



Board of Park Commissioners

Policy Committee

Tuesday, September 6, 2022 at 5:00 p.m.

Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Special Meeting Agenda

1. Call to Order

- a. Attendance

2. Approval of meeting minutes

- a. Policy Committee April 20, 2022 Special Meeting Minutes
Documents: Attachment A (Pgs. 2-3)

3. Public Participation

4. Old Business

- a. By Commissioners

5. New Business

- a. Consider a request from the Veterans Council to amend the Celebrating a Life Memorial Tree Program to remove Veterans Memorial Park from the list of approved park spaces.
Documents: [Celebrate a Life Memorial Programs \(myrec.com\)](http://myrec.com)
- b. New Risk Management Policy
Documents: Attachment B (Pgs. 4-18)
- c. Banner Hanging Policy Revised
Documents: Attachment C (Pg. 19)
- d. Annual review of Draft Policies and Procedures Manual
Documents: Attachment D (Pgs. 20-134)
- e. By Commissioners

6. Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



Board of Park Commissioners
Policy Committee
Wednesday, April 20, 2022 at 5:00 p.m.
Youth and Community Services – 51 High Street
Special Meeting Minutes

1. Call to Order

- a. Chair Robert Fiorito called the meeting to order at 5:01 p.m.
- b. Attendance

Present: Robert Fiorito, Chair
Cynthia Donovan, Commissioner
Leonard Lamothe, Commissioner
Andrew Howe, City Council Liaison

Dr. Joshua Medeiros, Superintendent

2. Approval of meeting minutes

- a. **MOTION:** Made by Commissioner Donovan to approve the February 16th, 2022 Special Meeting Minutes.
Seconded by: Commissioner Lamothe, all in favor; motion carried.

3. Old Business

- a. By Commissioners: None.

4. New Business

- a. Ed Swicklas Employee Garden Park
 - i. **MOTION:** Made by Commissioner Donovan to accept the signage and policy for the Ed Swicklas Employee Garden Park and refer to Board of Park Commissioners for approval.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
 - ii. Policy Committee discussed the Retired Employee Working List.
 - iii. Chair Fiorito provided updates on plaque, monument, and associated costs.
Discussion followed.
MOTION: Made by Commissioner Donovan to accept the Ed Swicklas Employee Garden Park plaque language.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
- b. Superintendent Medeiros presented the Community Engagement Plan Policy (strategic plan objective 3a). Discussion followed.
MOTION: Made by Commissioner Donovan to approve the Community Engagement Plan Policy.

Seconded by: Commissioner Lamothe, all in favor; motion carried.

- c. Superintendent Medeiros presented the ADA Transition Plan (strategic plan objective 1b). Discussion followed.

MOTION: Made by Commissioner Donovan to accept the ADA Transition Plan.

Seconded by: Commissioner Lamothe, all in favor; motion carried.

- d. Superintendent Medeiros presented the Loose Needles Collection Policy. Discussion followed.

MOTION: Made by Commissioner Donovan to approve the Loose Needles Collection Policy.

Seconded by: Commissioner Lamothe, all in favor; motion carried.

- e. Superintendent Medeiros presented new policy Addressing Homelessness Encampments in Public Parks. Discussion followed.

MOTION: Made by Commissioner Donovan to accept the Addressing Homelessness Encampments Policy with the addition of translating the policy in Spanish and looking into additional contacts to add to the Community Services Action Team.

Seconded by: Commissioner Lamothe, all in favor; motion carried.

- f. By Commissioners: None.

5. Adjourn

- a. **MOTION:** Made by Commissioner Donovan to adjourn the meeting at 5:40 p.m.

Seconded by: Commissioner Lamothe, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



Risk Management Plan

Purpose

The Bristol Parks, Recreation, Youth and Community Services Department (BPRYCS) will make reasonable efforts to ensure that all parks, facilities, and programs owned offered by BPRYCS are safe and legally compliant.

In this context:

1. Safe means that dangerous conditions and practices have been removed or mitigated, to the extent possible, according to applicable professional standards and the viewpoint of the reasonable person. Safe does not mean that all hazards inherent in active recreation facilities and programs have been removed. Some recreation activities are inherently more dangerous than others and the impact of people having unknown abilities and intentions interacting with the built environment cannot be comprehensively forecast. Safe means that the BPRYCS has employed and documented its best efforts, as those efforts are described in this procedure, to address unsafe conditions and activity.
2. Legally compliant means that those responsible for BPRYCS facilities and programs have made reasonable efforts to educate themselves on the applicable laws and regulations governing the design and use of parks and recreation facilities as well as programs, and may take reasonable steps to ensure that the applicable laws and regulations are followed.
3. The purpose of this plan is to outline procedures to guide BPRYCS personnel in the management of the risks associated with operating a parks, recreation, youth and community services department.
4. As a City of Bristol Department, BPRYCS is generally governed by City policies, including the sections of the Code of Ordinances of the City of Bristol as well as the regulations, forms and training materials provided by City of Bristol departments.
5. While referencing the roles of other departments for safety, security and risk management, this plan primarily addresses procedures that are unique to BPRYCS, including assignment of responsibility for:
 - a. Safety and risk management program coordination
 - b. Facility planning
 - c. Facility inspections and repair
 - d. Facility operations and security
 - e. Liaison to local law enforcement and other first responder agencies, when needed
 - f. Procedures to promote public safety, employee safety and security of public parks and recreation assets owned and/operated by the BPRYCS
 - g. Contacts, in the event of a safety or risk management issue

Responsibility

Department Staff

1. The **Superintendent**, is the designated risk manager for BPRYCS, whose responsibilities include:
 - a. Ensuring that the provisions of this plan are applied department-wide, auditing training in and compliance with this procedure and taking corrective action when non-compliance is found. Auditing may be done personally, or by utilizing a contractor hired for this purpose. Auditing is an important key to improved safety performance. Audits should be both announced and unannounced. The purpose of the audits is to:
 - i. Maintain standards by ensuring that employees follow established guidelines, methods and procedures
 - ii. Identify where methods or procedures are insufficient
 - iii. Measure the effectiveness of, or need for, safety education
 - iv. Reveal weaknesses in the safety and risk management program
 - v. Motivate employees by showing the results of their safety efforts
 - vi. Increase safety and risk management awareness
 - vii. Ensure that previously recommended corrective action was addressed, initiated or completed
 - viii. Audits of policy compliance and all other elements of the safety program may also be performed by the City Risk Manager or designated position in absent of Risk Manager. Copies of said audits will be provided to the Superintendent as well as City Administration.
 - b. Remaining aware - through review of professional literature and attendance at training classes and professional development programs - of best practices related to parks and recreation facilities, such as licenses, sanitary regulations, fire laws, safety measures and research findings. The Superintendent will communicate information gathered to or other department members.
 - c. Reviewing and establishing—with the assistance of the Comptroller's Office—insurance liability coverage limits for BPRYCS facilities, equipment and programs
 - d. Maintaining liaison with the City of Bristol's Police Department, Fire Departments, and other public safety personnel to coordinate procedures for response to emergencies
 - e. Ensuring that the design and construction of any new parks and recreation, as well the design and construction of any parks and recreation facility renovations, are compliant with applicable Federal, State and local laws and regulations
 - f. Maintaining project files for all capital projects, until those projects are complete, when the project file will be handed over the Parks, Grounds, and Facilities Supervisor to become a part of the park file. During design and construction, project files for capital projects, should include:
 - i. Design and Construction RFPs
 - ii. Contracts
 - iii. Purchase Orders
 - iv. Pay Applications and Approvals
 - v. Formal Communications
 - vi. As-Built Drawings
 - vii. Signage Plans
 - viii. Project Closeout Checklist
 - g. While the Superintendent of Parks, Recreation, Youth and Community Services is responsible for coordination and cooperation with other departments, the

Superintendent has delegated day-to-day responsibility for coordination with law enforcement and public safety services.

- i. The Parks, Grounds, and Facilities Supervisor will serve as the principal liaison to law enforcement, fire departments and other public safety agencies in BPRYCS' parks and facilities.
- ii. The Recreation Supervisor will serve as the principal liaison to law enforcement, fire departments and other public safety agencies in locations where recreation programs are provided.
- iii. The Aquatics Supervisor will serve as the principal liaison to law enforcement, fire departments and other public safety agencies for public pool facilities.
- iv. The Youth and Community Services Supervisor will serve as the principal liaison to law enforcement, fire departments and other public safety agencies for 51 High Street.

2. The **Deputy Superintendent**, whose duties include:

- a. Remaining aware - through review of professional literature and attendance at training classes and professional development programs - of best practices related to parks and recreation facilities, such as licenses, sanitary regulations, fire laws, safety measures and research findings. The Deputy Superintendent will communicate information gathered to or other department members
- b. Working with the Parks, Grounds, and Facilities Supervisor, other City departments, or private contractors to make repairs to buildings or facilities, as needed
- c. Coordinating with the Purchasing Department to update, on an annual basis, the Fixed Assets Inventory
- d. Ensuring that the design and construction of any new parks and recreation, as well the design and construction of any parks and recreation facility renovations, are compliant with applicable Federal, State and local laws and regulations
- e. Working with department personnel, contractors and project administrators to minimize conflicts between construction activity and parks and recreation programs
- f. Ensuring that department maintenance and operations personnel are consulted when parks and recreation facilities are designed or renovated
- g. Documenting all activities in a manner acceptable to the Superintendent and retaining all documentation according to the adopted Records Retention Schedule

3. The **Parks, Grounds, and Facilities Supervisor**, whose duties include:

- a. Acquiring and ensuring utilization of safety equipment, including personal protective equipment, fire extinguishers, training materials, weather alert radios, first aid kits, safety notification stations and other equipment, materials and supplies as needed. From time to time, inspect for the use of personal protective equipment and the currency of fire extinguishers. Employees who repeatedly avoid using provided personal protective equipment will be subject to discipline, with possible consequences up to and including termination.
- b. Providing standardized, routine safety inspections of all parks owned or managed by the BPRYCS. This includes playgrounds, playing fields, public grounds, park buildings and all features/amenities contained within the park borders
- c. Coordinating the acquisition of Safety Data Sheets and making them available for the review of all employees

- d. Documenting problems found and assigning them to the appropriate park maintenance shop for resolution. Repairs and remediation of safety and risk management issues found during inspections also will be documented.
 - e. Working with other City departments, or private contractors to make repairs to buildings or facilities, as needed
 - f. Ensuring that all parks have the appropriate entrance, safety and regulatory signage needed to inform park visitors of regulations and hazards
 - g. Maintaining a file on all parks (including fixed equipment and amenities in each park, such as benches, picnic tables, picnic shelters, buildings, playing fields, shade structures, lighting, etc.) and playground equipment, containing pertinent documents, such as plats, leases for park land, playground specifications, inspection reports and reports of completed repairs
 - h. Maintaining a master inventory of all keys for all parks and facilities; maintaining a record of what keys have been issued to individual employees
 - i. Retaining all documentation according to the adopted Records Retention Schedule.
4. The **Asst. Parks, Grounds, and Facilities Supervisor**, whose duties include:
- a. Selecting, training and supervising full-time employees and volunteers who provide park maintenance service. Documenting attendance for all training programs.
 - b. Acquiring and ensuring utilization of safety equipment, including personal protective equipment, fire extinguishers, etc. Inspect for the use of personal protective equipment and the currency of fire extinguishers. Employees who repeatedly avoid using provided personal protective equipment will be subject to discipline, with possible consequences up to and including termination.
 - c. Providing standardized, routine safety inspections of all parks owned or managed by the BPRYCS. This includes playgrounds, playing fields, public grounds, park buildings and all features/amenities contained within the park borders
 - d. Documenting problems found and assigning them to the appropriate park maintenance shop for resolution. Repairs and remediation of safety and risk management issues found during inspections also will be documented.
 - e. Working with other City departments, or private contractors to make repairs to buildings or facilities, as needed
 - f. Maintaining an inventory of all parks and ground maintenance equipment to include licensed rolling stock and administrative vehicles.
 - g. Retaining all documentation according to the adopted Records Retention Schedule
5. The **Recreation, Aquatics, Youth and Community Services Supervisors**, whose duties include:
- a. BPRYCS contracts with other public and private entities to provide services. If the facility or playground that has been inspected and found to be problematic is not owned by the BPRYCS, then the building or program officer of the owning agency will be made aware of the problem(s). If the problem(s) are not corrected in a timely manner, the Superintendent will be made aware of the issue and will contact the chief executive officer of the owning organization to determine if corrective action can be made, and if not, whether the BPRYCS needs to suspend operations at the facility.
 - b. Acquiring and ensuring utilization of safety equipment, including personal protective equipment, fire extinguishers, training materials, weather alert radios, first aid kits, safety notification stations and other equipment, materials and supplies as needed. From time to time, inspect for the use of personal protective equipment and the

currency of fire extinguishers. Employees who repeatedly avoid using provided personal protective equipment will be subject to discipline, with possible consequences up to and including termination.

- c. Coordinating the acquisition of Safety Data Sheets and making them available for the review of all employees
 - d. Developing procedures and enforcing safety procedures for recreation programs as well as plans for those special events that are managed by the division
 - e. Analyzing risks associated with programs, events and program participant transportation.
 - f. Selecting, training and supervising full-time employees, part-time employees, contract employees and volunteers who provide programs.
 - g. Documenting attendance at training programs
 - h. Maintaining a master inventory of all keys for all program facilities;
 - i. Retaining all documentation according to the adopted Records Retention Schedule
6. The **Community Engagement Coordinator**, whose responsibilities include:
- a. Supporting other committee members by promoting participant safety through regular communications with the public.
 - b. Serving as the spokesperson in the event of accidents and injuries which attract media attention in coordination with the Superintendent and the Mayor.

Other City of Bristol Departments

1. The **Emergency Management Department**, whose responsibilities include:
 - a. Coordinating the local, state, and federal resources to protect the citizens from the effects of disasters, both natural and manmade.
 - b. Identifying and analyzing the hazards that may face the City of Bristol
 - c. Developing contingency plans for each hazard. The plans are regularly tested and refined.
 - d. The Emergency Management Coordinator has reviewed and approved this procedure.
2. The local **Law Enforcement and other Public Safety Agencies**, whose responsibilities include:
 - a. Enforcing Connecticut law and local ordinances within the City of Bristol. BPRYCS will work with law enforcement agencies to provide the safest possible park and recreational facilities.
 - i. As needed, BPRYCS will coordinate with the appropriate law enforcement and public safety officials to notify them of events and plan for addressing issues such as parking, emergency medical services, crowd control, and traffic control.
 - b. Responding to emergencies occurring at a BPRYCS park, facility, or program.
 - c. BPRYCS may, from time to time, contract with commissioned law enforcement officers and emergency medical service personnel, directly or through a third party, to provide heightened security for events where alcohol is served and/or where there are a large number of participants.
 - i. The degree of security provided at each park, facility, or program is dependent on the judgment of the Superintendent, Deputy Superintendent, Parks, Grounds, and Facilities Supervisor, Recreation Supervisor, Aquatics Supervisor, or Youth and Community Services Coordinator (or their designees, as appropriate.) Factors considered in making judgments include the location of the facility, the number of people involved, the type of activity and other factors.

