate or coerce the employee.Violations of the whistle-blower protection will result in discipline up to and including termination.
 - H. Upon conclusion of the investigation, the results will be reported to the General Manager or in the event the investigation involves the General Manager, then the Board Chairperson shall receive the report and shall advise the Board of Directors.

- I. The General Manager or the Board Chairperson, as the case may be, following review of investigation results, will take appropriate action regarding employee misconduct based on the District's Administrative and Ethics Code. Disciplinary action can include termination, and referral of the case to the District Attorney's Office for possible prosecution.
- J. The General Manager or the Board Chairperson will pursue every reasonable effort, including court ordered restitution, to obtain recovery of District losses from the offender, or other appropriate sources.

3117.3 Procedures

A. Board of Directors Responsibilities

1. If a Board Member has reason to suspect that a fraud has occurred, he or she shall immediately contact the General Manager or the Board Chairperson. If the activity involves the General Manager, he or she shall immediately contact the Board Chairperson and the District's Legal Counsel.
2. The Board Member shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the General Manager (if not involved), the Board Chairperson and the District's Legal Counsel.
3. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the General Manager or the Board Chairperson after consultation with the District's Legal Counsel and the Internal Audit Committee, if any Committee is appointed.

B. Management Responsibilities

1. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
2. Management should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her area.
3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
4. If management determines a suspected activity may involve fraud or related dishonest activity, He or she should contact the District's General Manager. If the activity involves the General Manager it shall be reported to the Board Chairperson and the District's Legal Counsel.
5. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent recurrence of improper actions.
6. Management should support the District's responsibilities and cooperate fully with the Internal Audit Committee, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
7. Management must give full and unrestricted access to all necessary records and personnel. All District's assets, including furniture, desks, and computers, are open to inspection at any time. There is no assumption of privacy.
8. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should avoid the following:
 - Incorrect accusations.
 - Alerting suspected individuals that an investigation is underway.
 - Treating employees unfairly.
 - Making statements that could lead to claims of false accusations or other offenses.

9. In handling dishonest or fraudulent activities, management has the responsibility to:
 - Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to “what you did”, “the crime”, “the fraud”, “the misappropriation”, etc.
 - Avoid discussing the case, facts, suspicions, or allegations with anyone outside the District, unless specifically directed to do so by the General Manager.
 - Avoid discussing the case with anyone inside the District other than employees who have a need to know such as the General Manager, Internal Audit Committee, the District’s Legal Counsel or law enforcement personnel.
 - Direct all inquiries from the suspected individual, or his or her representative, to the General Manager, the Board Chairperson, or the District’s Legal Counsel. All inquiries by an attorney of the suspected individual should be directed to the General Manager or the District’s Legal Counsel. All inquiries from the media should be directed to the General Manager or the Board Chairperson if the activity involves the General Manager.
 - Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with Legal Counsel, in conformance with the District’s Administrative and Ethics Codes.

C. Employee Responsibilities

1. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the General Manager.
2. When the employee believes the General Manager may be involved, the employee shall make the report directly to the Board Chairperson or the District’s Legal Counsel.
3. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the General Manager, Internal Audit Committee, the District’s Legal Counsel, or law enforcement personnel.

D. Internal Audit Committee Responsibilities

1. Upon assignment by the General Manager or the Board Chairperson, the Internal Audit Committee will promptly investigate the alleged fraud.
2. In all circumstances where there appears to be reasonable grounds for suspecting that a criminal fraud has taken place, the Internal Audit Committee, in consultation with the General Manager or the Board Chairperson and Legal Counsel, will contact the local law enforcement agency.
3. The Internal Audit Committee shall be available and receptive to receiving relevant, confidential information to the extent allowed by law after consultation with the District’s Legal Counsel.
4. If evidence is uncovered showing possible dishonest or fraudulent activities, the Internal Audit Committee will proceed as follows:
 - Discuss the findings with the General Manager and other management.
 - Report to the External Auditor such activities in order to assess the effect of the illegal activity on the District’s financial statements.
 - Coordinate with the General Manager regarding notification to insurers and filing of insurance claims.
 - Take immediate action, after consultation with the Legal Counsel, to prevent the theft, alteration, or destruction of evidentiary records.
 - Such action shall include, but is not limited to removing the records and placing them in a secure location, or limiting access to the location where the records currently exist, or preventing the individual suspected of committing the fraud from having access to the records.

- In consultation with the District Legal Counsel and the local law enforcement agency, the Internal Audit Committee may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- If the Internal Audit Committee is contacted by the media regarding an alleged fraud or audit investigation, the Internal Audit Committee will refer the media to the General Manager. If the activity involves the General Manager, the Internal Audit Committee will refer the media to the Board Chairperson or the District Legal Counsel.
- At the conclusion of the investigation, the Internal Audit Committee will document the results in a confidential memorandum report to the General Manager or the Board Chairperson for action. If the report concludes that the allegations are founded and the District's Legal Counsel has determined that a crime has occurred, the report will be forwarded to the local law enforcement agency.
- The Internal Audit Committee will be required to make recommendations to the General Manager or other management for assistance in the prevention of future similar occurrences.
- Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained during the investigation will be returned by the Internal Audit Committee to the District.

3117.4 Exceptions

There will be no exceptions to this policy unless provided and approved by the General Manager or the Board Chairperson and the District Legal Counsel.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Handling Cash Transactions

POLICY NUMBER: 3118

- 3118.1** When cash payments are received the following procedures will be followed;
- 3118.1.1** All payments must be receipted when received, no matter if in the office or at an off-site location. The completed receipt shall designate how the payment was made (Cash, Check, Money Order)
 - 3118.1.2** Off-site cash when it exceeds twenty-five (\$25.00) dollars must be deposited with the office prior to 12:00 noon the following workday. Otherwise if the receipts do not total twenty-five (\$25.00) dollars they must be submitted to the office by 12:00 noon on Thursday or weekly if the off-site program does meet on Thursday or Friday.
 - 3118.1.2.1** The receipt book shall be submitted to the office each Thursday with the deposit for verification.
 - 3118.1.3** A numbered receipt must accompany each payment received at an off-site location and shall be submitted in numerical order. Any receipts that are voided must be submitted with the deposit and marked as VOID. When a receipt is VOIDED, all copies of the receipt must be retained (stapled) in the receipt book. If the VOID was because of an error the receipt immediately following the VOIDED receipt must be filled out properly. Any deviation from these steps must be documented by a dated and timed note stating what happened.
 - 3118.1.4** The receipt must have on it the name of the person making the payment and a note dictating what the payment is for.
- 3118.2** Payment plans may be established for families with multiple participants or where the need exists. An agreement shall be signed by the responsible party and the staff person responsible for the program/event. A copy of the signed agreement shall be given to the office, for accounting purposes.
- 3118.2.1** When a payment is made, the receipt shall show the current outstanding balance owed minus the amount paid, and it shall show the new outstanding balance.
- 3118.3** At no time shall cash payments received be used as a Petty Cash Fund to make purchases of supplies and materials.
- 3118.4** Cash that has been received may be used to make change for another customer's payment, however the receipts and the correct amount of cash shall be joined together.
- 3118.5** District staff shall make a deposit to the bank at any time when the cash on hand amount exceeds three hundred (\$300.00) dollars and weekly regardless of the total amount.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Expense Authorization

POLICY NUMBER: 3135

3135.1 All purchases made for the District by staff shall be authorized by the General Manager and shall be in conformance with the approved District budget.