City of Bristol Safety Committee

The City of Bristol operates a Safety Committee. This team coordinates safety and risk management activities in the City. The purpose of the Safety and Risk Management Team is to:

1. Provide a forum for dissemination of information, review of the City's safety record and discussion/resolution of risk management and safety issues
2. Announce training opportunities or plan training that may be needed to enhance employee and public safety
3. Develop, implement and continuously refine the City's procedures
4. Review employee accidents to determine whether action is warranted

Facility Security

To protect public safety and the public's investment in parks and facilities, BPRYCS employs many strategies, within the context of a general security plan, including:

1. Taking crime prevention into account when designing facilities
2. Installing gated access, security alarm systems, video cameras, fencing, lighting, and electronic access systems
3. Monitored security alarms are installed in high-value sites.
4. Some high-value facilities are equipped with video camera systems installed as a preventative measure and to assist police departments in prosecution.
5. Establishing standard opening and closing hours of all parks and recreation facilities and placing signage to notify BPRYCS customers of those hours. In the event that opening and closing hours are changed due to weather, special events, etc., the BPRYCS will do it's best to notify BPRYCS customers.
6. Department personnel lock BPRYCS vehicles, buildings, and access gates as part of normal closing procedures to deter and prevent access into areas after closing hours.
7. For those facilities owned or managed by the BPRYCS, the Superintendent has designated the Assistant Park, Grounds, and Facilities Supervisor to serve as the key coordinator for park locks, the Aquatics Coordinator to serve as the key coordinator for pool locks, and the Youth and Community Services Coordinator for 51 High Street locks. This person will provide for control, issuance of and documentation of all keys issued to BPRYCS personnel.
 - a. BPRYCS team managers may request, from the key coordinator, the issuance of keys to personnel on their team. Keys will be issued to individuals only for those areas where a need for access can be demonstrated.
 - b. Only the key coordinator is authorized to duplicate keys.
 - c. Keys issued are the responsibility of the individual to whom the key is issued.
 - d. BPRYCS employees must not loan keys to unauthorized persons.
 - e. Keys must not be left unattended. Any key found in the possession of an unauthorized person will be confiscated immediately.
 - f. BPRYCS employees who lose keys must notify their supervisor immediately.
 - g. Persons who lose keys may be required to pay the replacement cost of the key and may also face disciplinary action.
 - h. Personal locks are prohibited on all doors and will be removed if found.
 - i. Upon termination or resignation, keys must be turned into the BPRYCS's employee's supervisor or to the key coordinator.

9. Because BPRYCS parks and facilities are widely dispersed, the department employs Park Ambassadors at certain parks during peak hours. The Parks Ambassadors have citation powers and are encouraged to educate the public on City ordinances. Park Ambassadors are encouraged to report unsafe conditions to the Parks, Grounds, and Facilities Supervisor or their designee. If required, Park Ambassadors are asked to call 911 for response by law enforcement personnel. Park Ambassadors are discouraged from intervening to stop suspicious or illegal activity.

BPRYCS Employee Responsibilities for Safety and Risk Management

Responsibility for Public Education on Ordinances and Regulations

1. BPRYCS will take steps to educate park customers on laws and regulations pertaining BPRYCS facilities and operations. These steps include, but are not limited to:
 - a. Chapter 16 of the City of Bristol Code of Ordinances will be posted on the BPRYCS website.
 - b. Summaries of ordinances and regulations pertaining to the use of BPRYCS facilities will be prominently posted on signage throughout parks and recreation facilities.
 - c. Signage also will list phone numbers to call for reports of illegal activity or unsafe conditions.
2. Department policies and procedures will be explained in contracts signed with tournament organizers and permits granted to persons who utilize BPRYCS facilities.

Promoting Citizen Reports of Safety and Risk Management Problems

1. Citizens who report safety issues in BPRYCS parks and recreation facilities are an important part of promoting safety and managing risks. BPRYCS will facilitate citizen reporting by:
 - a. Providing a problem reporting link on the BPRYCS website
 - b. Establishing a voice mail box to which citizens can report non-emergency safety problems, 24 hours per day
 - c. Publicizing the reporting link and report line via the website, signage and on forms/publications
3. The problem reporting link and problem report line will be coordinated by the Program Assistant, who will receive, inspect, and communicate the reported problems to the Parks, Grounds, and Facilities Supervisor.
 - a. If the Parks, Grounds, and Facilities Supervisor deems the report to be accurate, then the Parks, Grounds, and Facilities Supervisor will prioritize the problem and assign repairs to the appropriate staff to repair the problem.
 - b. The Parks, Grounds, and Facilities Supervisor also will contact all persons who leave their email address and/or phone number to advise them that the problem has been investigated and if/when the problem will be resolved.

BPRYCS Employee Responsibilities for Safety and Risk Management

1. Where required by City policy, Supervisors or their designees are responsible for obtaining Certificates of Insurance for their activities and programs from customers using parks and recreation facilities or contractors that are performing work on City properties. Coverage limits required are detailed in the City of Bristol Insurance Requirements.
2. Risk management, safety awareness, and emergency response ability are fundamental parts of the job of every BPRYCS employee. Typical causes associated with accidents and injuries include:
 - a. Rushing to meet a schedule
 - b. Fatigue

- c. Lack of attention
 - d. Lack of supervision
 - e. Lack of intervention when an unsafe condition or action is perceived
 - f. Lack of communication
 - g. Traveling in a vehicle; distracted driving
 - h. Traveling in wet areas or through moving water
 - i. Poor judgment
 - j. Improper lifting techniques
 - k. Unrealistic planning
 - l. Unrealistic expectations of oneself, other employees or customers
 - m. Use of equipment that is inappropriate for the task or using equipment of poor design or condition
 - n. Inadequate employee training
 - o. Improper preparation of participants appropriate to their levels of thinking, judgment or coordination
3. While on duty, BPRYCS employees must be alert to potential hazards from equipment, activities and human behavior, and must respond quickly to problems whenever they may arise. Each employee plays a key role in protecting the safety of the departments' patrons, staff, and facilities. Every employee of the BPRYCS is responsible for helping promote safety and management of risks by:
- a. Participating in safety training and applying the lessons learned
 - b. Abiding by safety regulations, procedures and checklists
 - c. Inspecting vehicles and equipment for safety and operations problems
 - d. Practicing defensive driving
 - e. Contributing ideas to promote public safety and workplace safety
 - f. Asking questions of their supervisor if they do not understand how to safely perform an assigned task
 - g. Reporting unsafe conditions and unsafe acts by others
 - h. Preventing or causing the cessation of unsafe acts of others, including minor citizens
 - i. Providing accurate and timely reports of incidents, accidents and injuries that can be analyzed to continuously improve safety
 - j. Maintaining the certifications required by the individual's job and/or informing a supervisor if the certification will soon lapse, so that recertification actions may occur.
 - k. Coordinators of parks and facilities are expected to perform daily informal inspections whenever the park or facility is being used for an activity that is sponsored or facilitated by BPRYCS. If possible, correcting problems noticed immediately. If it is not possible to correct the problem immediately, employees must take temporary action to protect the public (such as preventing access to an unsafe area) and the person who discovers the problem will refer it, via phone call and email, to the appropriate staff member for documentation and later corrective action.
 - l. Parks Division, recreation Division, and Aquatics Division staff have a heightened responsibility for safety and risk management. Routine facility and equipment inspections, as well as pre-operational reviews of plans and safety procedures, provide an opportunity to emphasize the importance of safety and risk avoidance. Before beginning operations or at the start of an event or program, staff should discuss work plans, including hazard assessment of job tasks to be performed, potential site hazards and other information for that day, including the location of service providers in the area.

Safety Risk Management and Public Relations

1. Recreational activities, particularly competitive sports, sometimes result in inappropriate behavior on the part of participants and spectators. The Parks, Grounds, and Facilities Supervisor and Recreation Supervisor will arrange for employee in-service training in topics such as techniques for handling disruptive behavior, crowd control, emergency response and handling evidentiary items.
2. Whenever practical or appropriate, BPRYCS employees will educate the public on laws and regulations when employees observe violations. In general, BPRYCS employees do not have the power to arrest or issue a summons for violations. BPRYCS employees may request that a violator cease the illegal behavior and may request that the violator depart from a park or facility. If the violator does not cease the illegal behavior and/or refuses to leave a facility, employees should notify the Bristol Police Department.
3. In dealing with disruptive behavior from members of the public, the following strategies will be employed by BPRYCS personnel:
 - a. Calmly approach the individual(s) while observing personal distances in order to appear non-confrontational.
 - b. Greet the customer and advise of policies or ordinances in a flat, calm tone of voice without making accusations.
 - c. Inform customer of safety reasons for BPRYCS regulations and ask that the patron stop the behavior.
 - d. If needed and if possible, assist patrons with their needs in order to gain compliance through a customer service approach.
 - e. If unleashed dogs are involved, make no sudden moves or use a loud voice as this may cause the dog to react with an unwanted behavior.
 - f. Once compliance to regulations is gained, thank the patron for his or her cooperation and understanding.
 - g. If the disruptive behavior continues, then the Bristol Police Department should be called to handle and resolve the behavior. BPRYCS personnel must be cognizant of customer behaviors and determine safety risks for customers and staff which may require notification of law enforcement personnel immediately, without making an attempt to approach the disruptive person.
 - h. BPRYCS personnel will document all incidents involving criminal activity or disruptive behavior and forward the report to the Parks, Grounds, and Facilities Supervisor or and copy the Deputy Superintendent as appropriate.
4. In dealing with disruptive behavior from program participants or facility patrons, the following strategies will be employed by BPRYCS personnel in alignment with the Department's Behavior Redirection and Restorative Justice Policy
 - a. **1st offense:** The patron or participant is informed of the rule violation and asked to stop the behavior. Staff are to explain the reason for the rule and future consequences should this behavior continue.
 - b. **2nd offense:** The patron or participant is informed of the rule violation again and asked to sit out of the activity for fifteen (15) minutes. If appropriate, a guardian is informed of the rule violation, why the rule is in place and future consequences should this behavior continue. An incident report must be completed.
 - c. **3rd offense:** Depending on the seriousness of the issue, the patron or participant will be referred to the supervisor on duty, who will determine the

length of time for suspension. An incident report must be completed. Incidents will be reviewed on a case-by-case situation with consideration to restorative justice and incident context.

- d. For more information regarding program or facility specific implementation of this policy please refer to the specific division's manual.

Response to Problems and Emergencies

Staff members of the BPRYCS must have the ability and/or training to appropriately respond to emergencies that may occur. Following is a general list of guidelines. This list is not all-inclusive, but is indicative of the types of emergency situations that most employees may face. Before emergencies occur, employees must familiarize themselves with alternative exits from all areas of the building or facility.

Inclement Weather

1. In the event that the City of Bristol announces closure of municipal offices due to inclement weather, all public parks will also be considered closed. BPRYCS personnel may be assigned to specific facilities during inclement weather to address safety concerns.
2. If the Bristol Public School system announces a closure due to inclement weather, the Dennis Malone Aquatics Center will be closed and all programs canceled.
3. If the Bristol Public School system opens on a delayed schedule, the Dennis Malone Aquatics Center will open at noon.
4. If the Bristol Public School system closes with an early dismissal, the Dennis Malone Aquatics Center will close early and evening programs will be canceled.
5. Closure announcements will be made via the *Alerts* feature on the Department's website.

Playground Equipment Problems

1. Upon discovering a problem, clear park visitors from the defective/damaged equipment, wrap the equipment with red "Danger/Do Not Enter" tape, and post a warning sign at every entrance to the equipment, notifying the public that the equipment is closed for repairs.
2. Notify appropriate personnel, including: your supervisor and, the Deputy Superintendent.

Plumbing Problems

1. For minor leaks, turn off water flow to the leaking line, post the faucet or attached device as "Out of Order"; mop up the spill; post "Wet Floor" signs where necessary.
2. For major leaks, turn off the main valve; mop up spill; post "Wet Floor" signs where necessary. Notify appropriate personnel, including: your supervisor and the Deputy Superintendent.

Mechanical Problems

1. Notify appropriate personnel, including: your supervisor and the Deputy Superintendent.

Hazardous Material Spills (Chlorine, Acid, Gasoline, etc.)

1. Evacuate the area.
2. Immediately notify appropriate personnel, including: your supervisor and the Deputy Superintendent.
3. Keep the area clear, wait for further instructions.

4. Complete all required reports and refer to the corresponding safety data sheet located in your facility's OSHA compliance center. Send copies to your supervisor and the Deputy Superintendent.

Fire Emergencies

1. Evacuate the area.
2. Call 911.
3. 3. If there is no danger to the employee, close all doors and windows.
4. Another BPRYCS employee should meet the Fire Department when it arrives so information can be given.
5. Notify appropriate personnel, via phone call, including: your supervisor, and the Deputy Superintendent.
6. Refrain from using fire extinguishers and/or attempting to put out a fire unless directed to do so.
7. Complete all required reports. Send copies to your supervisor, the Deputy Superintendent and Claims.

Severe Thunderstorm or Other Severe Weather Emergency

1. If the activity is outside, immediately stop the activity and request an orderly evacuation.
1. If an evacuation is not possible, find the best available shelter to protect citizens and staff.
2. If quick evacuation is not possible, shelter at the facility. Move to the center of a building in an area with no windows.
3. Staff members must take first-aid/disaster kit, radio and flashlights with them.
4. Notify appropriate personnel, via phone call, including: your supervisor and the Deputy Superintendent.
5. Listen to the local radio station or access other information sources for updated storm information.
6. After the weather emergency passes, immediately review the facility. Be prepared to handle first aid situations, watch for fallen power lines, and stay out of damaged areas. Watch for fires and/or gas leaks. Document damage with photographs.
7. Keep a log of the event to help you in completing reports.
8. Do not leave the facility until it is secure and all emergency situations have been addressed, or you have been given permission to leave.
9. Complete required reports as soon as possible and forward copies to your supervisor and/or team manager, and the Deputy Superintendent.

Tornado

1. If you become aware of a tornado via CodeRed alert, weather forecast, etc., take action. Do not wait until you see the tornado.
2. Immediately grab some form of communication to include a cell phone and/or radio.
3. Seek immediate shelter inside one of the designated areas in the park or facility.
4. If non-staff members are in a building, then BPRYCS staff will escort them to shelter as well.
5. Once the scene is believed to be all clear, BPRYCS staff will obtain a head count, assess any injuries or damage and coordinate with the proper emergency services.
6. Things to consider if you are caught outdoors without shelter:
 - a. Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.

- b. If flying debris occurs while you are driving, pull over and park. Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
 - c. If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area, covering your head with your hands.
 - d. Your choice should be driven using your best judgment within the specific circumstances.
2. Things to consider when you are away from the office:
 - a. The safest place to be is an underground shelter, basement, or safe room.
 - b. If there is not an underground shelter or safe room available, a small, windowless interior room or hallway on the lowest level of a sturdy building is the safest alternative.
 - c. Go to the nearest sturdy building or shelter immediately, using your seat belt if driving.

Theft

1. Determine the approximate value of the stolen property. Contact the Bristol Police Department if the value of the stolen property is perceived to be more than \$50.
2. No matter what the amount missing, notify appropriate personnel, via email, including: your supervisor and the Deputy Superintendent.
3. When completing a report to document the event, gather as much information as possible concerning the theft. Include specifics, such as: location of the theft, a description and value of all stolen articles, and addresses and phone numbers of all parties involved. Forward a copy of the report to your supervisor and the Deputy Superintendent.

Armed Robbery

1. In the event of an armed robbery, property protection is not important. Do not attempt to intervene! The priority is to protect citizens and staff, observe in order to be a good witness and take charge once the incident has ended.
2. Lock the doors.
3. Call 911.
4. Provide aid to any injured individuals.
5. Notify appropriate personnel including: your supervisor and the Deputy Superintendent.
6. Protect any evidence that may be valuable and direct another staff member to meet the Police Department when they arrive.