3135.2 Any commitment of District funds for a purchase or expense greater than \$25,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

3135.3 A "change box" fund shall be maintained in the District office having a balance-on-hand maximum of \$100.00 for providing change to customers paying for services in cash.

3135.3.1 No personal checks shall be cashed in the change box fund.

3135.3.2 The change box fund shall be included in the District's annual independent accounting audit of the fees account.

3135.4 Whenever employees or Directors of the District incur "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 upon request with a District's warrant request. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Payment Processing

POLICY NUMBER: 3140

3140.1 All commercial obligations or requests for issuing payments shall be reviewed and approved by the General Manager or his/her designate.

3140.2 Payment for the commercial obligations are presented to the Board of Directors at their regular board meetings for review except as provided for in Policy #5070.

3140.3 District's payroll obligations on a predetermined schedule of each month are processed through Sacramento County. The General Manager or his/her designate will distribute the payment documentation on the payday as defined in Policy #2300.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Credit Card Usage

POLICY NUMBER: 3145

3145.1 Purpose. The purpose of this policy is to prescribe the internal controls for management of District credit cards.

3145.2 Scope. This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

3145.3 Implementation. A credit card shall be issued to the General Manager, the Office Manager, the Community Services Director, and lead Park Maintenance Staff. Credit cards shall not be issued or used by members of the Board of Directors.

3145.3.1 All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.

3145.3.2 All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If there is an overlap on a transaction between personal and District business, the employee shall pay for the transaction personally and then request reimbursement by the District.

3145.3.3 All credit-card transactions shall have third-party documents (itemized receipts) attached and the District purpose annotated by the cardholder.

3145.3.4 The General Manager shall review and approve credit-card transactions by District cardholders.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Purchasing
POLICY NUMBER: 3150

3150.1 To purchase small items - such as office supplies, auto parts, and other miscellaneous items costing less than \$500 - vendors will be asked to submit pricing information by telephone or written quotation. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms that list instructions to vendors.

3150.2 To purchase items costing more than \$500 and up to \$25,000, quotations will be solicited from vendors and received by telephone, fax or mail, preferably from two or more sources, prior to selecting a preferred supplier and processing a purchase. The General Manager must approve purchase.

3150.3 For items over \$25,000 or large quantity orders, the District will provide suppliers with a list of items to be purchased via a formal bid process. Suppliers will provide formal bid for consideration and recommendation to the General Manager for Board of Director review and award of contract. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

3150.4 Vehicles will be purchased through the State's Vehicle Procurement Program, unless they can be acquired at the same cost or less expensively from local sources by competitive quotation bids in accordance with section 3150.2 or 3150.3.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Employment of Outside Contractors and Consultants
POLICY NUMBER: 3205

3205.1 The District employs outside contractors or consultants for construction, engineering, planning, and environmental review projects, or for auditing purposes. The District's procedure is as follows:

- Construction projects will be advertised for bid in at least one local newspaper of general circulation and the local contractors bidding news if available.
- The bid opening is open to the public and will be specified in the bid documents.

3205.2 Consultants will be selected by the General Manager and are subject to approval by the Board of Directors. The General Manager and/or Board of Directors will make their selection based on the consultant's experience and qualifications. The consultant will also be required to provide an explanation of scope of work, hours to complete and applicable cost estimate for their services that will be used in their evaluation in the selection process. Only qualified consultants can be used for engineering and architectural services.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Easement Abandonment

POLICY NUMBER: 3210

3210.1 Abandonment by the District of its interest in public utility easements and other easements dedicated to the District for installation, maintenance, repair, etc., of its facilities, shall require approval of the Board of Directors.

3210.2 Commitments to abandon easements or assurances that easements will be abandoned may be provided by staff only after approval of same by the Board of Directors.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Easement Acceptance
POLICY NUMBER: 3215

3215.1 Acceptance by the District of any interest in public utility easements or other easements dedicated to the District for installation, maintenance, repair, etc., of its facilities, shall require approval of the Board of Directors.

3215.2 Commitments to accept easements or assurances that easements will be accepted may be provided by staff only after approval of same by the Board of Directors.

3215.2.1 Acceptance of easements shall be accomplished by the Board of Directors by adoption of a resolution. Said resolution shall be in the following format:

RESOLUTION NO.
[DISTRICT NAME]

ACCEPTING [SPECIFY TYPE OF SERVICE] EASEMENT

WHEREAS, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing [specify type of service] facilities for the parcel listed below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Arcade Creek Recreation and Parks District that the District shall accept the easements offered to it by the owners of the parcels hereinafter listed:

Assessor's Parcel No.'s

Property Owner

BE IT FURTHER RESOLVED that the Secretary of the Board cause a copy of this Resolution certified by the Secretary of the Board of Directors to be filed for record in the office of the Recorder of the County of Sacramento, State of California.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Encroachment Permits
POLICY NUMBER: 3220

3220.1 Preservation of the integrity, use and safety of District facilities and properties is of utmost importance. Use of District properties, whether in fee or easement, by private or other public agency, is subject to the needs and safe keeping of the District. Whenever a property owner desires to install or construct physical improvements - landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements - on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, they shall, prior to commencement of said installation or construction, apply for and receive an Encroachment Permit from the General Manager, or his/her designated representative.

3220.1.1 Plans for said structures or improvements may be required by the General Manager to be submitted and approved to ensure that the resulting installation adequately accommodates existing district facilities.

3220.1.2 The Encroachment Permit will specify those conditions by which approval for the proposed improvements are granted, including specifications for construction materials and procedures.

3220.1.3 A fee in the amount of \$100.00, together with actual county recording costs, shall be charged to cover District administrative and inspection costs, and the cost to record the Encroachment Permit with the County Recorder.

3220.1.4 Documentation that captures all the necessary information of the Encroachment Permit will be submitted to the District Administer for the Board of Directors for consideration and approval.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 3300

3300.1 Sale of Surplus Equipment. Surplus equipment may be sold through a sealed bid process or on a government surplus auction website. If a sealed bid process is used, follow the next steps:

3300.1.1 Board of Directors takes action to declare equipment surplus.

3300.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

3300.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3300.1.4 Bidders are notified of Board's action.

3300.1.5 Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

3300.2 Sale of Real Estate. Surplus real estate is property that had been modified for special use by the District and is not likely to be sold in the standard real estate market. If a property is declared surplus, follow the next steps:

3300.2.1 Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

3300.2.2 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.)

3300.2.3 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.

3300.2.4 Board takes action at the next regular Board Meeting to accept or reject highest bid.

3300.2.5 Bidders are notified of the Board's action.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Records Retention

POLICY NUMBER: 3310

3310.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding 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.

3310.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3310.3 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.

3310.4 Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, 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 District.

3310.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3310.4.2 Originals of records, papers and documents more than two 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.