Bomb Threat

Bomb threats may be received by phone, mail, person-to-person, e-mail, etc. In most cases, however, the threat will be made by phone. All bomb threats must be treated as if they are serious. In the event of a bomb threat, staff members must:

1. The person receiving the call should note the time, line on which received, sex of the caller, and emotional state of the caller (calm, jovial, distraught, angry, etc.).
2. Call 911. Report that a bomb threat has been received and follow dispatcher's guidance.
3. Should a facility need to be evacuated:
 - a. Evacuation should occur in an orderly fashion.
 - b. Assemble evacuees in a pre-designated location so that a head count can be conducted to assure that all personnel are accounted for.
 - c. Staff must check for people with disabilities, children or anyone appearing to need assistance to find out if they need help leaving the building. Assign a staff person or

- capable volunteer to accompany such individuals until emergency personnel arrive, or transportation is provided for them.
- d. Stay with people outside the building until emergency personnel arrive. Be aware of and attend to physical needs of patrons and staff. Do not let anyone other than emergency personnel enter the facility.
 - e. Confirm with people outside the building that all individuals who were in the facility are accounted for. Do not let anyone leave without notification; make sure that minors are released to responsible guardians. Staff must be able to account for all individuals who were in the facility.
4. Notify appropriate personnel, via phone call, including: your supervisor and the Deputy Superintendent.
 5. When emergency personnel arrive, indicate that you are the staff person in charge, and follow their instructions.
 6. The facility will re-open when emergency personnel announce that it is safe.
 7. At the end of the incident, when emergency personnel have given approval, patrons and staff may be allowed to re-enter the facility. Your supervisor's approval must be received to resume activities for the day. Staff may not leave the work location unless directed to do so by their supervisor.

Media Questions Following an Emergency Situation

1. BPRYCS employees are not authorized to speak to the news media concerning an incident or accident that occurs at a BPRYCS-owned or -managed facility. All inquiries must be directed to the Superintendent.
2. The Superintendent, Deputy Superintendent, or Community Engagement Coordinator may provide information to the news media, upon receiving permission to do so from the Mayor.
3. BPRYCS employees are not authorized to comment on an incident or accident at a BPRYCS-owned or -managed facility using social media.

Emergency Operations

BPRYCS has developed, under the direction of the Emergency Management Coordinator, a Continuity of Operations Plan (COOP). The COOP details alternatives for relocation of key BPRYCS operations in the event of a natural or man-made disaster. The COOP also outlines the role that BPRYCS will play, in support to other City of Bristol departments, in the event of a natural or man-made disaster.

Response to Accidents and Injuries

Minor Accidents and Injuries

Minor injuries include minor cuts, scratches, sprains, etc.

1. Assess the situation. Gloves must be worn at all times.
2. Perform any first aid needed. (Provide first aid only if you have been trained in proper first aid procedures. If you have not been trained, call on someone who has been trained.) Stabilize the victim or injury. Do not move the victim unless the victim is in immediate danger (fire, drowning, etc.)
3. Offer the ice or first aid materials as needed. (These are the only medical items staff members may offer. Any treatment above basic first aid requires a call the emergency medical personnel.)
4. Do not attempt to diagnose any medical conditions.
5. Notify appropriate personnel, via phone call and/or email, including your supervisor. Complete required reports as soon as possible and forward copies to the Deputy Superintendent on the next business day.

6. Do not give out information regarding any accident report except to the Superintendent, Deputy Superintendent, Division Supervisor, law enforcement officers or emergency medical personnel.

Major Accidents and Injuries

1. Assess the situation. Gloves must be worn at all times.
2. Call 911. If a staff member is alone with the victim, leave the victim only long enough to call 911.
3. Perform any first aid needed. (Provide first aid only if you have been trained in proper first aid procedures. If you have not been trained, call on someone who has been trained.) Stabilize the victim or injury. Do not move the victim unless the victim is in immediate danger (fire, drowning, etc.).
4. Keep crowds away from the accident area and victim.
5. Do not leave the victim unattended. Call on assistance of any citizen, if necessary.
6. Notify appropriate personnel, via phone call, including: your supervisor and the Deputy Superintendent.
7. Complete required reports as soon as possible and forward a copy to the Deputy Superintendent via email.
8. Do not give out information regarding any accident report except to the Superintendent, Deputy Superintendent, law enforcement officers or emergency medical personnel.

Refusal of Assistance

If at any time an adult refuses first aid, paramedic or other medical assistance when you believe it is necessary, complete a report stating the nature of the situation and that assistance was refused. Make sure to have the person sign the form.

Handling of Clothing or Towels Soiled with Potentially Infectious Fluids

Follow safety procedures outlined in Bloodborne Pathogen training, including:

1. Gloves must be worn at all times.
2. Put potentially infectious material into a plastic bag. This bag must be disposed of separately from other trash.
3. Clean any areas where the material was lying with an appropriate disinfectant.
4. Contact maintenance personnel if carpet is soiled.
5. Dispose of used gloves in the same plastic bag as above.

Contact Information for Emergencies

Superintendent: Josh Medeiros, Ed.D.

Cell: 860-912-6331

Email: joshmedeiros@bristolct.gov

Deputy Superintendent: Sarah Larson

Cell: 860-877-6169

Email: sarahlarson@bristolct.gov

Community Engagement Coordinator: Erica Benoit

Office: 860-584-6158

Email: ericabenoit@bristolct.gov

Parks, Grounds, and Facilities Supervisor: Robert Lincoln

Cell: 860-919-5031

Email: robertlincoln@bristolct.gov

Asst. Parks, Grounds, and Facilities Supervisor: Douglas Trillo

Cell: 860-384-3690

Email: douglastrillo@bristolct.gov

Recreation Supervisor: Amry Shelby

Cell: 860-999-3416

Email: amryshelby@bristolct.gov

Aquatics Supervisor: Jaimie Clout

Cell: 860-305-1450

Email: jaimieclout@bristolct.gov

Aquatics Coordinator: Raelynne Andrews

Cell: 860-989-3368

Email: raelynneandrews@bristolct.gov

Youth and Community Services Supervisor: Stephen Bynum

Cell: 203-768-6372

Email: stephenbynum@bristolct.gov

Emergency Management Coordinator: Harley Graime

Cell: 860-866-7262

Email: harleygraime@bristolct.gov

111 North Main Street Bristol, CT 06010 | 860-584-6160 | Parksandrecreation@bristolct.gov



Amended Policy: Banner Requests

From: Dr. Joshua Medeiros, Superintendent of Parks, Recreation, Youth and Community Services

To: Policy Committee, Board of Park Commissioners

Date Submitted for Review: 9/6/2022

As part of the department's commitment to partnerships, BPRYCS provides a service to hang banners on the Page Park Fence (King Street), Mix Street Fence (Mix Street or Maltby Street), and Memorial Boulevard Fence (South Street or Memorial Boulevard) to help promote community events. Banners are hung for a 2 week period in advance of the event. Banner requests can be made directly through www.bristolrec.com and are approved on a first-come, first-served basis. Additionally, banners must be no more than 10 feet wide and must be at least 3 feet high. Banners must be made of lightweight material and must be properly vented (mesh or crescent flaps). Banners not picked up within two weeks of being taken down are subject to be discarded. The fee schedule for the Banner program is as follows:

Group Type	Fee
Non-Profit	\$25.00
For-Profit	\$50.00

To learn more about what your Parks, Recreation, Youth and Community Services Department has to offer; visit us at www.bristolrec.com



Policy Manual 2022-2023

Revised & Approved: 10/2022

Submitted by: Dr. Joshua Medeiros, Ed.D., CPRE
Superintendent of Parks, Recreation, Youth &
Community Services

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Chapter 1: Agency Authority, Role and Responsibility



Policy: Mission, Vision, Values

Adopted by Board of Park Commissioners: February 2021

The BPRYCS department's mission, vision and core values were refined and formally adopted at the conclusion of the 2020 Master Plan process. The mission statement defines the purpose of the organization, while the vision statement extends the mission into a vision for the future. The core values centralize our organizations principle beliefs that help staff execute the mission and achieve our vision.

Mission Statement

It is the mission of the Bristol Parks, Recreation, Youth and Community Services Department to deliver high-quality services and facilities that enhance the community's quality of life, meet the diverse needs of all citizens, and build a sustainable future.

Vision Statement

The Bristol Parks, Recreation, Youth and Community Services Department is an essential department impacting the lives of all Bristol residents by shaping positive public perceptions, fostering cultural unity, creating responsible and healthy citizens, and inspiring advocacy.

Core Values

- **Commitment to Service:** Utilize a responsive, customer-centric, resident-driven professional approach to all areas of service delivery which includes transparency, strong communication and public outreach.
- **Commitment to Partnership:** Develop strong internal and external partners and sponsors to ensure the changing recreation, leisure, and community service needs of a diverse community are being met.
- **Commitment to Diversity, Inclusion and Social Equity:** Ensure every resident feels welcome and has access to high-quality parks and services; regardless of age, ability, ethnicity, gender, sexual orientation and socio-economic status.
- **Commitment to Stewardship and Conservation:** Manage city parks and open space to preserve natural resources and park assets for future generations.
- **Commitment to Fiscal Stewardship:** Engage in strong financial leadership across every level of the organization to ensure all areas of service are administered in a fiscally responsible way.
- **Commitment to Innovation:** Commit to being at the forefront of solution-based problem solving and creativity to address current and future challenges facing the City of Bristol.

Policy: Operational Divisions and Core Functions

Adopted by City Council: Annually

In order to achieve the department's mission, BPRYCS is organized into 6 operational divisions with specific scope of responsibilities and core functions.



Administration is responsible for developing a fiscally responsible department budget that meets the changing and dynamic needs of the community. Administration provides stewardship to the many benefactors of the Parks, Recreation, Youth and Community Services Department which include 8 trust and endowment funds, as well as, the Friends of Bristol Parks and Recreation Fund through the Main Street Community Foundation. The division is also responsible for

over \$500,000 of youth services grants including the Drug Free Communities Program and B.E.S.T.-4-Bristol Prevention Coalition. The division interfaces and coordinates with dozens of non-profits, sports organizations, and civic groups that utilize park space for events including the Mums Festival, West End Association Summer Festival, and Veterans organizations - drawing thousands of visitors into the city each year. Administration manages the department master/strategic plans, establishes fundraising events, pursues new funding sources and provides direct project management for the pursuit of CAPRA (Commission for Accreditation of Park and Recreation Agencies) accreditation.



Parks, Grounds and Maintenance Division is responsible for over 730 acres of park land which includes two major active parks with over 100 acres each, eight neighborhood parks, a lighted stadium, an indoor aquatics facility, a veteran's memorial park, and four open space, passive parks. The division is responsible for the upkeep of park amenities including 3 water

spray parks, 14 tennis courts (5 lighted), 6 lighted sand volleyball courts, 1 modified pickle ball court, 7 fishing areas, 2 horseshoe pits, 2 bocce courts, 6 basketball courts, 6 pre-school playscapes, an ADA compliant accessible playground, para-fitness course, 4 baseball diamonds, 6 (3 lighted) softball diamonds, jogging path, metered walking path, hiking trails, mountain bike trails, 2 eighteen hole disc golf courses, 2 off-leash dog parks, and a skate park plaza.



Recreation Division is responsible for administering hundreds of recreational programs and special events throughout the year. A variety of programs are offered; serving the varied interests of Bristol residents from pre-school to senior citizens. This includes popular summer camps, sports clinics, Santa Land Village, and much more. Recreational programs increase physical, social, and emotional wellness and serve to enhance community spirit, as well as, the quality of life for every resident. The former Pine

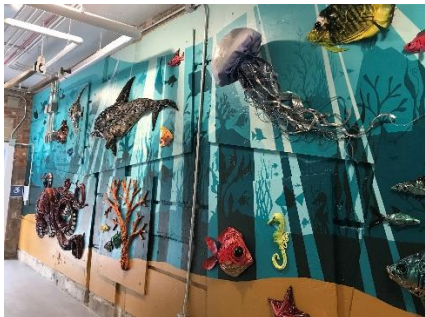
Lake Challenge Course was rebranded as the Pine Lake Adventure Park, and re-aligned within the recreation division in order to provide a well-rounded recreational and outdoor adventure-based experiential learning program.



Aquatics Division is responsible for the oversight of the Dennis Malone Aquatics Center and two outdoor park pools at Page and Rockwell. The division offers seasonal memberships and daily passes for thousands of patrons annually. An extensive American Red Cross Learn to Swim program is offered at all 3 facilities; annually teaching thousands of Bristol youth this critical life skill. In addition, the division offers water fitness programs, training classes, recreational swim teams, special events, and more. The Dennis Malone Aquatics Center is also host to Bristol Central High School/Bristol Eastern High School Swim Teams, St. Paul and Lewis Mills Swim Teams, private rentals and Bristol Health for water therapy.

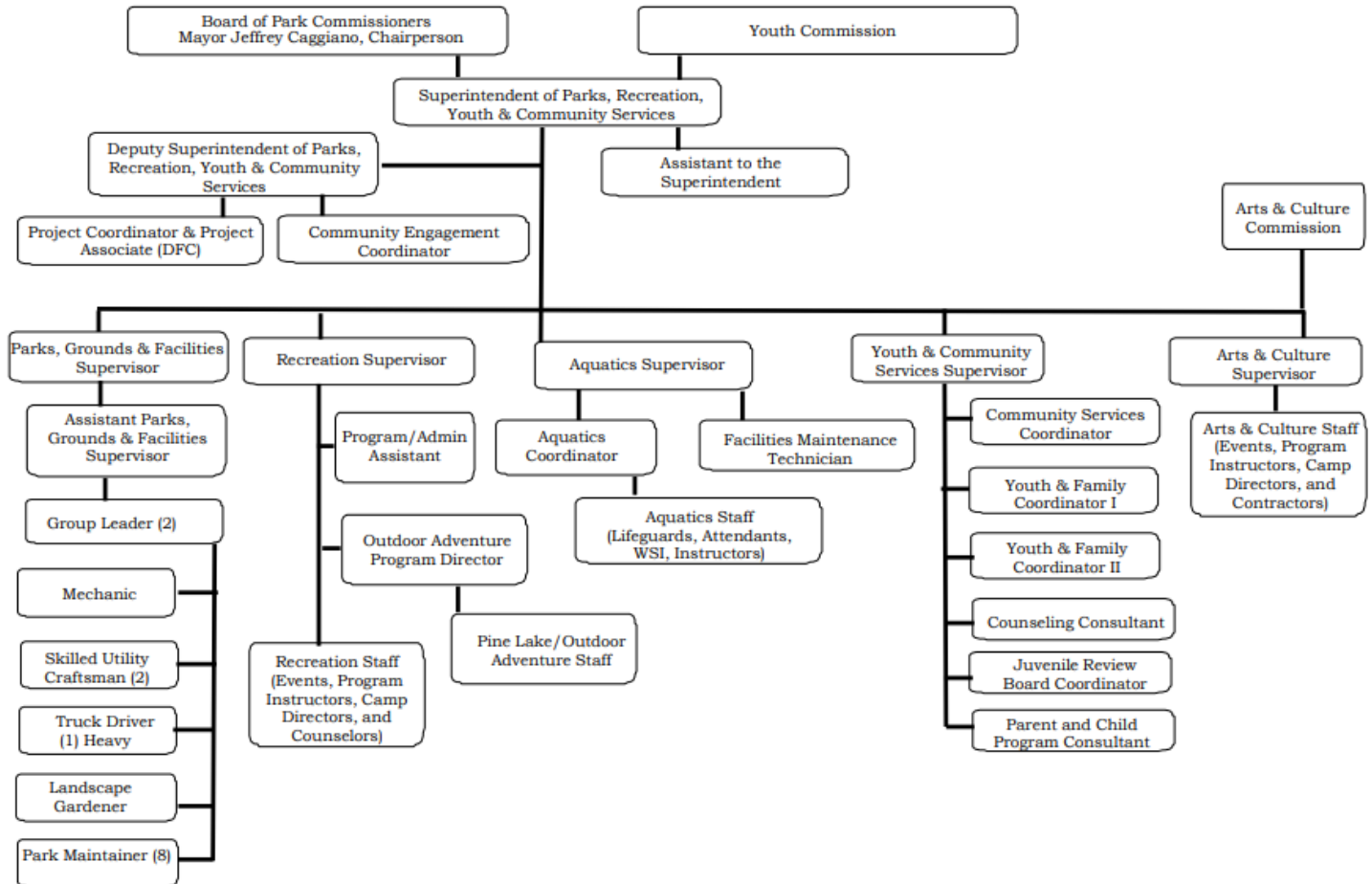


Youth and Community Services Division is responsible for the coordination of a comprehensive community-based youth services bureau and the delivery of essential life services for Bristol residents in need. The Bureau strives to enhance the networking and support between family, school, peer and community environments. Direct services including juvenile diversion programming, individual and family counseling, outreach support, crisis support and case management, youth employment training and positive youth development opportunities. Community Services provides adults with critical information and referrals to available community and state resources. Advocacy and referrals are made for housing, mental/physical health, medical insurance, state benefits, and utilization of the statewide 211 resource. Short term case management and support is provided to individuals in transition and/or emotional distress. One-time assistance is available to residents descending into a long-term crisis or life altering circumstances. In July 2020 the Parent and Child Center formally housed with Bristol Health merged into the Youth and Community Services Division.



Arts & Culture Division is responsible for administering comprehensive year-round arts and culture programs and events for the community, including the annual Rockin' at Rockwell Summer Concert Series. This division serves as the liaison between the Arts & Culture Commission and the Parks, Recreation, Youth & Community Service Department, making projects, initiatives and Commission events a seamless and cohesive process. Another key aspect of this division is ensuring all voices of the Bristol community are heard and amplified. Examples of this work include the annual Community Conversations event and 2021's inaugural Hispanic Heritage Month Concert. This division anticipates continued collaboration with the City's Diversity Council, Interfaith Coalition, and local business partners to bolster cultural awareness and celebration throughout the community. Not only is arts and culture a means of communication and creative expression, but also a way of preserving our history. This division will manage all aspects of the Rockwell Theater inside the Memorial Boulevard Magnet Arts School, providing the community with a diverse and dynamic performing arts and visual arts program.

Policy: Organizational Chart
Adopted by City Council: Annually



Policy: Goals and Objectives

Adopted by City Council: Annually

BPRYCS Department Goals and Objectives are formally codified every year in the City of Bristol budgeting process. Narratives are submitted to the Comptroller's Office and published in the *City of Bristol Annual Adopted Budget Book*. Narratives include:

- Division Narratives
- Fiscal Year Goals and Accomplishments
- Summary of Fiscal Year Budget
- Next Fiscal Year Goals
- Long Term Goals
- Performance Measures

Goals and objectives are reviewed annually by Division Supervisors and the Superintendent and are connected back to the department's overarching goals from the *City Wide Parks, Recreation, Youth and Community Services Master Plan* and *Strategic Plan*.

(Source: City of Bristol Annual Adopted Budget Book available at www.bristolrec.com).

Policy: Citizen Advisory Boards and Commissions [source to website or include in manual?](#)

Adopted by Board of Park Commissioners: November 2021

The work of the BPRYCS Department is supported and guided by 3 City Commissions including a policy (1) Board of Park Commissioners, and an advisory (2) Youth Commission and (3) Arts and Culture Commission. Citizen board members are appointed by the Mayor and City Council and serve 3 year terms. All commission meetings are open to the public. While the Superintendent or his/her designee sets board agendas, commissioners may also request to have an item placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda. The Assistant to the Superintendent serves as the board liaison assisting commissioners with board schedules, packets and other logistics as required.

(1) Board of Park Commissioners

The Board of Park Commissioners was established in 1913 to provide stewardship and policy oversight of the Parks Department. The commission consists of the Mayor as an ex officio, chairman, six commissioners, a City Council Liaison and a Board of Finance Liaison. The Board of Park Commissioners meets the 3rd Wednesday of every month at 6:00 p.m. (unless otherwise noted). In order to thoroughly vet policy, 3 sub-committees comprised of board members (as assigned by the Mayor) are established and convene on an as needed basis. This includes:

- **Policy Committee:** To act as the policy development committee responsible for: Annually reviewing and approving the Policy Manual, reviewing Superintendent's policy change recommendations, introduces new policies for staff to develop, assists with conduct of research regarding policies under consideration by the board, assists with review and approvals of CAPRA accreditation reports, and may review and make policy determination on special projects, requests or initiatives.
- **Finance Committee:** To act as the fiduciary committee responsible for: Reviewing financials on a monthly basis, providing input and approving the Superintendent's annual operating and capital improvement budget, reviewing and modifying park use fee schedules as appropriate, reviewing trust fund reports and evaluating requests to utilize trust funds for qualifying capital improvement projects, and providing input into department Business Plans as appropriate. May provide input into other financial issues throughout the year as needed.
- **Fund Development Committee:** To act as the philanthropic committee responsible for: Partnering with staff to institutionalize philanthropic processes, provides input and approves the annual Fundraising strategy and goals, cultivating partnerships and community relationships, assisting with securing sponsorships and donations, providing input on and assisting with fundraising events or initiatives as requested by staff.

(2) Youth Commission

The Youth Commission was established in 1978 to study continuously the conditions and needs of the youth of the city in relation to employment, health and development of their skills and talents so as to become participating and contributing members of the community. The commission shall analyze the

needs and shall make recommendations to the Mayor and the City Council regarding the programs and policies available to serve those needs.

The Youth Commission shall consist of eleven (11) members. There shall be at least three (3) members currently under twenty-one (21) years of age, a representative of the school system, a representative of the police department, a private youth serving agency member, a city councilman, four (4) citizens, and at least one-third (1/3) of the total membership shall be people who receive less than fifty (50) percent of their livelihood by delivering services to youth and their families. The Youth Commission meets 6 times a year, every other month on the 2nd Wednesday of every month at 6:15 p.m. (unless other noted).

(3) Arts and Culture Commission

The Arts and Culture Commission was established in 2018 to encourage tourism, entertainment, and arts in order to foster the development of community pride and improve the quality of life for Bristol residents by promoting community activities and showcasing Bristol's cultural events; make recommendations to the Mayor and City Council concerning the financial sponsorship of various activities and events and investigate other means of securing funding for commission activities such as paid advertising and grant opportunities. Coordinates the publication of a community calendar of events and any other appropriate publications which will showcase the large number of quality arts, cultural, tourism and family-oriented activities occurring locally.

The Arts and Culture Commission shall consists of seven (7) members. A chairperson, vice-chairperson, and secretary shall be elected by members of the City Arts and Culture Commission from among their members. The Arts and Culture Commission meets the 1st Wednesday of every month at 6:00 p.m. (unless other noted). In order to assist the Arts and Culture Supervisor administer special programs, 2 advisory sub-committees were established and convene as needed. This includes:

- **Cultural District Committee:** In 2022 the City of Bristol obtained a Cultural District Designation for the downtown area established by the Cultural District Committee. Per state requirements the Cultural District committee will meet a minimum of once per year with responsibilities to annually review and approve the elements and assets of the cultural district.
- **Duck Race Committee:** The BPRYCS Department took over coordination of the Duck Race from the Central Connecticut Chamber of Commerce in 2022 with event proceeds benefiting the Arts and Culture Commission. To assist the Arts and Culture Supervisor with the event an advisory subcommittee consisting of community volunteers and a representative from the Arts and Culture Commission was convened. Responsibilities include assisting with event logistics, selling tickets, securing donations, and other volunteerism to support the event.

Policy: City of Bristol Charter Sec. 43: Department of Parks and Recreation

Adopted by City of Bristol Residents: Founding of the City in 1911

A municipal charter is the basic document that defines the organization, powers, functions and essential procedures of the city government. The charter is, therefore, the most important legal document of any city. Section 43 of the City of Bristol Charter covers the Department of Parks and Recreation.

Sec. 43. - Department of parks and recreation.

- (a) The public parks and playgrounds of the City of Bristol existing and maintained or which may be established or maintained by said city, or, which may be assigned by the city council, whether within or without the corporate limits of the city, together with all park property which may be acquired, shall be under the general care and control of the board of park commissioners. Said board shall consist of the mayor as a member ex officio and chairperson of the board, and six commissioners.
- (b) As each commissioner completes the commissioner's term, the mayor shall nominate and the council shall appoint a commissioner who will serve for three years, and all commissioners thereafter appointed will hold office for three years or until a successor shall be appointed.
- (c) All nominations and appointments for full three-year terms shall be made in the month of December next preceding the expiration of the term of any commissioner, and such appointments will take effect on the first of January following the appointment.
- (d) In the case of a vacancy, a successor shall be nominated by the mayor and appointed by the council in the next month after the vacancy occurs. Such successor shall take office on the first day of the ensuing month and shall serve out the unexpired portion of the term.
- (e) The board of park commissioners shall elect from its membership a vice-chairperson who shall act as chairperson in the absence or disability of the mayor. The board shall elect a secretary, who, at the discretion of the board, may be one of its members. At all meetings, four members of the board shall constitute a quorum for the transaction of business. No member of the board of park commissioners shall receive compensation, but each commissioner shall receive actual disbursements for necessary expenses in the performance of any duty imposed upon the commissioner by direction of said board. Said board shall have the care, management and control of all parks and playgrounds of the city and of all constructions thereon and it may give proper designating names thereto. Said board shall have power to lay out and improve, with walks, drives and roads, the parks and other property thus held and acquired, and shall have the power to build necessary culverts and bridges and to drain, plant and otherwise, at their discretion, to improve and adorn such properties thus held or acquired. It may erect such buildings as may be needed for the use, protection and refreshment of the public, provided no expenditure shall be made in excess of the amount appropriated by the board of finance for the use of the parks or otherwise provided. It shall recommend to the city council rules, regulations and ordinances necessary to the maintenance of such parks and for safety and order therein. The board shall nominate a duly qualified individual to serve as acting or interim superintendent for a specific term in the absence or during a vacancy in the superintendent of parks and recreation's position to be approved by the city council.
- (f) Said board shall have exclusive power to make rules and bylaws for the ordinary transaction of business and shall keep proper records and books of account, subject to the supervision of the board of finance. Books of account and record shall, at all times, be open to the inspection of the mayor

and city council and to the board of finance and shall be subject to annual audit by the proper municipal officials.

- (g) Said board shall have sole power to determine the places in said parks, grounds and other property under their control, where sewer, gas and water pipes shall be laid, and no trench for such purposes shall be opened without written consent from said board. No telegraph, telephone or electric light, or other wires or posts or supports therefor shall be erected in, upon, through or over said park or parkways without the consent in writing of said board.
- (h) The superintendent of parks and recreation shall be nominated by the mayor and appointed by the city council for a term of four years. The mayor shall notify such superintendent of parks and recreation at least one month prior to the expiration of the term in writing that such person will or will not be re-nominated. Notwithstanding the provisions of this section, the full-time superintendent of parks and recreation in office on the effective date of this section shall continue in office until the expiration of the term. The superintendent of parks and recreation shall be (1) a graduate of a four-year college or university with a degree in parks and/or recreation or related field and shall have at least two years of administrative experience in parks and recreation or park planning and development, or (2) shall have had at least six years administrative experience in the park and recreation field and two-year college degree in parks and/or recreation or related field. Under the direction of the board of park commissioners and subject to the approval of the city council, the superintendent of parks and recreation shall exercise general supervision over the public parks and the public recreation program, shall be responsible for the efficiency and discipline and conduct of the department of parks and recreation and shall appoint and remove such deputies, assistants and employees as the superintendent of parks and recreation may deem necessary. The board shall nominate a duly qualified individual to serve as acting or interim superintendent for a specific term in the absence or during a vacancy in the superintendent of parks and recreation's position to be approved by the city council.
- (i) Property heretofore and hereafter acquired for squares or highway parkways, grass parks or plots at street intersections, and between travelled ways and highways not on park properties, shall be under the general care and control of the director of public works. In the event of doubt whether any portion of city properties shall properly be under the care of the board of park commissioners or of the director of public works, the city council shall determine such question. It shall, in its discretion, have power to lease any buildings or land for a term not to exceed three years, and to dispose of timber, gravel and stone.
- (j) Rents, profits or income from properties acquired for park or playground purposes shall be paid into the city treasury to be placed at the disposal of the board of park commissioners as an addition to the annual appropriation, unless otherwise provided by the terms of acceptance by the city council.
- (k) The term "park property" shall include all parks and areas of land within the management of said board, and all buildings, structures, improvements, seats, benches, fountains, boats, walks, drives, roads, trees, plants, flowers and other things thereon and enclosures of the same, and all resting places, watering stations, playgrounds, and parade grounds, or the like, and all connecting parkways, and all birds, animals or curiosities, or objects of interest or instruction, and all tools and implements placed in or on any of such enclosures, ways, parkways, roads, or places.
- (l) A listing of the city-owned property, under the care of the board of park commissioners, is on file in the office of the town and city clerk. Said board shall have the general care and control of that real property cited above and any additions as may be acquired by the City of Bristol from time to time.

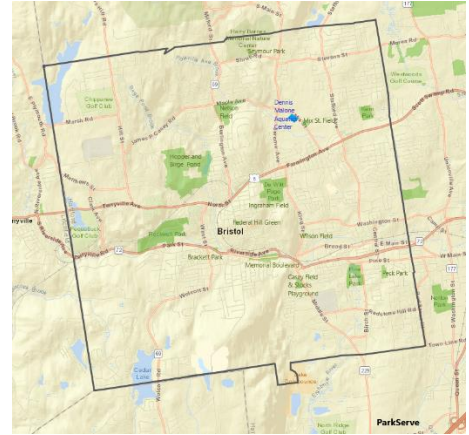
- (m) The City of Bristol shall have power to acquire and hold real estate or other property for the purpose of establishing or enlarging public parks and squares for boulevards and parkways or for the improvement or ornamentation of parks and playgrounds or for the establishment or maintenance therein of museums, gardens, collections, monuments, statues, fountains or other works of art, by condemnation or by contract, and to accept conveyances of any such properties and to receive gifts, donations or devises of land or other property upon such conditions as may be prescribed by the grantors or devisors and accepted by the city council. Said properties may be so acquired by a vote of the city council, which shall first submit a proposal to acquire the same to the board of park commissioners and the city planning commission for recommendations and to the board of finance for advice and counsel concerning the effect of acceptance of such gift or gifts upon taxation. No such vote of the city council shall go into effect before fourteen days from the date of its publication in a newspaper of general circulation in the city. If, during such fourteen days, a petition signed by at least ten per cent of the qualified electors protesting against such acceptance is filed, the council shall submit the question of such acceptance to the vote of the electors of the city, either at the next general municipal election or at a special election called for that purpose and, if such question shall be so submitted to the electors, such vote of acceptance by the city council shall not go into effect unless a majority of the qualified electors voting thereon shall vote in favor thereof. The sufficiency of such petition shall be determined, the election ordered and conducted, and the result declared as provided in section fifty hereof, so far as such provisions are applicable.