3310.4.3 In no instance 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.

3310.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

3310.4.4.1 The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

3310.4.4.2 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 thereof in all details; and,

3310.4.4.3 The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

3310.5 The District will follow the records retention schedule for Special Districts authorized for Park Recreation and Park Districts by the County of Sacramento.

3310.5.1 Administration Records Retention Schedule

3310.5.2 Board Members / Administration Records Retention Schedule

3310.5.3 Development Records Retention Schedule

3310.5.4 Finance Records Retention Schedule

3310.5.5 Personnel Administration / Finance Records Retention Schedule

3310.5.6 Public Safety / Works Retention Schedule

Records Retention Schedules

The following table lists the legal authority abbreviations used in the records retention schedules.

<u>Legal Authority Abbreviations</u>	
<i>Code</i>	<i>Description</i>
<i>CCP</i>	Code of Civil Procedures
<i>CCR</i>	California Code of Regulations
<i>CFR</i>	Code of Federal Regulations
<i>EC</i>	Elections Code (California)
<i>GC</i>	Government Code (California)
<i>IRC</i>	Internal Revenue Code
<i>IRS</i>	Internal Revenue Service
<i>LC</i>	Labor Code (California)
<i>PC</i>	Penal Code (California)
<i>R&TC</i>	Revenue & Taxation Code (California)
<i>USC</i>	United States Code

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.1**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Accident/Illness Reports	Administration	Not a public record Employee Medical Records and Employee Exposure Records – includes Material Safety Data Sheets (MSDS)	Duration of employment + 30 years	8 CCR 14307 8CCR 3204 GC 625(c)
Accident/Damage to District Property	Administration	Risk management administration	10 years	GC 34090 CCP 337.15
Affidavits of Publications/ Posting	Administration	Legal notices for public hearings, publication of ordinances, etc.	2 years	GC 34090
Agreements	Administration	Original contracts and agreements and back-up materials, including leases.	4 years after termination/ completion	CCP 337 CCP 337.2
Articles of Incorporation	Administration		Permanent	GC 34090 GC 60201
Brochures/Publications	Administration	Retain selected documents only for historic value.	2 years	GC 34090
Citizen Feedback	Administration	General correspondence	2 years	GC 34090
Claims Against the District	Administration	Paid/Denied	Until settled + 5 years (may be microfilmed after 3 years)	GC 34090; GC 25105.5

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.1**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Collective Bargaining Agreements	Administration		Current + 3 years	29 CFR 516.5
Complaints/Requests	Administration	Various files, not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule.	2 years	GC 34090
Contracts	Administration	Original contracts and agreements and back-up materials.	4 years after termination or/completion	CCP 337
Correspondence	Administration	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule	2 years	GC 34090
Demographic / Statistical Data	Administration		Current + 2 years	GC 34090
Environmental Quality Air Quality (AQMD)	Administration	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; commute alternative	3 years	CCP 338 (k); GC 34090
Forms	Administration	Administrative – blank	Until Superseded	
Information Services, Internet/World Wide Web	Administration	Management policies and supporting documentation	Until superseded + 2 years	GC 34090
Information Systems, Inventory	Administration	Hardware/software inventory logs; systems manuals	Until superseded + 2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.1**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Information Systems, Network Information Systems (LAN/WAN)	Administration	Configuration maps and plans	2 years	GC 34090
Information Systems - Program files and Directories	Administration		2 years	GC 34090
Information Systems Tapes	Administration	System generation	2 years	GC 34090
Legal Notices/Affidavits of Publication	Administration		2 years	GC 34090
Legal Opinions	Administration	Confidential – not for public disclosure (attorney-client privilege)	Until superseded + 2 years	GC 34090
Litigation	Administration	Case files	Until settled or adjudicated + 2 years	GC 34090
Maintenance Manuals	Administration	Equipment service/maintenance	Current + 2 years	GC 34090
Maintenance/Repair Records	Administration	Equipment	2 Years	GC 34090
Marketing, Promotional	Administration	Brochures, announcements, etc.	2 Years	GC 34090
Newsletter, District	Administration	May wish to retain permanently for historic reference.	2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.1**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Policies, Administrative	Administration	All policies and procedures, directives rendered by the District not assigned a resolution number	Current + 2 years	GC 34090
Press Releases	Administration	Related to District actions/activities.	2 years	GC 34090
Procedure Manuals	Administration	Administrative	Current + 2 years	GC 34090
Records Management Disposition Certification	Administration	Documentation of final disposition of records	Permanent	GC 34090
Records Retention Schedule	Administration		Current + 2 years	GC 34090
Resolutions	Administration	Vital records – originals may never be destroyed. Image immediately.	Permanent	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.2**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Agenda / Agenda Packets	Board Members /Administration	Agendas and packets should be imaged immediately. A paper copy should be maintained for one year only	Duration of employment + 30 years	GC 34090 GC 34090.5
Agenda reports (staff reports)	Board Members /Administration	Paper copies of agenda packets should be maintained for 1 yr. as complete packets. Originals should be imaged immediately for permanent retention. The filmed record may serve as the permanent record.	2 years	GC 34090 GC 34090.5
Economic Interest Statements – Form 700 (copies)	Board Members /Administration	Copies of statements forwarded to Fair Political Practices Commission	4 years (can image after 2 years)	GC 81009 (f), (g)
Economic Interest Statements – Form 700 (originals) - Elected	Board Members /Administration	Originals of statements of designated employees	7 years (can image after 2 years)	GC 81009 (e), (g)
Economic Interest Statements – Not Elected	Board Members /Administration	FPPC filings	5 years	GC 81009 (b)
Election – Administrative Documents	Board Members /Administration	Not ballot cards or absentee voter lists/applications	2 years	GC 34090
Election – Affidavit Index	Board Members /Administration	Voter registration index	5 years	EC 17001
Election – Ballots and Related	Board Members	STATE & LOCAL ELECTIONS:	6 months	EC 17302, 17306, 17505

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.2**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Documents	/Administration	All ballot cards (voted, spoiled, cancelled) arranged by precinct, unused absentee ballots, ballot receipts, absent voter identification envelopes, absentee voter applications. May be destroyed subject to any pending contest.		
		For elections to Federal office (President, Vice President, US Senator, US Representative)		
Election – Ballots and Identification Envelope – Federal Offices	Board Members /Administration	For elections to Federal office (President, Vice President, US Senator, US Representative)	22 months	EC 17301
Election – Ballots – Prop. 218 (Assessment Districts)	Board Members /Administration	Property related fees (Assessment Ballot proceeding)	Permanent	California Constitution Art, XIII
Election – Canvass	Board Members /Administration	Notifications and Publication of Election Records used to complete final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results.	6 months	EC 17304
Election – Certificates of Election	Board Members /Administration	Certificates of election; original reports and statements	Termination + 4 years	GC 81009 (a)(d)
Election – Election Official’s Package of Documents	Board Members	Package of 2 tally sheets, copy of index, challenge lists, assisted voters list.	6 months	EC 17304
	/Administration	Public record – all voters may inspect after commencement of official canvass of voters		
Election – Nomination Documents – successful	Board Members /Administration	All nomination documents and signatures in lieu of filing petitions	During term and 4 years after	EC 17100