(Amend. eff. 11-9-77; Amend. eff. 11-9-83; Amend. eff. 11-7-89; Amend. eff. 12-8-11; Amend. eff. 12-5-13)

Policy: Jurisdiction

Adopted by City Council: **date of founding of parks department**

The BPRYCS Department and Board of Park Commissioners has been given jurisdiction over all public park areas and open spaces within the corporate boundaries of the City of Bristol per City Charter. The term "park property" shall include all parks and areas of land within the management of said board, and all buildings, structures, improvements, seats, benches, fountains, boats, walks, drives, roads, trees, plants, flowers and other things thereon and enclosures of the same, and all resting places, watering stations, playgrounds, and parade grounds, or the like, and all connecting parkways, and all birds, animals or curiosities, or objects of interest or instruction, and all tools and implements placed in or on any of such enclosures, ways, parkways, roads, or places. A listing of the city-owned property, under the care of the Board of Park Commissioners, is on file in the office of the town and city clerk. [Bristol, Connecticut, Municipal Code, § 43, \(a\), \(k\), \(l\).](#)



Parks and Facilities (under BPRYCS Jurisdiction)

The BPRYCS Department is responsible for the stewardship of over 730 acres of city parks and open space including:

Brackett Park – Two acres purchased from Carlyle F. Barnes in 1917 and later named for Dr. A. S. Brackett who was instrumental in securing the purchase. Entrances are located on School Street and North Main Street. Facilities: Basketball court, gazebo, enclosed toddler playground, and memorial garden. Goodsell Toddler playground was established in 1974.

Casey Field – Nine acres transferred from the Sewer Department in 1950 and later named for former Mayor James P. Casey. The entrance is located on Lake Avenue. Facilities: Lighted softball field, parking, and youth football facility.

Dennis Malone Aquatics Center - Built in 1995 and named after Superintendent Dennis Malone, located on Mix Street. Facilities: Indoor swimming pool which offers daily and seasonal memberships, as well as, swim lessons, water exercise programs, swim teams, and rentals.

E.G. Stocks Playground – One and a half acres transferred from the Sewer Department in 1954 and later named for former Superintendent of Parks, E. Gordon Stocks. The entrance is located on Middle Street. Facilities: Basketball court, regular playground, four lighted sand volleyball courts, restrooms, pavilion shelter, and water-spray park. The facility received a major renovation in 2006.

Federal Hill Green - Two acres, designated park controlled when the Board of Park Commissioners was formed in 1913, located at Maple Street and Queen Street. Facilities: Community green area, lighted walkway, regular playground, playfield, gazebo and park benches. Riordin Toddler Playground was established in 1974.

Hoppers/Birge Pond Nature Preserve – Two hundred and seventy acres acquired in 1973 and located off of Beech Street and Ambler Road. Facilities: Open space with geological kettles, hiking paths, boardwalk, fishing pond, and kayaking and canoeing.



Kern Park – Twenty-two acres deeded to the City in 1966, Kern Park is a larger parcel which now consists of Ivy Drive School to its north. The park is named after long time Park Commissioner Herbert L. Kern and is currently a passive recreation area with nature trails connecting the school grounds to surrounding neighborhoods, wetlands and upland habitats.

Mix Street Field – Ten acres of land provided by the New Britain and Bristol Water Departments in 2014. Facilities: Lighted softball field and multi-use youth field.



Muzzy Field – Eight and a half acres given in 1912 by Park Commissioner Adrian Muzzy in memory of his two sons. The field is located on Muzzy Street. Facilities: Lighted baseball, football, and soccer stadium complex with a seating capacity for baseball-4,900 and football/soccer-5,800.

Nelson Field – Fifty acres acquired in 1988 under the Recreation and National Heritage Trust Program and the State of Connecticut D.E.P. The entrance is off Burlington Avenue. Facilities: Parking, passive recreation and sledding hill.

Page Park – Eighty-six acres given by DeWitt and May Rockwell Page in 1933. Entrances are located off King Street, Moody Street, Page Avenue and Woodland Street. Facilities: Outdoor swimming pool, boundless playground, fishing lagoon, 18 hole disc golf course, rain garden, water spray park, picnic areas, five lighted tennis courts, lighted softball field, hardball diamond, horseshoe pits, basketball court, pavilion and lodge buildings which house arts and camp programs through the year. Ingraham Field (a section of Page Park): Eight acres given in 1936 by Edward Ingraham. The entrance is off Woodland Street. Facilities: Playfield located within confines of Page Park.



Peck Park – Eight acres transferred from the Board of Education to the Parks and Recreation Department in 1976. It was developed and constructed through Community Development funding and completed in 1977. A trust fund was established to help maintain the park under the will of Constant Y. Peck. Entrance is located on Daley Street, additional parking at Greene-Hills School. Facilities: Four tennis courts, regular playground, and youth softball and t-ball fields.



Pine Lake – Fifty four acres acquired from the Conservation Commission on May 27, 1968. The entrance is located off Emmett Street, Pine Street, and Birch Street. Facilities: Fishing pond, accessible fishing pier and parking lot, ropes challenge course, and

Bristol Soccer Club Facility. The Pine Lake Challenge course became part of the purview of the Parks and Recreation Department in 2019 when the Youth Services Department merged.

Quinlin Veterans Memorial Park – Located on Broad Street. Acquired through the City Council in June of 1979.

Roberts Property Park– Seventeen acres of city open space was acquired by the City Council in August 10, 2004. The site was studied for a multi-use sports complex but the project was never completed. The facility is currently an off-leash dog park and walking trail.

Rockwell Park – One hundred and five acres given by Albert and Nettie Rockwell in 1911. Entrances are located off Jacob Street, Dutton Avenue, Park Street, and Terryville Road. Facilities: Lagoon, fishing pond, regular playground, toddler playground, outdoor swimming pool, water-spray park, 18 hole disc golf course, picnic areas, basketball court, para-fitness course, multi-purpose field, walking/hiking trail, mountain bike trails, pavilions, dog park, concrete skate park plaza, and lighted sand volleyball courts. Fraser Field (section of Rockwell Park): Given by Albert Rockwell in 1914 and later named for former Park Superintendent, Willis P. Fraser. The entrance is located on Park Hill Road and Terryville Road. Facilities: Four little league fields for McCabe-Waters Little League.



Seymour Park – Five acres acquired through the estate of George Dudley Seymour in 1971. The park is located on Shrub Road next to Barnes Nature Center. Facilities: Hardball diamond (Riley Field), basketball court, two tennis courts, picnic area, and regular playground. Riley Field was dedicated to former Superintendent Sarge Riley in 1974.

Veterans Memorial Park and Boulevard – Twenty five acres given in 1921 by Albert Rockwell along with the school property. The entrance is located off Main Street, South Street, and Riverside Ave. Facilities: Passive recreation parallel to the Pequabuck River with benches, two fishing ponds, memorial monuments, parking, multi-use athletic field and walking path with mile markers. The Parks Department assumed maintenance responsibilities of the Memorial Boulevard fields in June 2013. The tennis courts were closed down in 2016 due to their condition.



Wilson Field - Two acres given by Bristol Brass Corporation in memory of Albert Wilson in 1950. The playground is located on King Street. Facilities: Regular playground, youth softball field and basketball court.

Policy: Policies and Standard Operating Procedures

Adopted by Board of Park Commissioners: October 2022

The BPRYCS Department Policy Manual was established in 2006 by department personnel in conjunction with the Board of Park Commissioners. The Policy Manual provides guidance and direction for department personnel in order to carry out their work and achieve the department's mission. While policies can be introduced or modified throughout the year, the Policy Manual is formally reviewed and adopted by the Board of Park Commissioners on an annual basis.

Policy Approval Structure

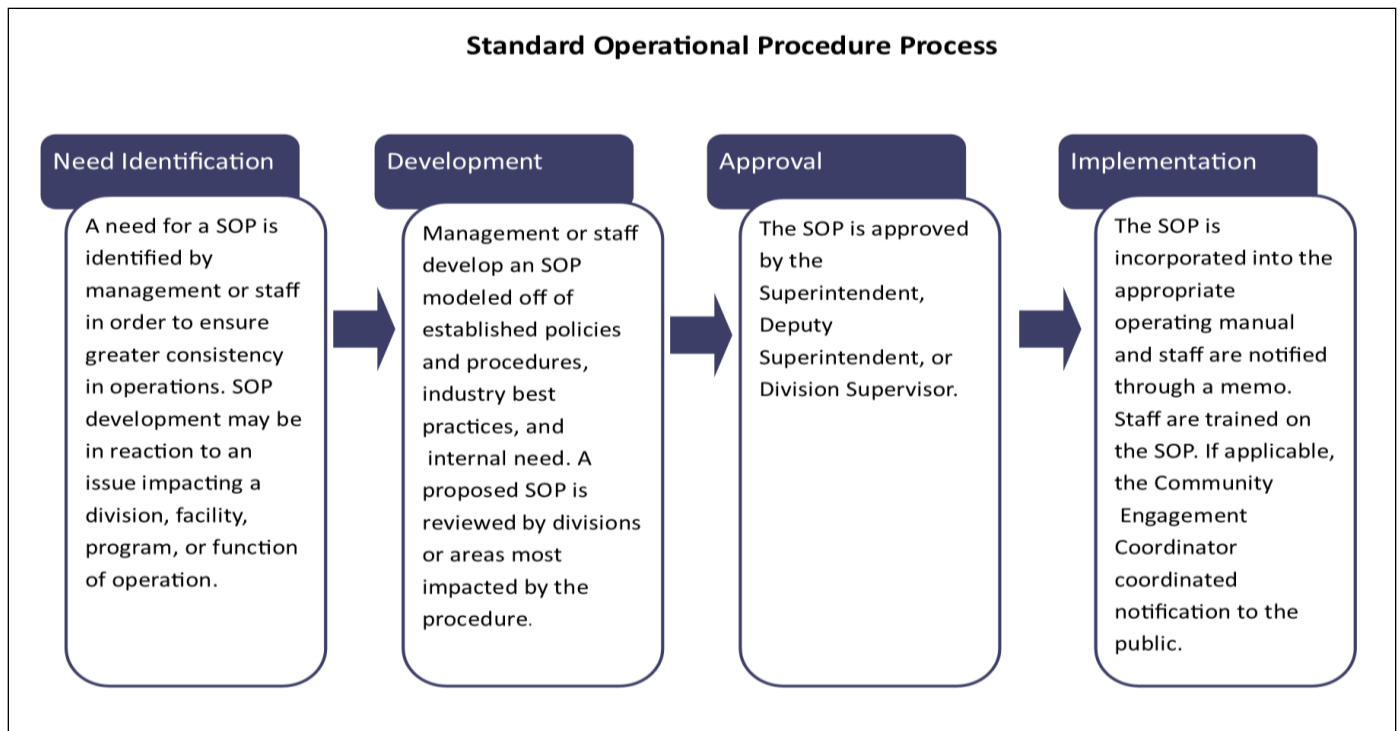
Steps	Phase	Actions
1	Initiation	A new policy or policy revision is deemed to be needed through internal or external factors.
2	Development	The Superintendent or designee engages in research and development of a policy incorporating industry and national best practices, policies adopted by similar agencies, and other data relevant to the policy creation. The Superintendent may incorporate feedback from impacted staff members, user groups, and internal committees as deemed appropriate.
3	Review & Approval	The Superintendent presents the new or modified policy to the Policy Committee of the Board of Park Commissioners for their input. Committee input is incorporated and then presented to the full Board of Park Commissioners for formal adoption.
4	Publication & Management	Newly approved policies are incorporated into the Policy Manual and communicated out to department personnel. Training on the new policy may be provided to staff as appropriate. New policy is monitored for success in achieving desired outcomes.

Policies Requiring Ordinance Change

Policies that require ordinance changes are referred by the Board of Park Commissioners to the City of Bristol Ordinance Committee. The Ordinance Committee review the policy and may seek input from other departments impacted by the policy. A public hearing is scheduled regarding the proposed ordinance. Following the public hearings the Ordinance Committee votes to oppose the change or refer it to the City Council for final approval. The City Council votes to approve or oppose the ordinance change. Should the ordinance be approved, it goes into effect two weeks following council approval.

Standard Operating Procedures

A Standard Operational Procedure (SOP) is a rule or process established by the Superintendent, Deputy Superintendent, or Division Supervisor that typically impacts the operation or use of a specific area, such as a division, facility, program, or function. SOPs are designed to support the staff in executing the department's mission through detailed operational instruction. SOP's are the responsibility of the Superintendent or designee and do not require Board approvals. SOP's do not supersede federal, state, and/or local laws, Board of Park Commissioner policies, or administrative policies, rules and regulations, but may provide more clarification to these governing rules.



Policy: Operational Coordination and Cooperative Agreements
Adopted by Board of Park Commissioners: October 2022

BOE MOU for theater and school fields?

Chapter 2: Planning



Policy: Overall Planning Function within the Agency
Adopted by Board of Park Commissioners: October 2022

Policy: City Wide Parks, Recreation, Youth & Community Services Master Plan
Adopted by Board of Park Commissioners: February 2021

In 2020, the BPRYCS Department retained the services of *Activitas* and *Pros Consulting* to guide the staff and Board of Park Commissioners in the formation of the first *City Wide Parks, Recreation, Youth & Community Services Master Plan*. The overarching goal of the plan was to identify current and future needs for the City of Bristol to help guide the Department for the next 5 to 10 years. Additional goals that were codified in the master plan include:

- Gain a better understanding of community needs
- Identify gaps of service, programs and facilities not currently being met
- Identify future trends and benchmarking through the National Recreation and Parks Association and other standards
- Creation potential park renovation/improvement designs for future development with estimated associated costs for such improvements
- Address plans for deferred maintenance
- Define future Capital Improvement Projects as well as staffing/equipment needs to meet recreation and park objectives
- Guidance in the prioritization of projects
- Develop a phased plan for ADA Compliant Upgrades
- CAPRA Accreditation Review

In order to achieve these goals, the following tasks were completed:

- Review and research of existing documentation to build upon what has been previously developed
- Comprehensive, systematic community engagement process
- In-depth site analysis for all of the city parks
- Review each park for ADA compliance and provide recommendations where necessary
- In-depth comprehensive site plan for Page Park
- High level overview of Board of Education facilities
- Inventory of existing city park assets and review of city open space and properties
- Identify and recommend programming and maintenance plans
- Identify sustainability plans and green initiatives
- Recommendations for aggressive and sustainable funding sources

The *City Wide Parks, Recreation, Youth & Community Services Master Plan* process was conducted during the COVID-19 pandemic. Therefore, the process was slightly altered due to the inability to conduct in-person public meetings, and focus group interviews, however, by use of virtual meetings, the process was able to be altered in order to achieve the same result that would have occurred without the pandemic. Best practices dictate that a system wide master plan should be conducted every ten years. The BPRYCS department will endeavor to retain a professional firm for a new Master Plan in 2030.

(Source: *City Wide Parks, Recreation, Youth & Community Services Master Plan* available at www.bristolrec.com).

Policy: Parks, Recreation, Youth & Community Services Strategic Plan

Adopted by Board of Park Commissioners: November 2021

In March 2021, BPRYCS initiated a strategic planning effort to establish a road map for the department's internal operations through 2024. The *Strategic Plan* serves as the implementation tool to execute the community's vision for BPRYCS established in the *City Wide Parks, Recreation, Youth & Community Services Master Plan*. The 5 focus areas of strategic work for the 2022-2024 plan include:

- **Park & Facility Development**
 - Develop a comprehensive capital improvement and outlay plan that addresses deferred maintenance, ADA transition and supports healthy expansion
 - Implement site specific master plans for every park across the system in order to plan for the future
 - Establish and engage in processes that amplify and empower diverse community voices for the design and development of park and facility improvements
- **Park & Facility Management**
 - Establish and implement maintenance standards for all parks, facilities and infrastructure within the system
 - Define and implement best practices for parks, grounds and facilities maintenance
 - Increase public access to recreational and park spaces through critical community partnerships including the Board of Education
- **Programs & Services**
 - Align program offerings with the needs and priorities of the community
 - Define core programs and services to effectively balance the need for cost recovery with affordable access
 - Clearly define, track, and utilize participant outcomes to report on success and future programming development
 - Build a comprehensive volunteer program to engage residents and enhance program delivery
- **Financial & Budgetary Development**
 - Administer a transparent financial planning process that amplifies the voices of staff, stakeholders and the broader community
 - Research, propose and pursue alternative funding sources to support the work of the department
 - Review and update department fee schedules on an annual basis reflecting both market trends and community goals
- **Policies & Practices**
 - Annual review of Policy Manual with new policies established to meet CAPRA Accreditation
 - Continue to strategically invest in department staff to develop highly qualified and technically skilled professional team
 - Enhance public awareness of the department through the development of a strategic marketing plan and the implementation of new technology

A new strategic planning process will commence in 2024 to build the 2025-2027 Strategic Plan.