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.2**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Election – Nomination Documents – unsuccessful	Board Members /Administration		5 years	GC 81009(b)
Election Petitions – Initiative/Recall/Ref. Charter Amendments	Board Members /Administration	Not a public record – documents resulting in an election – retention is from election certification	8 months	EC 17200,17400 GC6253.5; EC 17400. GC 34458-60
Election Petitions – No election	Board Members /Administration	Not a public record. Not resulting in an election. Retention is from final examination	8 months	EC 17200, 17400 GC 6253.5
Election – Precinct Records	Board Members /Administration	From date of election: Precinct official material; declaration of intention; precinct board member applications; orders appointing members of precinct boards and designating polling places includes notice of appointment of office and record of service.	5 months	EC 17503
Election – Roster of Voters	Board Members /Administration	From date of election; initiative; referendum recall; general municipal election; Charter Amendments	5 years	EC 17300
Election – Voter Affidavits	Board Members /Administration	Affidavits of registration (including cancelled affidavits); voter registration index	5 years	EC 17000, 17001
Election – Voter Registration Signature Copy	Board Members /Administration	Fire, special or school district	5 years	EC 17000
Minutes	Board Members /Administration	Minutes of District Board meetings. Documents are to be imaged immediately. Paper records are to be maintained permanently by the Board.	Permanent	GC 34090
Notices – Public Meetings	Board Members /Administration	Special meetings	2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.2**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Oaths of Office	Board Members /Administration	Elected and public officials – Board Members	Current + 6 years	GC 34090 29 USC 1113
Petitions	Board Members /Administration	Submitted to legislative bodies	Current + 2 years	GC 34090
Policies, District Board	Board Members /Administration	Original policies adopted by the District Board	Current + 2 years	GC 34090
Political Support/Opposition, Requests and Responses	Board Members /Administration	Related to legislation	2 years	GC 34090
Recordings – Audio Taped	Board Members /Administration	Taped recordings of Board meetings – for preparation of Board meeting minutes.	Until no longer required for preparation of minutes (after minutes are approved)	GC 34090 64 Ops. Atty.Gen 317
Recordings – routine video monitoring, telephone, and radio communications	Board Members /Administration	Routine daily taping/recording of telephone communications; routine video monitoring including in-car video systems, jail observation/monitoring systems, building security systems.	Videos – 1 years; Phone & Radio communications – 100 days; (destruction must have been approved by legislative body)	GC 53160
Recordings, videotaped – Meetings of legislative bodies	Board Members /Administration	Tapes of public meetings made by or at the direction of the District (e.g. Board meetings)	30 days	GC 54953.5
Recordings, videotaped	Board Members /Administration	Other than videotapes of public meetings; Considered duplicate records if another record of the same event is kept (i.e. written minutes)	90 days after event is recorded	GC 53161

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.3**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Annexations / Reorganizations	Development	Notices, resolutions, certificates of completion	Permanent	GC 34090 GC 60201(d)(1)
Benchmark Data	Development	Horizontal, vertical and control	2 Years	GC 34090
Bids, Accepted	Development	Includes plan and specifications; notices/affidavits	4 Years	GC 34090 CCP 337,337.1
Bids, Unaccepted	Development	Unaccepted bid packages only	2 Years	GC 34090 GC 60201
Deeds, Real Property	Development	File with recorded documents; originals may not be destroyed	Permanent	GC 34090
Easements, Real Property	Development	File with recorded documents; originals may not be destroyed	Permanent	GC 34090
Environmental Quality Asbestos	Development	Documents, abatement projects, public buildings	Permanent	GC 34090
Environmental Quality California Environmental Quality Act (CEQA)	Development	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	Permanent	GC 34090 CEQA Guidelines
Environmental Quality Congestion Management	Development	Ride sharing, trip management	Completion + 2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.3**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Environmental Quality Environmental Review	Development	Correspondence, consultants, issues, conservation	Completion + 2 years	GC 34090
Environmental Quality Pest Control	Development	Pesticide applications, inspections and sampling documents.	Completion + 2 years	GC 34090
Environmental Quality Soil	Development	Analysis, construction recommendations	Completion + 2 years	GC 34090
Environmental Quality Soil Reports	Development	Final Report	Permanent	GC 34090
Grants Community Development Block Grant (CDBG)	Development	Grants documents and all supporting documents: Applications, reports, contracts, project files, proposals, statements, sub-recipient docket, environmental review, grant documents, inventory, consolidated plan, etc.	Until completed + 4 years	GC 34090 24 CFR 570.502
Property, Abandonment	Development	Buildings, condemnation, demolition	Permanent	GC 34090
Property Acquisition/Disposition	Development	District owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by District	10 years	CCP 337.15

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.4**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Accounts Payable	Finance	Journals, statements, asset inventories, account postings with supporting documents, vouchers	Until audited + 4 years	GC 34090 CCP 337
Accounts Payable	Finance	Invoices, checks, reports, investments, purchase orders	4 years	GC 34090 26 CFR31.6001-1(e)(2)
Accounts Receivable	Finance	Invoices, checks, reports, investments, receipt books, computer receipts, and registration payments	4 years	26 CFR31.6001-1(e)(2)
Annual Financial Report	Finance	Independent auditor analysis	Until audited + 2 years	GC 34090
Audit Reports	Finance	Financial services; internal and/or external reports; independent auditor analysis	Permanent	GC 34090 Sec. of State Local Gov't. Records Retention Guidelines
			[May be revised at a later time by Sec. of State or County officials]	
Audit Hearing or Review	Finance	Documentation created and or received in connection with an audit hearing or review	2 Years	GC 34090
Bank Account Reconciliations	Finance	Bank statements, canceled checks, certificates of deposit	4 Years	26 CFR 31.6001-1(e)(2)
Bonds	Finance	Authorization/public hearing records/prospectus/proposal/certificates/notices (transcripts)/registers/statements	Permanent	GC 34090
Bonds, Development	Finance	Housing; industrial development	10 Years	CCP 337.5

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.4**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Bonds – Final	Finance	Final bond documentation; monthly statement of transactions; supporting documents	10 Years	GC 34090 CCP 337.5
Bonds – Paid/Cancelled	Finance	Paid or cancelled bonds; warrant certificates; interest coupons	2 Years	GC 34090 GC 53921
Bonds – Unsold	Finance	Unsold bonds	2 Years	GC 34090 GC 43900 et seq.
Budget, Annual	Finance	Adjustments, journal entries, account transfers	Until audited + 2 years	GC 34090
California State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	6 years	R&TC 19530 R&TC 19704
Checks	Finance	Includes payroll, cancelled and voided checks	Until audited + 4 years	GC 34090 CCP 337
Comprehensive Annual Financial Reports (CAFR)	Finance	Finance	Until audited + 4 years	GC 34090; CCP 337
Deposits, Receipts	Finance	Checks, coins, currency	Until Audited + 4 years	GC 34090 CCP 337
Fixed Assets - Inventory	Finance	Reflects purchase date, cost, account number	Until audited + 2 years	GC 34090
Fixed Assets - Surplus Property	Finance	Auction; disposal – Listing of property; sealed bid sales of equipment	Until audited + 4 years	GC 34090 CCP 337
Fixed Assets -	Finance	Title transfers when vehicle is sold	Until sold	VC 9900 et. seq.

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.4**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Vehicle Ownership & Title				
Fund Transfers	Finance	Internal; bank transfers & wires	Until audited + 2 years	GC 34090
General Ledgers	Finance	All annual financial summaries – all agencies	Permanent [May be revised at a later time by Sec. of State or County officials]	GC 34090 CCP 337 Sec. of State Local Gov't Records Retention Guidelines GC 34090
Gifts/Bequests	Finance	Receipts or other documentation		
Insurance, Joint Powers Agreement (JAP)	Finance	Accreditation, MOU, agreements and agendas	Current + 2 years	GC 34090
Insurance Certificates	Finance	Liability, performance bonds, employee bonds, property: Insurance certificates filed separately from contracts, includes insurance filed by licenses.	Current + 2 years	GC 34090
Insurance, Liability/Property	Finance	May include liability, property, Certificates of participation, deferred use of facilities	Current + 2 years	GC 34090
Insurance, Risk Management Reports	Finance	Federal OSHA forms; Loss analysis report; Safety reports; Actuarial studies	5 years (Federal) 2 years (State)	29 CFR 1904.44 GC 34090
Investment Reports, Transactions	Finance	Summary of transactions, inventory and earnings report		

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.4**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Invoices	Finance	Copies sent for fees owed, billing, related documents	Until audited + 2 years	GC 34090
Purchasing RFQ's, RFP's	Finance	Requests for qualifications; Requests for proposals regarding goods or services	Current + 2 years	GC 34090
Purchasing, Requisitions, Purchase Orders	Finance	Original documents	Until audited + 4 years	GC 34090 CCP 337
Returned Checks	Finance	Finance – NSF (not District checks)	2 years after audit	GC 34090
State Controller	Finance	Annual reports	2 years	GC 34090
State Tax Records	Finance	Filed annually; quarterly	5 years after file date	Refer to Federal Tax Records
Stop Payments	Finance	Finance – bank statements	2 years	GC 34090
Taxes, Special	Finance	Special tax levied by a local agency on a per parcel basis	Until audited + 3 years	CCP 338(m)
Vouchers - Payments	Finance	Account postings with supporting documents	Until audited + 4 years	GC 34090 CCP 337
Warrant Register/Check Register	Finance	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	Until audited + 2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.5**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Bonds – Employee	Personnel Finance	Personnel fidelity bonds	Current + 2 years	GC 34090
Cal-OSHA	Personnel Administration	Personnel-Logs, Supplementary Record, Annual Summary (Federal & State-Cal OSHA)	5 years	LC 6410; 8 CCR 14307
Deferred Compensation Reports	Personnel Finance	Finance – pension/retirement funds	3 years	29 CFR 516.5 29 CFR 1627.3
DMV Driver Information Reports	Personnel Administration	Personnel – Not a public record	Until superseded	GC 34090 GC 6254 (c)
Employee Bonds	Personnel Administration	Personnel fidelity bonds	While employed + 2 years	GC 34090
Employee Files	Personnel Administration	Personnel – Not a public record	While current + 2 years	GC 12946 GC 6254 (c)
Employee Information, General	Personnel Administration	Name, address, date of birth, occupation	3 years	GC 12946 29 CFR 1627.3 LC 1174
Employee Information, Payment	Personnel Administration	Rate of pay and weekly compensation earned	7 years	GC 60201
Employee Information – CEIR	Personnel Administration	Personnel – California Employer Information Report (for employers of 100 or more employees)	2 years	2 CCR 7287(a) 2 CCR 7287 (c)(2) GC 12946

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.5**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Employee Information – Applicant Identification Records	Personnel Administration	Personnel – Data regarding race, sex, national origin of applicants	Current + 2 years	2 CCR 7287(b), (c)(2)
Employee, Medical Files	Personnel Administration	Protected by HIPAA Part of Personnel file – not a public record. Includes medical records; exposure records, etc. (for employees of less than 1 year, no need to retain medical records if they are returned to employee upon termination)	Length of employment + 30 years	29 CFR 1910.1020 8 CCR 3204 GC 6254(c)
Employee, Non-Safety	Personnel Administration	Non-safety employee records may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee Medical; fingerprints; identification cards (ID'S)	Length of employment + 3 years	29 CFR 1627.3 GC 12946
Employee Programs	Personnel Administration	Includes EAP and Recognition	Current + 2 years	GC 34090 GC 12946
Employee, Recruitment	Personnel Administration	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	Current + 2 years	GC 12946 GC 34090 29 CFR 1602 et. seq. 29 CFR 1627.3
Employee, Reports	Personnel Administration	Employee statistics, benefit activity, liability loss	Current + 2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.5**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Employee, Safety	Personnel Administration	Police, fire, emergency employees may include: Release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals	Current + 3 years	29 CFR 1627.3 29 CFR 1602.31 29 CFR 516.6 et. seq. 45 CFR 1068.6(a) GC 34090, GC 12946
Employee Rights – General	Personnel Administration		Length of employment + 2 years	GC 12946 29 CFR 1602.31
Employment Applications - not hired	Personnel Administration	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	2 years	GC 34090 GC 12946
Employment Eligibility Verification (I-9 Forms)	Personnel Administration	Federal Immigration and Nationality Act; Immigration Reform / Control Act 1986	3 years after date of hire, or 1 year after date of termination, whichever is later	8 USC 1324a (b)(3) Pub. Law 99-603
Employment – Surveys and Studies	Personnel Administration	Includes classification, wage rates	2 years	GC 12946 GC 34090 29 CFR 516.6
Employment – Training Records, Non-Safety	Personnel Administration	Volunteer program training – class training materials, internships	Length of employment + 2 years	GC 34090 GC 12946
Employment – Personnel (by name)	Personnel Administration	Paperwork documenting internal and external training	Length of employment + 2 years	GC 34090 GC 12946

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.5**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Employment - Public Safety	Personnel Administration	Certification/designations	Length of employment + 2 years	GC 34090 GC 12946
Employment – Vehicle Mileage Reimbursement Rates	Personnel Administration	Annual mileage reimbursement rates	Until suspended	GC 34090
ERISA Records	Personnel Administration	Employee Retirement Income Security Act of 1974 -plan reports, certified information filed	6 years	29 USC 1027
ERISA Records	Personnel Administration	Employee Retirement Income Security Act of 1974 - records of benefits due	Indefinitely	29 USC 1059
Family and Medical Leave Act (Federal)	Personnel Administration	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	While employed +3 years (Federal) or 2 years (State)	29 CFR 825.500 GC 12946
Federal Tax Records	Personnel Finance	May include forms 1096, 1099, W-4 and W-2	5 years after file date	29 USC 436 26 CFR 31.6001.1-4 26 CFR 31.6001-1(e) 29 CFR 516.5-516.6
Insurance	Personnel Finance	Personnel related	Current + 2 years	GC 34090