(Source: *Parks, Recreation, Youth & Community Services 2022-2024 Strategic Plan* available at www.bristolrec.com).

Policy: Community Engagement Plan

Adopted by Board of Park Commissioners: May 2022

Aligned with BPRYCS Department mission and vision to deliver high-quality services and facilities while shaping positive public perceptions, the BPRYCS Department has adopted a formal Community Engagement Plan (CEP) to be utilized in design and development of public parks and recreational amenities. The plan provides the Community Engagement Process framework, engagement toolkit, and explicitly identifies methods of engagement for the inclusion of diverse perspectives. A CEP helps build trust among community members and the department, increases civic participation, develops a community's sense of ownership over park spaces, decreases unforeseen conflicts or problems, and creates an overall higher-performing public parks and recreation agency that is reflective of the community.

Community Engagement Process Framework

The Community Engagement Process framework provides the roadmap by which department staff will interface with and intentionally solicit feedback from the residents of Bristol.

Figure 1. Community Engagement Process Framework

Phases of Community Engagement	Examples
Planning	• Develop project description, budget, and scope. • Establish a timeline for engagement that is aligned with project time frame • Define engagement spectrum (inform, consult, or collaborate) • Select engagement tools applicable to the project (note: there is no one size fits all). • Identify engagement venues and reserve space if needed. • Assign staffing for community engagement activities • Develop the engagement materials (i.e. surveys, handouts)
Communications	• Develop media releases (social media, press release, newsletter, flyers) to communicate engagement opportunities, schedules and timelines. • Prepare schedule for communicating results of the community engagement activities.
Implementation	• Execute the planned community engagement activities • Utilize established tools to properly collect data.
Analysis	• Review and analyze the results of the community engagement activities.

Reporting	• Develop a community engagement project report that reflects the findings and any analysis completed from the process. • Communicate the results with staff, boards/commissions, elected officials, and the public as appropriate.
Evaluation	• Review and evaluate the success of the community engagement process. • Document the challenges and successes of the engagement process. Define improvements for future processes.

Community Engagement Toolkit

Whereas the Community Engagement Framework outlines the process by which staff will conduct public engagement, the toolkit provides a menu of options and methods for collecting data. There is no “one size fits all” for community engagement and thought needs to be put into which tools and methods are needed for a specific project. Where possible, a mixed methods approach is desirable in order to vary the collection methods to capture different audiences.

Figure 2. Community Engagement Toolkit

Collection Method/Instruments	Description
Focus Group	• Organize a small group of stakeholders to discuss the project and provide input. Focus group recruitment should be intentional with specific users identified.
Tabling	• Set up a table on a BPRYCS or community special event to discuss the project. Posters or visuals should be available. QR codes and integration of technology for feedback should also be included.
Interviews	• Conduct 1-on-1 interviews with specific stakeholders of the project.
Public Meeting	• Hold a public meeting to allow community members to discuss, provide input and review plans. Meeting locations should vary and ideally be held in walking distance to the end users.
Online Survey	• Develop an online survey utilizing survey monkey to ask questions and gather quantitative data.
Social Media	• Utilize BPRYCS social media pages to solicit feedback, engage in voting
Knock doors/house visits	• Staff representatives can go door to door with materials for area neighbors to hand

	out information and solicit informal feedback into projects directly impacting them.
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Inclusion of Diverse Perspectives

Ensuring the community engagement process is inclusive and meaningful requires thoughtful and deliberate planning to ensure our city parks and recreational amenities are created by the people they are intended to serve. Community engagement attempts can fail to truly represent when people that experience inequities, high risk living in poor environments and/or experiencing negative health outcomes (e.g. people of color, low-income neighborhoods, people with physical and cognitive disabilities, etc.) are not engaged.

During the community engagement planning process, staff should identify potential stakeholders and community groups that should be included in the data collection. Where possible, representatives from those communities should be contacted to see if there are interested parties to participate in the engagement activities. Community engagement planners should consider going to organizations with connections to diverse populations (BARC, NAACP, and Interfaith Coalition for example).

Demographic information should be collected at each of the community engagement activities. Data should be reviewed and included in the final reports in order to determine if the demographics reflect the larger community. Data should inform deficits in which community groups were missing from the engagement activities and then plans developed for future engagements.

(Source: NRPA Parks for Inclusion Policy Guide, NRPA Community Engagement Resource Guide)

Policy: Americans with Disabilities Act (ADA) Transition Plan

Adopted by Board of Park Commissioners: May 2022

In order to achieve the department's vision to impact the lives of all Bristol residents, further its core value of commitment to diversity, equity and inclusion, and meet the legal requirements of the Americans with Disabilities Act (ADA); BPRYCS has developed a comprehensive ADA Transition Plan.

Site accessibility deficiencies and compliance issues are well documented within the *City Wide Parks, Recreation, Youth & Community Services Master Plan*. Millions of dollars' worth of upgrades are estimated to be required to address the deficiencies and even more for universal design access. Recognizing that work cannot be completed overnight, the ADA Transition Plan details the methods to be used to ensure compliance with ADA accessibility requirements. The ADA Transition Plan includes the following components:

- Overview of ADA and its Relationship to Other Laws
- Designation of Responsibility
- Agency Self-Evaluation
- Communications, Information & Facility Signage
- Building Facilities and Related Parking Lots
- Pedestrian Facilities/Public Rights-of-Way
- Public Outreach
- Public Notice of ADA Requirements and Grievance Procedure
- Progress Monitoring and Transition Plan Management

In accordance with 28 CFR 35.107(a), BPRYCS has designated the Deputy Superintendent as the department's ADA Title II and Transition Plan Implementation Coordinator, to oversee the department's policies and procedures, monitor the department's progress and manage review and updates of the transition plan in conjunction with the formal approvals of the Board of Park Commissioners.

(Source: ADA Transition Plan available at www.bristolrec.com).

Chapter 3: Organization and Administration



Policy: Internal Communications

Adopted by Board of Park Commissioners: October 2022

BPRYCS leadership strives to ensure department staff receive timely and up-to-date communications regarding department happenings, policy changes, and general expectations. Supervisors engage in a variety of means of internal communication on a regular basis. The communication matrix demonstrates how internal communications are managed within the agency.

Communications Matrix

Communication	From	To	Frequency	Delivery Media
General Updates & Highlights	Superintendent Deputy Superintendent Community Engagement Coordinator	City Officials, Board Members, & All Staff	Once a week Monthly report	Weekly Emails Monthly Report Document Weekly newsletter Monthly division updates at leadership meeting
Important Documents & Forms	Superintendent Deputy Superintendent Community Engagement Coordinator Assistant to the Superintendent Division Supervisors	All Staff	As needed	City Intranet, MyREC employee classroom, Shared "O" Drive, Marketing Toolkit
Urgent Issues	Front end administrative staff, Superintendent, Deputy Superintendent, Division Supervisors/Coordinators	Division Supervisors, coordinators or appropriate front line staff member	As needed	Verbal (phone/radio/face-to-face), with follow-up email as needed
Policy Changes	Superintendent Deputy Superintendent	Leadership Team & full time employees	As needed	Formal Memo circulated by email, information boards, and face-to-face at leadership meetings
Budget Usage	Superintendent Deputy Superintendent Asst. to the Superintendent	Leadership Team	Monthly & as needed	Email, & Munis report at leadership team meetings
Special Presentations	Superintendent Deputy Superintendent Community Engagement Coordinator	Boards & Commissions (Parks, Youth, Arts & Culture),	Annually & as needed	PowerPoint presentations, posted on website for

	Division Supervisors	Board of Finance, City Council, Commission of Persons with Disabilities		internal/external access
Skill Building & Professional Development	Leadership Team External facilitator	All staff	Quarterly, monthly & as needed	In-person division specific trainings, webinars,

General Updates & Highlights: The Superintendent compiles weekly updates on department happenings and sends them to all commissioners (Board of Park Commissioners, Youth Commission, and Arts & Culture Commission) as well as City Councilors and department staff. The emails highlight major staff work accomplishments, upcoming events and important dates. Additionally, Division Supervisors prepare a monthly report that includes qualitative and quantitative data on their programs, events, and services. The monthly report is included in commission board packets as part of the agenda. Division updates are also shared by the supervisors at the monthly Leadership Team meetings as a means to communicate important happenings and upcoming dates with colleagues. Finally, the Community Engagement Coordinator prepares a weekly newsletter that is emailed to our external users through Constant Contact; department staff are also signed up for the newsletters as another means of receiving general information on department happenings.

Important Documents & Forms: Staff utilize a shared “O” Drive for storing, sharing and updating work files and important documents. Staff also have access to a City Intranet where general human resources/benefits/access forms are stored. The Community Engagement Coordinator also maintains a marketing toolkit through the “O” drive where department programming staff can access templates for press releases, flyers, and other marketing materials to aid in the marketing of their programs, events and services. Finally, an internal employee classroom is maintained by Division Supervisors for part time/seasonal staff to access various forms, paperwork and training materials associated with their position.

Urgent Issues: In the event of an urgent or pressing issue, the department staff member receiving the issue will inform the appropriate supervisor or staff member in person, over the phone, or via the Parks radio system depending on the nature of the situation. Follow-up emails are also sent in the event further action is needed. For critical issues staff members inform the Superintendent and/or Deputy Superintendent as soon as possible.

Policy Changes: Policies are reviewed on a regular basis and are added, modified and adopted by the Board of Park Commissioners. The Superintendent and/or Deputy Superintendent may consult appropriate staff members for policy input depending on the nature of the policy. Once the policy has been formally adopted by the Board of Park Commissioners the policy is introduced to impacted department staff through a formal memo. Memos are sent via email, posted in staff common areas on information boards, and communicated in person at leadership meetings.

Budget Usage: Financials are tracked on a regular basis by the Superintendent, Deputy Superintendent, Assistant to the Superintendent and division supervisors. Year to date financials are reviewed monthly as a standing agenda item in the Leadership Team meeting. The Year-to-date financials are also

presented by the Superintendent monthly at the regular Parks, Youth & Arts & Culture commission meetings. Issues with budget usage are communicated to the appropriate supervisor face-to-face, over the phone and/or via email depending on the nature of the issue. The Superintendent provides updates on the fiscal year budget process during the Leadership Team meetings.

Special Presentations: Leadership team members deliver special presentations to the various boards and commissions upon request and as needed. The Superintendent presents the Annual Year in Review presentation which highlights department accomplishments and goals for the year, the Deputy Superintendent presents the Annual CAPRA Update to inform Park Commissioners of the accreditation status, and the Community Engagement Coordinator presents the Annual Fundraising Strategy which highlights fundraising events, amounts, and strategy. The plan is endorsed by the Fund Development Committee of the Board of Park Commissioners. Various department staff are called on to present updates, and special informative sessions on various topics as needed.

Skill Building & Professional Development: Department staff engage in regular professional development opportunities as appropriate to their position in the department. Full time staff attend annual conferences (state and nationally), quarterly trainings, webinars, and other trainings as professional development budgets permit. In addition, in-service trainings, orientations and other staff meetings are held by Supervisors to review expectations and build division specific skills. Quarterly Diversity, Equity and Inclusion trainings are organized by the DEI committee of the department and are mandatory for all full time staff.

Policy: Public Information Policy and Procedure

Adopted by Board of Park Commissioners: October 2022

General parks and rec email inquiries

Media person-erica

Spokesperson for department superintendent or designee

Policy: Marketing and Communications Plan

Adopted by Board of Park Commissioners: October 2022

Re-enforced by the BPRYCS Department's Commitment to Service core value which emphasizes transparency, strong communication and public outreach; a *Marketing and Communications Plan* was developed to guide strategy in achieving the organizations mission and vision. The Community Engagement Coordinator (CEC) is designated as the organizations chief marketing and engagement officer responsible for the execution of the plan. The *Marketing and Communications Plan* includes the following components:

- Press Relationship & Roles
- Public Information & Community Relations
- Social Media Policy
- Branding Guidelines
- Park Ambassador Program
- Email Communications
- Marketing Roles & Responsibilities
- Website Management
- Schedule of Marketing Meetings and Objectives
- Market Analysis
- Marketing Methods

The *Marketing and Communications Plan* is reviewed by the Fund Development Committee of the Board of Park Commissioners and is formally adopted on an annual basis.

(Source: Marketing and Communications Plan available at www.bristolrec.com).

Policy: Marketing Responsibility

Adopted by Board of Park Commissioners: October 2022

The BPRYCS Department offers a comprehensive annual calendar of programs, events, and services that improve the quality of life for Bristol residents. Marketing and communication of department activities is essential in order to properly reach customers and achieve desired goals and outcomes. Although professional communications and marketing of department services is expected of employees at every level of the organization, the Community Engagement Coordinator (CEC) is designated as the organizations chief marketing and engagement officer. In order to ensure clarity of roles with the CEC and programming staff, a Marketing Responsibility policy was developed.

Marketing Roles & Responsibilities

Community Engagement Coordinator Responsibilities	Program Staff Responsibilities
Develop strategy, tools, and training for staff in order to enhance marketing which will increase public engagement in department services: • Design and release weekly department newsletters to all users. • Provide training to staff on marketing techniques, and various software's/platforms. • Lead regular marketing meetings to help educate staff on best practices as well as new tools for marketing. • Create brochure timeline and design/develop department brochure. • Create specific marketing materials for the department as assigned by the Superintendent/Deputy. • Provide advice and consultation on marketing strategy for divisions, events, programs and facilities. • Develop, monitor and evaluate department marketing and fundraising goals in conjunction with the Superintendent/Deputy. • Develop presentations for department boards and commissions to report on metrics. • Maintain and provide recommendations for improvements to the <i>Marketing and Communications Plan</i>.	Utilize the Marketing Tool Kit to: • Write program/event specific press releases and send to CEC for distribution. • Send emails via constant contact/MyREC for targeted emails • Create social media events for program • Create and <i>schedule</i> posts via Social Media. • Create event flyers (to brand standard). Division supervisors to approve before distribution. • Add programs to MyREC including event flyers and other materials. • Engage in targeted recruitment for participants depending on nature of program (i.e. direct calls, emails, tabling). • Provide CEC with accurate and complete program descriptions within the prescribed timelines for the seasonal brochure. Supervisor must approve content before it is sent to CEC. • Regularly uploading photos to "O" drive for use in seasonal brochure and other department marketing. • Coordinate w/Program Admin Assistant to produce physical copies of flyers to display at main office, YS, DMAC, and other venues.

Policy: Utilization of Technology

Adopted by Board of Park Commissioners: October 2022

Samsara policy
Park security camera
Other technology

Chapter 4: Human Resources



Policy: Personnel Policies and Procedures

Adopted by City Council: October 2022

All BPRYCS Department personnel adhere to the policies and procedures established by the Human Resources Department and codified in the *City of Bristol Personnel Policies and Procedures Manual*. The manual includes:

- Equal Employment Opportunities
- Affirmative Action Policy Statement
- Alcohol and Controlled Substances Policy
- Business Travel and Reimbursement
- Dress Standards
- Emergency Closings-Weather Conditions
- Employee Conduct
- Employment of Relatives
- Ethics and Conflict of Interest
- Hiring Procedure
- Information Systems Policy
- Media Relations
- No Smoking Policy
- Orientation
- Payroll Deduction
- Personal Property and Workplace Privacy
- Personnel Records
- Political Activities
- Punctuality and Attendance
- Safety and Health
- Telephone Policy
- Use of City Vehicles
- Work Rules
- Workplace Harassment, including Sexual Harassment
- Workplace Violence Policy
- Family and Medical Leave/Maternity Leave/Military Leave
- Employee Assistance Program
- Retirement Plans
- Workers' Compensation

Staff are also responsible for additional policies and procedures specific to work they may perform in department programs or facilities, codified in *Aquatics Division Manual* and *Summer Camp manual*.