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.5**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
OSHA	Personnel Administration	OSHA Log 200, Supplementary Record, Annual Summary (Federal & State-Cal-OSHA)	5 years	LC 6410; 8 CCR 14307 29 CFR 1904.2 – 1904.6
OSHA (Accident/Illness Reports)	Personnel Administration	Personnel – Employee Exposure Records & Employee Medical Records Not a public record	Duration of employment + 30 years	LC 6410; 8 CCR 14307; 8 CCR. 3204; GC 6254 (c)
PERS – Employee Benefits	Personnel Administration	Retirement plan	6 years	29 USC 1027
Personnel Records	Personnel Administration	Other records (not payroll) containing name, address, date of birth, occupation, etc., including records related to promotion, demotion, transfer, lay-off, termination	3 years	29 CFR 1627.3
Personnel Rules and Regulations	Personnel Administration	Including employee handbook	Current + 2 years	GC 34090
Payroll – Federal/State Reports	Personnel Finance	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	7 years	GC 60201
Payroll Deduction Authorizations	Personnel Finance	Finance	While Current + 7 years	29 CFR 516.6 (c) GC 60201
Payroll, registers	Personnel Finance	Finance	7 years	29 CFR 516.5 (a) LC 1174 (d) GC 60201
Payroll records, terminated employees	Personnel Finance	Finance files	7 years from date of last entry	29 CFR 516.5 GC 60201

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.5**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Payroll, timecards/sheets	Personnel Finance	Employee	7 years	GC 60201
Payroll – Wage Rates / Job Classifications	Personnel Finance	Employee records	While current + 7 years	GC 60201
Recruitments and Selection	Personnel Administration	Records relating to hiring, promotion, selection for training	3 years	29 CFR 1627.3
Salary Surveys	Personnel Finance	Surveys of other agencies	2 years	GC 34090
Unemployment Insurance Records	Personnel Finance		4 years	IRC 3301-3311
Workers Compensation Files	Personnel Finance	Work-injury claims (including denied claims); claim files, reports, etc.	Until settled + 5 years	8 CCR 10102 8 CCR 15400.2

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.6**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Fire Protection District Administration	Public Safety	Administrative documents	2 years	GC 34090
Fire Safety Administration	Public Safety	General orders, policies & procedures	Until superseded + 2 years	GC 34090
Hazardous Materials – Hazardous Waste Disposal	Public Safety	Documents regarding handling and disposal of hazardous waste [Permanent retention of environmentally sensitive materials is recommended]	While current + 10 years	CAL OSHA
Hazardous Materials – Permits, Hazardous Materials Storage	Public Safety	[Permanent retention of environmentally sensitive materials is recommended]	While current + 2 years	GC 34090
Hazardous Materials – Exposure Records, etc	Public Safety	Employee exposure records; Name/identity of chemical substance used; when and where chemical substance was used	30 years	8 CCR 3204(d) et. seq.
Hazardous Materials – Underground storage tank	Public Safety	Compliance: Documents regarding: storage, location, installation, removal, remediation	Permanent	GC 34090
Hazardous Materials – Underground storage tank	Public Safety	Maintenance and repair	2 years	GC 34090
Inspections – Park and Facilities	Public Safety		7 years	
Inspections – Vehicle(s)	Public Safety		7 years + 1 year after taken out of service	
Inspections – Maintenance Equipment	Public Safety		7 years + 1 year after taken out of service	

**Record Retention Schedule for Arcade Creek Recreation and Park District
Policy # 3310.5.6**

<i>Type of Record</i>	<i>Category</i>	<i>Description or Example of Record</i>	<i>Minimum Legal Retention Period</i>	<i>Legal Authority</i>
Paramedic Services	Public Safety	Documents other than original contracts.	2 years	GC 34090
Backflow or Test Reports	Public Safety	Reports of testing and maintenance – water supply	3 Years	17 CCR § 7605
Meter Operations	Public Works	Reader reports; orders; tests; maintenance reports	2 Years	GC 34090
Meter Reading	Public Works	Reports and rebate reports	Current + 2 years	GC 34090
Utility Services – Applications	Public Works	Applications for utility connections, disconnects, registers, service	Completion + 2 years	GC 34090
Utility Services – Billing Records	Public Works	Customer name, service address, meter reading, usage, payments, applications/cancellations	Until audited + 2 years	GC 34090
Utility Services – Journals, Utility Billing	Public Works	Billing including monthly activity	Until audited + 2 years	GC 34090
Utility Services – Meter Reading; Reports	Public Works		Current + 2 years	GC 34090
Utility Services – Utility Rebates, Reports	Public Works		Current + 2 years	GC 34090
	Public Works			GC 34090

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Facility Naming Policy

POLICY NUMBER: 3320

3320.1 The purpose of this policy is to: provide guidelines regarding the naming of parks, facilities and buildings within the District.

3320.2 Titles should reflect the street name at the park entrance, or a location of geographic significance located in or near the park (i.e. Arcade Creek runs through Arcade Creek Park)

3320.3 Titles may be given in honor of a person who made significant contribution(s) to the District in time served as an employee or Board member, a community volunteer, or by a significant monetary contribution toward the completion of a specific facility. Titles honoring a person must be done posthumously. The person must be deceased for a minimum of three (3) years prior to their name being considered for naming of a facility.

3320.4 Naming process

3320.4.1 An application for Naming or Renaming Parks or Facilities must be completed and submitted along with a petition containing 200 valid signatures to the General Manager for consideration. The General Manager will then forward the request on to the naming committee. (A valid signature is from an individual who is a registered voter in the State of California, and resides within the district boundaries)

3320.4.2 The District Ad Hoc Naming Committee will consist of two members of the Board of Directors, General Manager, one District employee and three members of the public of which one must be a neighbor of the park or facility being considered for the name change. When the Ad Hoc Naming Committee completes their work and makes a recommendation to name or rename a park, facility or location, public notice of the recommended name change will be provided in the local newspaper, the District's website, and by signage in the designated location thirty (30) days prior to the Board of Directors meeting when a public hearing is scheduled on the topic and a decision is to be made.

3320.4.3 Whenever possible, the District will solicit suggestions or concur on a name during the planning stages and prior to the AD Hoc Committee beginning their meetings.

3320.4.3.1 The District may solicit input from community groups having special knowledge of the area's geographical or historical significance.

3320.4.3.2 In selecting the name of a park or facility, the following guidelines should be considered:

- Names of subdivisions and/or communities within which the park is being developed.

- Names of major streets which serve as access to the park.
- Names of schools located immediately adjacent to the park.
- Names of historical significance; may be the name of a particular historical event, e.g. gold rush, pony express, etc.
- Names of prominent geographic features or local reference points.
- Wishes of the community
- Duplication of other names of places or facilities within the District or the surrounding area shall not be considered.
- Consideration may be given to naming parks or facilities after persons according to the guidelines listed next.

3320.4.4 Naming a park or facility after a person must meet the following guidelines:

3320.4.4.1 The suggested name must be accompanied by a biographical sketch which shall provide evidence of the contributions made to the Park District and the specific facility or park location overall.

3320.4.4.2 The person must be deceased for a minimum of three years. The Board of Directors may waive this provision by a 4/5 vote if the action is determined to be in the best interest of the District.