(Source: *City of Bristol Personnel Policies and Procedures Manual* available at www.ci.bristol.ct.us.com).

(Source: *Aquatics Division Manual* and *Summer Camp Manual* available at www.ci.bristol.ct.us.com).

Policy: Recruitment and Promotion Process

Adopted by City Council: October 2022

Policy: Leadership Succession Procedure

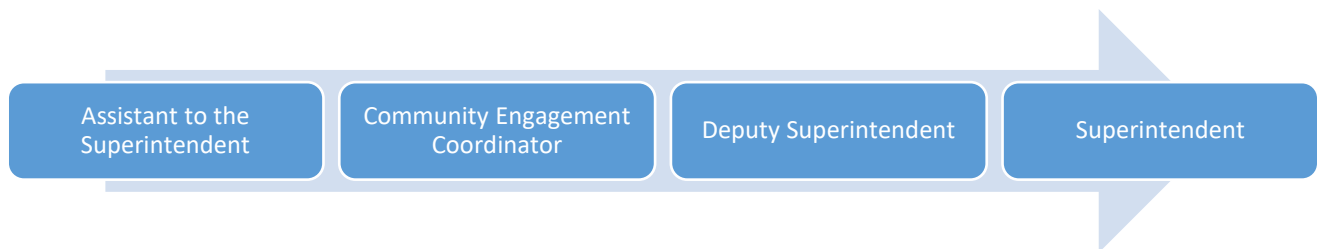
Adopted by City Council: October 2022

The BPRYCS Department has adopted the following leadership succession procedures to plan for an unexpected incapacitation of the Superintendent or for a planned retirement/resignation of department supervisors. Succession planning is a process of identifying and developing new leaders to succeed current leaders. It is a proactive and systematic investment in building a pipeline of leaders within an organization and identifying strong candidates, so that when transitions are necessary, leaders at all levels are ready to act. The Leadership Succession Procedure does not guarantee advancement to any one individual as qualifications, accomplishments, certifications, interview processes, and other factors will ultimately play a role in final appointments. The plan does create clear trajectories and opportunities for internal advancement within the organization to ensure continuity of the BPRYCS mission of delivering high-quality services and facilities to Bristol residents.

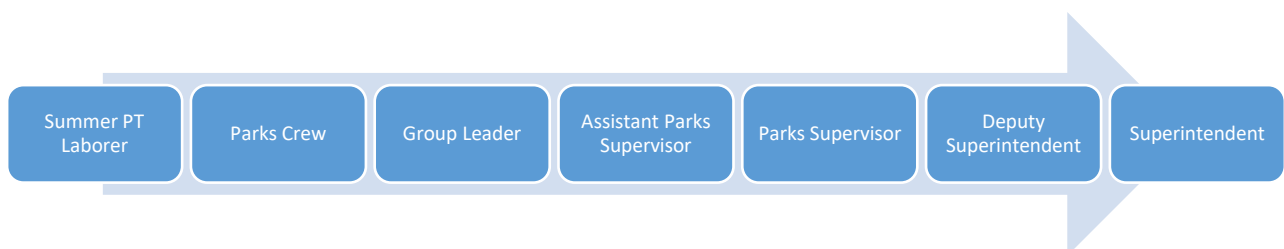
Leadership Trajectory

The BPRYCS Department has developed a leadership trajectory plan to allow employees at every level of the organization opportunity to move up in their careers.

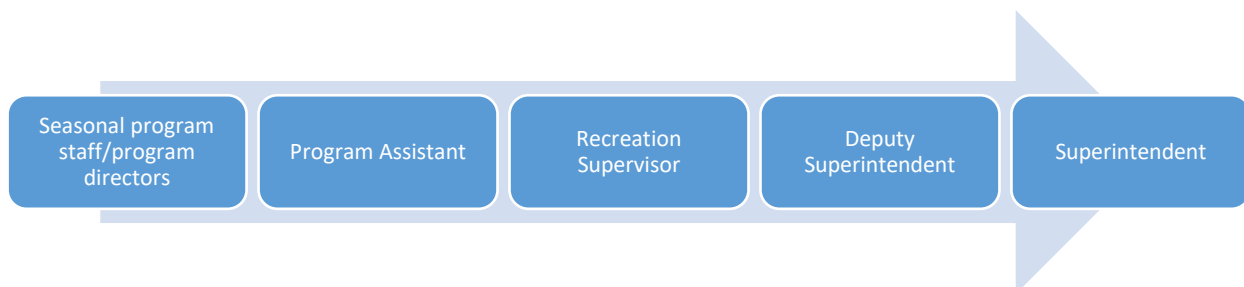
Administration Pathway



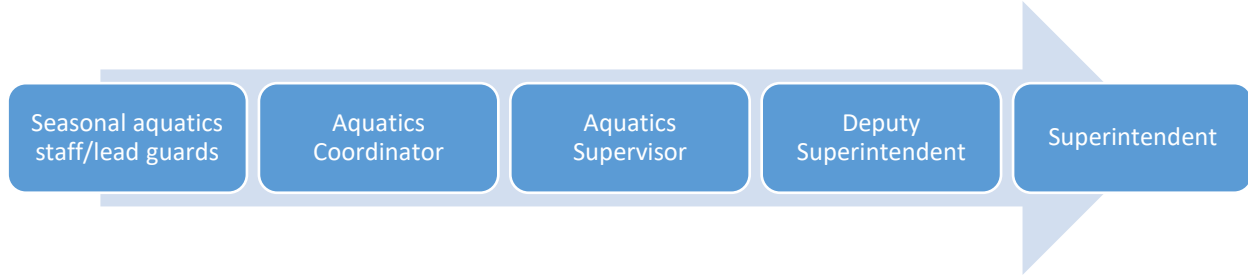
Parks, Grounds & Facilities Pathway



Recreation Pathway



Aquatics Pathway



Youth & Community Services Pathway



Temporary Succession Procedure

In the event of a temporary incapacitation or extended leave of absence for a leadership position in the department, a temporary succession protocol will be implemented to ensure continuity and no disruption in service. When a division supervisor is incapacitated the Deputy Superintendent or Coordinator/Assistant of the division may be asked to serve in the Acting Supervisor capacity. In the event of a specific term of absence or vacancy of the Superintendent, the Board of Park Commissioners shall nominate a duly qualified individual to serve as acting or interim Superintendent to be approved by the City Council (per section 43.h of the City Charter). Per the Leadership Succession Procedure policy, it is strongly recommended that the acting or interim Superintendent shall be the Deputy Superintendent unless there is a significantly compelling justification against the appointment.

Policy: Staff Acceptance of Gifts and Gratuities

Adopted by City Council: October 2022

Policy: Orientation Program

Adopted by City Council: October 2022

Source orientation reference checklist

Human resources orientation- see policies and procedures manual

Policy: Volunteer Management

Adopted by City Council: October 2022

Source volunteer handbook

Policy: Job Analysis

Adopted by City Council: October 2022

Personnel are critical to the success of the BPRYCS Department meeting the mission of delivering high-quality services and facilities that enhance the community's quality of life, meet the diverse needs of all citizens, and build a sustainable future. In order to ensure the BPRYCS Department is operating as efficiently as possible, job analysis is conducted on a formal basis.

Annual Budget Process

During the Annual Budget Process division supervisors in conjunction with the Superintendent and Deputy Superintendent review the anticipated personnel needs for the next fiscal year. This includes review of current full-time and part-time positions as well as recommendations for new positions that may improve operations, increase efficiencies, meet a department/city goal, or advance the work of the master and strategic plans. Any new positions must be formally proposed and accompanied by thorough justification and analysis. This may include: cost analysis, impact assessment, efficiency projections, and other supporting data that illuminates the significant need. If endorsed by the Superintendent the proposal will require approvals from the City's Salary Committee before being included in the operating budget for commissioner review.

Vacancy Review

Any time a position is vacated within the department, the Superintendent in conjunction with the Division Supervisor will review the continued need for the position and discuss if job description modifications are required or if a different position would better serve the operation. After analysis is completed the Superintendent will move forward through the proper approval channels to have the position posted.

Job Revision Task Force

Every 3-5 years an internal Job Revision Task Force comprising of representation from all divisions and unions within the department will be convened. Task force members will be charged with conducting a wholesale review of job description language, consistently with descriptions and codes. The task force will make formal recommendations to the Superintendent who will then work with the unions and Human Resources Department to implement changes.

Policy: Code of Ethics

Adopted by City Council: October 1977

BPRYCS Department employees and commissioners are expected to conduct business according to the highest ethical standards, including avoiding conflicts of interest arising from outside employment, family interests, or personal investments. A potential or actual conflict of interest occurs if an employee is in a position to influence a decision that may result in a personal or financial gain for the employee or an immediate family member, as a result of the City of Bristol's business dealings. An immediate family member means any spouse, children or dependent relative who resides in the individual's household. Although it is not possible to specify every action that might create a potential or actual conflict of interest, the *City of Bristol's Code of Ethics and Section 55 of the City Charter* identify some of the situations that most often create a conflict. Examples of ethical conflicts that may arise for BPRYCS employees and board members include but are not limited to:

- Provide of parks, rec, youth, community specific ethical examples

If an employee or board member has any question whether an action or proposed course of conduct would create a conflict of interest, they should immediately seek advice on the issue from the Superintendent or the City Ethics Board.

(Source: City of Bristol Personnel Policies and Procedures Manual available at www.ci.bristol.ct.us.com).

(Source: City of Bristol Code of Ethics and Ethics Board Ordinance available at www.ci.bristol.ct.us.com).

Staff and board members should sign annual conflicts of interest/ethics forms?

Chapter 5: Financial Management



Policy: Annual Budget Process

Adopted by Board of Park Commissioners: May 2022

The Annual Budget Process is a year round endeavor that establishes a methodical and organized approach for BPRYCS staff and commissioners to outline and advocate for department needs and associated funding from City Officials. Aligned with BPRYCS core values; commitment to Fiscal Stewardship, department staff strive to create a transparent, inclusive and responsible budget, that amplifies the voices of staff and stakeholders while achieving department objectives outlined in the master and strategic plans. The following Annual Budget Process is presented to the Finance Committee of the Board of Park Commissioners every May for review and adoption:

Activity	Important Date(s)
Leadership Team Strategic Retreat & Budget Kick-Off	August/September
Individual Division meetings to review 4-year spending trends and other budget analysis with the Assistant to the Superintendent & Deputy Superintendent	September
Equipment Needs & Project Workshop with Parks Crew	October
Community Stakeholder Engagement Meeting w/ Finance Committee	October
Final Division Budget Documents submitted to the Superintendent	November
Division Supervisors Budget Meetings with the Superintendent	November/December
Superintendent and Arts & Culture Supervisor present Arts & Culture Special Revenue budget to the Arts & Culture Commission	December
Superintendent and Youth & Community Services Supervisor present Youth & Community Services Division budget to the Youth Commission	December
Superintendent presents Parks & Recreation budget to Finance Committee of Board of Park Commissioners (second meeting scheduled if needed)	December
Superintendent presents Parks & Recreation budget to full Board of Park Commissioners for approval	December
Superintendent and Deputy Superintendent present budget to the City Comptroller & Finance Team	January/March
Budget Hearing Presentation to the Board of Finance	February/March/April
FY 23-24 Budget is adopted by the Board of Finance and the City Council	May
Fiscal Year begins and FY 23-24 Budget & CIP Funding becomes available	July

Policy: Authority and Responsibility for Fiscal Management

Adopted by Board of Park Commissioners: October 2022

As Department Head, the BPRYCS Superintendent exercises supervision and overall management of all department budgets in cooperation with division supervisors and administrative staff. As a best practice for fiscal control and monitoring of accounts, the following chain of authority and responsibility has been adopted (not meant to be an all-inclusive list of responsibilities):

Employee	Responsibility
Board of Park Commissioners	The Board of Park Commissioners serve as a fiduciary to the BPRYCS park budgets. The board monitors spending at a high level through a monthly report provided by the Superintendent.
Superintendent	The Superintendent has the ultimate authority of all budgets within the department and provides financial reports to the Mayor, the Board of Park Commissioners, City Comptroller's Office and the Board of Finance.
Deputy Superintendent	The Deputy Superintendent assists with the monitoring of all department budgets, makes recommendations to the Superintendent, and provides budget guidance to division supervisors.
Assistant to the Superintendent	Serving as an ex officio chief financial officer, the Assistant to the Superintendent monitors all accounts, enters requisitions/processes purchase orders, coordinates with supervisors on purchase orders and approved vendors, prepares appropriate and transfer requests to the Board of Finance at the direction of the Superintendent, and prepares financials through Munis software to the Superintendent and Department Boards and Commissions.
Supervisors	Division Supervisors are responsible for monitoring all expenditures and revenues within their division budgets and associated accounts, responsible for ensuring subordinate division staff are purchasing responsibility, ensuring programs and facilities are staffed in accordance with allocated budgets, and preparing narrative reports at the request of the Superintendent.
Coordinators and Other staff with purchasing authority	Purchase with approvals from Division Supervisors following all city purchasing processes.

Policy: Department Accounts and Management Responsibility

Adopted by Board of Park Commissioners: October 2022

The BPRYCS Department is responsible for the administration of a variety of general fund, special revenue funds, revolving accounts, donation and grant accounts in order to administer high quality programs, facilities and services for Bristol residents.

Types of Accounts

- **General Fund:** Funds received from tax payers through the annual city budget process
- **Donation Accounts:** Funds received from donors and sponsors on a rolling basis
- **Grants:** Funds received from local, state or national sources appropriated at varying times depending on the grant cycle
- **Revolving Accounts:** Funds received from user fees meant to cover the cost of non-general funded programs. Funds are received and expended on a rolling basis.
- **Special Revenue Fund:** Funds are generated and maintained in a dedicated account tied to a special program operated as a business. SRF are formally budgeted through the annual city budget process.
- **Friends of Bristol Parks and Recreation Fund:** The Main Street Community Foundation (MSCF) is the fiduciary of the Friends of Bristol Parks and Recreation Fund (FBPRF). FBPRF was established in 2014 by the Board of Park Commissioners to support donations for the 100th anniversary of Muzzy Field event. The fund is now the primary account for departmental fundraisers. The FBPRF requires Board of Park Commissioner authorization prior to funds being disbursed from the MSCF. Funds can be used to benefit any parks and recreation project or initiative.