3320.4.4.3 The person must have made a significant positive contribution to the community, without which the District's programming, events, and/or facility development would not have been possible. Or the contribution enhanced District operations in an extraordinary way (the park or facility to be named should match with the person's area of interest or dedicated work when possible; i.e. John Smith coached youth soccer and ran the league for many years, the facility to be named should be a soccer field or park, not a community center, rose garden, playground, etc.).

3320.4.4.4 If the park site was acquired by means of a substantial gift or by donation by an individual, family or corporation consideration can be given to naming the park for this person, family or entity; or for a specific name request made by the benefactor.

3320.4.4.5 A park should not be named after a person whose contribution to the Park District was or is a part or all of that individual's normal duties as an employee of the District, unless such a contribution was of an extraordinary nature and/or above and beyond that person's employment duties. The period of service to the district should be for a minimum period of time not to be less than twenty-five (25) years of service.

3320.4.5 The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

3320.4.5.1 Only those parks and facilities named for location or subdivision shall be considered for renaming.

3320.4.5.2 Parks named by deed restriction shall not be considered for renaming.

3320.4.5.3 Parks and facilities named after or in honor of individuals shall never be changed, unless it is found that the individual's actions and/or personal character is or was such that continued use of the name on the park or facility would not be in the best interest of the Park District or community.

Arcade Creek Recreation and Park District
Application for Naming of District Owned Buildings and Recreational Facilities

Applicant's Name: _____

Mailing Address: _____

E-mail: _____

Phone: _____

Proposed site for name change:

Park
Location: _____

Recreational Facility
Location: _____

District-owned Building
Location: _____

Column of Honor
 No
 Yes (If checked, please complete the following page.)

Does this pertain to only a portion of the site or facility?

No
 Yes (If checked, what is the portion suggested for naming?)

Signature: _____

Date: _____

Print Name: _____

Arcade Creek Recreation and Park District
Application for Naming of District Owned Buildings and Recreational Facilities

Please indicate which honor criteria below pertain to the application and provide a brief description of how the application meets the criteria (attach additional sheets if necessary):

1. The honoree has made lasting and significant contributions to the protection of natural or cultural resources of Arcade Creek Recreation and Park District.

- No
 - Yes (If checked, please explain.) _____
-

2. The honoree has made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility, or Arcade Creek Recreation and Park District which has positively impacted the lives of citizens.

- No
 - Yes (If checked, please explain.) _____
-

3. The honoree has made substantial contributions to the advancement of commensurate types of recreational opportunities with the Arcade Creek Recreation and Park District.

- No
 - Yes (If checked, please explain.) _____
-

4. The honoree is associated with an economic development or redevelopment activity that meets the Mission of the Arcade Creek Recreation and Park District and improves the quality of life for its residents.

- No
 - Yes (If checked, please explain.) _____
-

5. The honor commemorates a significant historical event.

- No
 - Yes (If checked, please explain.) _____
-

Arcade Creek Recreation and Park District
Application for Naming of District Owned Buildings and Recreational Facilities

Please indicate which criteria below pertain to the application and provide a brief description of how the application meets the criteria (attach additional sheets if necessary):

1. The name preserves the geographic, environmental (relating to natural or physical features), historic or landmark connotation of particular significance to the area in which the land or facility is located, or for the District as a whole.

No
 Yes (If checked, please explain.) _____

2. The land, facility, or the funds for the purchase, construction, renovation or maintenance was donated by the individual, family or organization.

No
 Yes (If checked, please explain.) _____

3. An in-kind contribution or service of major and lasting significance was made to the acquisition of the land, facility, or the planning, development, construction, renovation or maintenance of a facility.

No
 Yes (If checked, please explain.) _____

4. The name recognizes a benefactor organization, group or business that contributed to the site or facility.

No
 Yes (If checked, please explain.) _____

5. The name commemorates a significant historical figure.

No
 Yes (If checked, please explain.) _____

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Use/rental of District Facility
POLICY NUMBER: 3400

3400.1 The District owns and operates various facilities and has determined that the public or other entities may be considered to rent or use facilities that have been identified as appropriate for such use. The Board of Directors of the District reserve the right to limit or prohibit use of facilities as may be necessary from time to time. The District's procedure for use of facilities is as follows:

3400.1.1 Organizations or individuals shall submit requests to the General Manager or their designee in advance for use of one or more facilities. The request shall include the date(s), times and proposed uses including information deemed pertinent by the General Manager in order to verify that the use is acceptable. The General Manager or their designee will notify the applicant of approval or denial of the request within 5 business days unless more information is required for a decision.

3400.1.2 Organizations or individuals whose request is denied by the General Manager or their designee may request a hearing with the General Manager if denied by their designee. A hearing shall be scheduled within thirty (30) days of receipt of such a request in writing outlining the reasons for the request and any explanation of the factors appealed by the applicant. If not satisfied with the General Manager's ruling, then an appeal may be made to the District Board of Directors for reconsideration of the request at a regularly scheduled meeting of the Board of Directors where the item will be placed on the agenda for discussion and possible Board action.

3400.2 The Board of Directors may establish a user fees and deposit fees schedule for various facilities by resolution using criteria and costs borne by the district for operation and maintenance of such facilities. The user fee will be gauged and adjusted periodically to reflect changes in costs of use and maintenance of the facility. District staff shall collect the deposit and estimated user fees in advance of reserving a facility. The deposit shall be a set fee based on the estimated impact on the District's man-power resources to perform clean up and repair work if needed. Fees will be based on the expenses to maintain and prepare the facility along with the administrative costs for handling the reservation. The deposit may be refundable to the extent that clean up costs are less than the deposit, minus the administrative processing costs and the refund (\$25.00).

3400.3 A priority schedule for use of facilities may be established using the following general criteria:

- A. District organized activities
- A. Organizations who provide recreation level youth athletic programs
- B. Organizations who provide competitive level youth athletic programs
- C. Organizations who provide athletic programs for adults and seniors
- D. School districts, charter schools, and other governmental agencies
- E. Public or non-profit organizations for non-political or non-commercial uses

3400.4 Any organization or individual requesting use of District facilities may be required to provide special liability insurance coverage, on a form acceptable to the District, or compensate the District for special use insurance coverage if deemed necessary by the District. Any organization or individual requesting use of District facilities shall execute a waiver

of liability form as deemed necessary by the District for each event in advance of final approval of the use of the facility. This shall be in the form of an endorsement of additional insured

3400.5 All requesting organizations will be required to comply with federal, state and local laws in the use of District facilities. If special permits such as large gathering permits, fire or building code or use of alcohol permits are required, any preliminary approval of a use will be contingent upon satisfactory proof of compliance with all permit requirements before a final approval will be issued. Failure to complete final permits requirements may be grounds for rejection or revocation of use approval and grounds for denial of future use requests.

3400.6 Priority and/or right of first refusal is granted to groups/organizations who rent/use facilities on a seasonal long term basis (minimum of 8 weeks) and fees are paid in advance.

3400.7 Facilities are available on a first come/first serve basis if they are not reserved. Individuals must leave an area if a group has the proper facility reservation paperwork. Groups of fifty (50) or more people will be subject to paying a day use fee that may be collected by Park District staff.

3400.8 Alcohol use permit: Private groups/gatherings may request an alcohol use permit as long as the event is not celebrating an event that is honoring a minor (age 20 or younger). A fee will be charged along with an increased damage deposit. Glass containers/bottles are not allowed, nor are kegs of beer. Failure to obtain a permit may cause a party to be evicted from the park grounds.

3400.9 Facilities available for rental use include:

- B. Athletic Fields (soccer)
 - Hamilton Street Park (Large field and Small field)
 - Oakdale Park (Large field, Medium Field, Small Field, Lg. Field A, Lg. Field B)
- C. Herzog Community Center
 - Maple Room (large room)
 - Oak Room (small room)
- D. Covered Group Picnic Area
- E. Picnic Area (natural)
 - Hamilton Street Park Oak Grove
 - Hamilton Street Park South Lawn
 - Hamilton Street Park Playground Area
 - Arcade Creek Park Eucalyptus Grove
- F. Individual Picnic sites
- G. Oakdale Gym
- H. Tennis Courts
 - Hamilton Street Park Courts #1, #2, #3, #4
 - Arcade Creek Park Courts #1, #2

3400.10 Reservations and dates will not be confirmed until payment of at least the deposit and/or a portion of the fee to the District is made.

3410.11 Fees and Charges: All fees and charges will be adopted annually by the Board of Directors during the annual budget process. Please refer to the attached sheet for related information.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Off-Road Diesel Equipment Idling
POLICY NUMBER: 3500

No vehicle or engine subject to the in-use off-road diesel regulation may idle for more than five consecutive minutes. The idling limits took effect on June 15, 2008, the day that the off-road diesel regulation became effective under California law. Please contact the General Manager for more information or clarification.

General

The Air Resources Board (ARB) has adopted a regulation for In-Use Off-Road Vehicles, which became effective under California law on June 15, 2008. This regulation is designed to reduce harmful emissions from diesel powered construction and mining vehicles operating in California. Fleet owners are subject to retrofit or accelerated replacement/repower requirements for which ARB must obtain authorization prior to enforcement from the United States Environmental Protection agency under the federal Clean Air Act. However, this regulation also imposes idling limitations on owners, operators, renters, or lessees of off-road diesel vehicles, which the ARB is authorized to enforce.

The idling limits are effective and enforceable as of June 15, 2008. The regulation requires an operator of applicable off-road vehicles (self-propelled diesel-fueled vehicles 25 horsepower and up that were not designed to be driven on-road) to limit idling to no more than five minutes. These requirements are specified in title 13, California Code of Regulations as follows:

ARB Regulatory Section 2449 (d)(3) Idling:

3500.1 Idling Limit – No vehicles or engines subject to this regulation may idle for more than five consecutive minutes. Idling of a vehicle that is owned by a rental company is the responsibility of the renter or lessee, and the rental agreement should so indicate. The idling limit does not apply to:

- 3500.1.1 idling when queuing,
- 3500.1.2 idling to verify that the vehicle is in safe operating condition,
- 3500.1.3 idling for testing, servicing, repairing or diagnostic purposes,
- 3500.1.4 idling necessary to accomplish work for which the vehicle was designed (i.e. operating a crane),
- 3500.1.5 idling to bring the machine system to operating temperature,
- 3500.1.6 idling necessary to ensure safe operation of the vehicle,
- 3500.1.7 idling when waiting in line is allowed (idling to wait for other vehicles or materials is not allowed),
- 3500.1.8 idling to accomplish secondary functions, such as concrete agitation, load hoisting, fuel pump operation, or other necessary function,
- 3500.1.9 idling to keep equipment (including equipment windows) clear of ice and snow,
- 3500.1.10 idling to provide air conditioning or heat in extreme conditions to ensure the health and safety of the operator,
- 3500.1.11 idling to warm up a vehicle to operating temperature as specified by the manufacturer.

ARB Regulatory Section 2449(l) Right of Entry

For the purpose of inspecting off-road vehicles and their records to determine compliance with these regulations, an agent or employee of ARB, upon presentation of proper credentials, has the right to enter any facility (with necessary safety clearances) where off-road vehicle records are kept.

Non-Compliance:

Health and Safety Code, ARB Regulatory Section 39674 (a) authorizes civil penalties for the violation of the programs for the regulation of toxic air contaminants not to exceed one thousand dollars (\$1,000) for each day in which the violation occurs.

Health and Safety Code, ARB Regulatory Section 39764 (b) authorizes civil penalties for the violation of the programs for the regulation of toxic air contaminants not to exceed ten thousand dollars (\$10,000) for each day in which the violation occurs. The standard for assessing penalties is one of strict liability. The owner, renter or lessee will be responsible for the penalty.

ARB will pursue idling complaints received from the public and conduct "Idling Inspections" to observe off-road vehicles at construction sites, mines or any other location where such vehicles operate. In the event a vehicle is observed idling for more than five minutes, the operator and the site supervisor will be contacted to determine reason for the idling, if the reason for idling is not exempted by the rule, citations for each idling vehicle found to be in violation will be issued. Penalties of \$1,000 to \$10,000 can be imposed for each day in which the violation occurs.

3500.2 District Equipment Affected by This Policy:

3500.2.1 All diesel powered on and off-road vehicles (dozer, scraper, compactor, wheel tractor, forklift, man lift, roll-off truck, semi truck, water truck, light truck, etc.) owned and operated by the District

3500.2.2 All other vehicles (pick-up, service truck, flatbed truck, administration vehicle, etc.) owned and operated by the District will also be required by District to adhere to idling limits described in this policy.

3500.3 Employees Affected by This Policy: All District] employees who operate any District owned, leased, or rented vehicles.

3500.4 Corrective Actions Required for Operator Violations of This Policy: All District employees operating any District owned, leased or rented vehicles who violate the five-minute idling regulation will receive progressive discipline, per their respective bargaining agreements, up to and to include termination for any violations.

3500.5 Additional Requirement of This Policy:

3500.5.1 Policy must be reviewed by management staff and updated annually.

3500.5.2 Copy of policy is to be posted in the employee lunchroom/break room in each facility.

3500.5.3 Training shall be required of all District employees employed at the District.

3500.5.4 Safety manager will perform first training session, safety manger and department supervisors will be responsible for training employees who do not attend first session. All employees must attend this training, no exceptions.

3500.5.5 Administration staff shall provide Spanish session for those employees who require interpretation to fully understand requirements and expectations.

3500.5.6 Training of new employees will be required and performed by department supervisor before operating any District owned, leased, or rented vehicles.

3500.5.7 Training requirement compliance and records shall be maintained by administration staff.

3500.5.8 Review of this policy to all employees by department supervisors shall be completed every two years.

3500.5.9 All District owned off-road diesel vehicles covered by the regulation that require particulate and nitrogen oxide (nox) compliance will display a decal with red background and white characters issued by the ARB. Compliance records for this part of the regulation will be maintained by equipment manager.

3500.5.10 All District vehicles will also receive a decal reminding operator of five minute idling limit placed in an area viewed by operator frequently.