Account Overview

Department Budgets/Accounts	Org Codes	Type of Account	Direct Managing Supervisor
Administration	*0017021	General Fund	Superintendent
Parks, Grounds & Facilities	*0017022	General Fund	Parks, Grounds & Facilities Supervisor
Recreation	*0017023	General Fund	Recreation Supervisor
Aquatics	*0017024	General Fund	Aquatics Supervisor
Youth & Community Services	*0017025	General Fund	Youth & Community Services Supervisor
Capital Improvement Projects	*Varies	General Fund	Superintendent
Grants	*Varies	Grant Source	Superintendent or designee

Arts & Culture Fund- Arts & Culture Programming	*1757033	Special Revenue Fund	Arts & Culture Supervisor
Arts & Culture Fund- Theater	*1757034	Special Revenue Fund	Arts & Culture Supervisor
Pine Lake Adventure Park	*1321032	Special Revenue Fund	Recreation Supervisor
Community Services	*1064012	Donation Account	Youth & Community Services Supervisor
Parent & Child Program	*1061031-PARNT	Donation Account	Youth & Community Services Supervisor
Drug Free Community Grant	*1061031	Grant- Project Code FYG03	DFC Project Coordinator
Parks & Recreation Capital Outlay	*1017000	Equipment & Building Sinking Fund	Superintendent
Camps	*1067026	Revolving Account	Recreation Supervisor
Special Events	*1067027	Revolving Account	Recreation Supervisor
Adult Programs	*1067028	Revolving Account	Recreation Supervisor
Aquatics	*1067029	Revolving Account	Aquatics Supervisor
Youth Programs	*1067030	Revolving Account	Recreation Supervisor
Credit Cards	*1067031	Revolving Account	Superintendent
Arts & Culture	*1067033	Revolving Account	Arts & Culture Supervisor
Friends of Bristol Parks & Recreation Fund	N/A	MSCF Fund	Superintendent via Board of Park Commissioners

Policy: Grants Procedures

Adopted by Board of Park Commissioners: October 2022

Department personnel regularly pursue a variety of local, state, and federal grants to support the work of BPRYCS. The following process was established in alignment with the City of Bristol general policies for grants administration:

Grant Approval Structure

Steps	Phase	Actions
1	Initiation	A grant opportunity is identified that meets a fiscal or programmatic need and helps advance a department goal or objective aligned with the master and strategic plan. The Superintendent or designee reviews and determines BPRYCS meets the grant eligibility and can meet established timelines, matching requirements, staff capacity, and other key aspects of the grant.
2	Pre-Approvals	The Superintendent approves the grant proposal and places it on the Board of Park Commissioner and City Council agendas for approvals to apply.
3	Development	Once the pre-approvals have been secured, the Superintendent assigns the grant to the applicable staff person to draft the application. The City Grants Administrator may be consulted or asked to contribute to the grant development where applicable.
4	Review & Submission	The grant application is sent to the Superintendent for final review and approval before the application is submitted to the sponsoring agency.
5	Publication & Management	Upon receipt of a favorable grant award appropriate announcements will be distributed to all media channels. Assigned staff member will engage in grant administration, management and applicable reporting.

Due to the nature of grants, announcements and application deadlines can often be narrow with minimal notice. In these cases, the Superintendent reserves the rights to pursue the opportunity without board endorsement to ensure the funding opportunity is not lost. In the event that the board or City Council deny the grant, the application can be withdrawn.

Policy: Purchasing Procedures

Adopted by Board of Park Commissioners: October 2022

The City of Bristol Purchasing Department coordinates all procurement and contracting activities for the city in order to obtain cost-effective pricing, ensure consistent quality in products and services, comply with city, state and federal guidelines, and provide overall purchasing transparency for the city. BPRYCS staff adhere to the policies and procedures established in the City's *Purchasing Manual*. The manual is reviewed and modified on a regular basis by the Board of Finance. The *Purchasing Manual* includes policies on:

- General Provisions (Governing authority, role of purchasing, federal procurement standards)
- Policies (Bidding Guidelines, Request for Proposals, Emergency Waiver of Bids, Procurement Cards)
- Procedures (Bidding specifications, evaluation of bids, bonding and insurance requirements)
- Professional Services (Conditions for use, development of scope/specifications, review/evaluation, award considerations)
- Contracts Administration (Authority, guidelines, standard contract clauses)
- Specific Transaction Types (Exempt transactions, blanket orders)

While Department staff are expected to adhere to all aspects of the *Purchasing Manual*, the following are widely understood regular practices:

Purchase Orders - All purchases, not paid for via a procurement card, *must* have an open P.O. *prior* to ordering. Open P.O.s can be found on MUNIS under *P.O. Inquiry*. Select department staff have been issued procurement cards in order to provide a purchasing option for situations or purchases that require immediate purchase. Blanket P.O.'s are opened in order to accommodate vendors the department regularly purchases from in order to expedient purchases.

Tax Exemption - The City of Bristol is a tax exempt organization, and as such, Comptrollers does not process any invoices that includes tax. All staff are required to actively remind cashiers that the purchases are tax exempt and check their receipts before they leave the store. Should staff require a tax exempt certificate for a particular business, the Purchasing Department must be contacted with the name of the company and their address.

Quotes and Bidding - Effective July 2019 the Board of Finance has modified the quote threshold requirements as follows. *Purchasing Manual*, 5-6.

- \$.01 - \$4,999 – no quotes
- \$5,000 - \$9,999 – 3 verbal quotes
- \$10,000 - \$24,999 – 3 written quotes
- \$25,000+ - sealed bids

(Source: *Purchasing Manual* available at www.ci.bristol.ct.us).

Policy: Financial Aid

Adopted by Board of Park Commissioners: October 2022

Aligned with the BPRYCS Department core value; commitment to diversity, equity and inclusion, staff strive to ensure every resident has access to high-quality parks and services regardless of socio-economic status. To ensure BPRYCS meets its vision of impacting the lives of all Bristol residents, the department administers a comprehensive financial aid program. The program is administered by the Youth and Community Services Supervisor who reviews applications, qualifies families through federal approved guidelines, disburses scholarship and communicates with families and serve providers.

The main financial aid program of the BPRYCS is the Scholarship Fund through Youth and Community Services Project Aware Program approved annually by the Youth Commission. The Scholarship Fund has been established to aid children living in high risk situations and in need of social, emotional and recreational programming in order to thrive. Funds are available to children who struggle to cope with neurological, mental health or cognitive challenges, physical disabilities, severe family distress, trauma and /or complicated grief and loss issues. Scholarships shall go towards a program of the child's choice that will enhance their positive social and emotional development and physical well-being. Types of programs may range from music lessons, to swim classes, basketball clinics, self-defense training, performing arts programs, Boys and Girls club membership or to a summer camp. Scholarship funds may also cover costs of supplies needed to participate in a program, such as, a scout uniform, art supplies, or special equipment for a sporting activity.

Eligibility Factors:

1. Financial hardship based on the families current income
2. A commitment from the family to work toward resolving difficulties and nurturing the healthy development of the child.
3. The program or services for which funds are being requested will assist the child in developing his or her skills as part of an overall service plan.

Children are referred to the scholarship program by professional staff working with the child, such as a social worker, parent aide, school psychologist, visiting nurse or therapist or parent. **Awards may range from \$10.00 to \$150.00 per child per year. Awards will be paid directly to the vendor. The referring agent must receive permission from the parent for Bristol Parks, Recreation, Youth and Community Services to contact the vendor to make arrangements and obtain an invoice with documentation of attendance.**

This policy needs some work

Additional funding sources Friends of Bristol Parks and Recreation Fund?

Policy: Refunds

Adopted by Board of Park Commissioners: October 2022

BPRYCS Department strives to deliver top-tier quality services to customers of all ages in order to shape positive public perceptions and create responsible and healthy citizens. However, circumstances occasionally present themselves where a programs and services must be cancelled or did not meet a customer's expectations. Aligned with the core value; Commitment to Service, department staff administer the following refund policies:

- If insufficient enrollment causes a class to be cancelled, notification will be given and full tuition refunded, or a credit will be given for future use. BPRYCS reserves the right to cancel, postpone, combine classes or change instructors.
- Medical conditions verified by a physician's letter will be honored and full tuition refunded or a credit will be given for future use.
- Persons canceling out of a program prior to the start date will receive a credit in the full amount of the program cost. This credit may be used toward any future BPRYCS program. **This excludes the following high priority programs Summer Fun Camp, Swim Lessons or the Winter Splash Team.**
- **Persons cancelling out of the Summer Fun Program prior to the start of the session will receive a credit less the cost of the field trips. Example: Summer Fun is \$100.00 per week. \$50.00 is used to cover the cost of the bowling field trip, weekly special trip and transportation. A credit in the amount of \$50.00 will be issued. No credit will be issued after the start date of the program.**
- **Persons choosing to cancel out of the Winter Swim Team up to two weeks after the season starts will receive a 50% refund, not including the pool membership.**
- Refunds will not be given for any cancellations from Bus Trips (unless cancelled by the venue).
- No refunds or credits will be issued after a program begins
- A fee of \$15.00 will be charged for any returned checks.

(Delete this Section) In cases where program participants are offered reimbursement for a program that was canceled or they were unable to attend, credits are applied to their account at www.bristolrec.com. Account Credits never expire and can be used toward any future program. Should a patron prefer a refund, the reimbursement shall be provided in the form of a check which takes two to three weeks to process. Refund receipts shall be provided to the Program Assistant, who will work with the Purchasing Department to establish a vendor number for the person receiving the reimbursement. Refund forms are to be signed by the Deputy Superintendent prior to submission to the Comptroller's office for processing. Out of respect for the financial situations of our customers, refunds shall be processed by Bristol Parks, Recreation, Youth and Community Services as soon as possible. The signed refund form and the back-up documentation shall be scanned and saved in the O-drive under *Parks -> Accounts Payable -> Refunds -> FY -> Month of Refund*. The scanned document shall be labeled as *Refund date – Name of Person being refunded*.

This policy needs work. Feels outdated and not reflective of current practice. Needs to be updated on website as well.

Policy: Park Trust Funds and Endowments

Adopted by Board of Park Commissioners: October 2022

Policy: Accounts Payable and Receivables

Adopted by Board of Park Commissioners: October 2022

The following processes for accounts payable and receivable are administered by the Assistant to the Superintendent as ex officio chief financial officer for the department.

Accounts Payable: Division Supervisors are expected to initial any receipt that corresponds with a P.O. prior to turning them into the Assistant to the Superintendent for processing. Supervisor initials indicates that the invoices have been reviewed for accuracy (including that it is tax exempt). Initialed receipts are due by Thursday of every week. Supervisors are asked to initial any invoice received that corresponds with their division. This ensures accuracy, fiscal responsibility, and to prevent duplication of payment. Upon receiving an invoice the Assistant to the Superintendent shall stamp the date received on the back of the invoice and will receive upon the invoice in MUNIS according to the P.O. number designated by the Division Supervisor. Out of respect for the financial situations of our vendors, invoices shall be received upon by BPRYCS as soon as possible and sent up to Comptrollers for processing. The received upon invoice shall be scanned and saved in the 'O-drive' under *Parks -> Accounts Payable -> Vendor Files -> FY -> First Letter of Vendor Name -> Vendor Name*. The scanned document shall be labeled as *Invoice Date – Vendor Name – Invoice Number – Amount*. For invoices pertaining to large contracts, the Superintendent must sign the invoice and it shall be placed on top of the invoices sent to Comptrollers.

Accounts Receivable: All monies collected by the BPRYCS Department must be reconciled through MyRec either through an account invoice or a point of sale. In order to promote secure and accountable cash management, deposits shall be made to the Treasurer's Office daily from June through August, and at least twice a week from September through May. Deposit slips shall be produced by reconciling the *Income Summary Report* and *Disbursement Detail Report* for the corresponding dates in MyRec. Credit Card settlement reports from Authorize.net shall be reconciled with the credit card revenue generated from the *Income Summary Report*. Deposits returned from the Treasurer's Office along with the supporting documentation shall be scanned and saved under *Parks -> Accounts Receivable -> FY -> Month* by the date range of the deposit.

Not sure this needs to be included? More of an internal process than a policy item?

Policy: Private, Corporate, and Non-Profit Support Procedures

Adopted by Board of Park Commissioners: October 2022

When feasible and appropriate, BPRYCS Department solicits private, corporate and non-profit support in the form of partnerships, donations and sponsorship agreements. The Community Engagement Coordinator is responsible for developing and implementing comprehensive sponsorship programs throughout the year in order to support various department programs, events and initiatives. The Fund Development Committee of the Board of Park Commissioners reviews and approves the annual Fundraising Strategy, provides input into the partnership master list, and solicits contributions to the department through a prescribed sponsorship program.

Policy: Restricted Gift Donations

Adopted by Board of Park Commissioners: February 2022

The purpose of this policy is to establish guidelines and standards for the donation, installation and care of park donations either as a result of cash or physical property donation. These donations may include, but are not limited to benches, picnic tables, public art, monuments, drinking fountains, scoreboards, tree planting and other types of park accessories. This policy applies to both existing and new donations.

Individuals or businesses looking to donate to the BPRYCS Department will submit a *Donation and Gift Agreement* form which will include the nature of the donation, anticipated location, cost, expected life cycle, specifications, recognition, wordage, and maintenance expectations. The submission will be reviewed and approved/denied by the Board of Park Commissioners at the next scheduled meeting.

1. Physical donations must meet system wide design standards established by the Board of Park Commissioners.
2. The City reserves the right to remove and/or relocate donations at their sole discretion for reasons including but not limited to: interference with site/public safety, maintenance or construction activities, unsightliness due to vandalism or maintenance/repair limitations. The department will make every effort to contact the donor, heirs or alternate contact of any action related to the relocation or disposition of the donation. In certain situations, such as safety or emergency, the notification may be made after the action is taken.
3. If the donation, gift, and/or memorial meet the intended life cycle or becomes damaged or destroyed, the Department will make a reasonable effort to contact the Donor, heir, or alternate contact specified on the Donation and Gift Agreement. In advance of the expiration of a memorial or notification of damage or destruction, Donors will be contacted first to allow for renewal or replacement at their own expense. If a Donor, heir, or alternate is unable to be reached after six (6) months of initial attempted contact, the location, gift, memorial, or donation may be opened to allow for an additional or new Donor. In the event a memorial is to be discontinued, the plaque will be offered to the Donor or heirs at no charge.

Unrestricted monetary donations will continue to be accepted by the Department and appropriated to the appropriate donation account through the Board of Finance.

(Source: Donation and Gift Agreement Form available at www.bristolrec.com).

Chapter 6: Programs and Services Management



Policy: [Recreation Programming Plan](#)

Adopted by Board of Park Commissioners: [October 2022](#)

[Review capra](#)

[Reference source document](#)

Policy: Program Objectives

Adopted by Board of Park Commissioners: October 2022

Create a table with program name and objective

Benefits based programming examples

Policy: **Scope of Program Opportunities**
Adopted by Board of Park Commissioners: **October 2022**

Categories of programs and program names by category?

Policy: Inclusion Process

Adopted by Board of Park Commissioners: October 2021

The mission of the BPRYCS Department is to deliver high-quality services and facilities that enhance the community's quality of life, meet the diverse needs of all citizens, and build a sustainable future. In order to achieve that mission, BPRYCS has embedded social equity and inclusion as a core value guiding the department's work.

Social Equity, Inclusion and ADA Statement

The BPRYCS Department believes that equitable access to high-quality services and facilities is a right, not just a privilege. Our team is committed to providing financial scholarships to families in need, inclusion services and reasonable accommodations to foster environments that are safe, fun and respectful to all. The City of Bristol will comply with the requirements of the Americans with Disabilities Act.

Inclusion Process

When someone inquires (in person, over the phone or via email) about participating in a program for an individual with a disability, staff members should do the following:

1. Inform them of our department's commitment to social equity, inclusion and ADA statement
2. Encourage them to register for the activity of interest
3. Ask how we can help you? This will ensure the modification or accommodation being requested is clear.
4. Indicate that the Program Supervisor will follow-up to review the details and establish a plan as soon as possible.
5. Inform the Program Supervisor of the communication right away to ensure a timely response to the participant as well as allowing for adequate time for a request to be granted.
6. In the event that the accommodation requires special funding or there are questions pertaining to reasonableness of the request, the Program Supervisor will consult the Superintendent or Deputy Superintendent.

Aligned with our commitment to social equity, inclusion and in compliance with the Americans with Disabilities Act every effort shall be made to accommodate an individual with a disability into a department program. Rare situations may arise in which we are unable to accommodate a request. This may include situations where:

- The modification or accommodation request is deemed unreasonable (see Appendix A for reasonable modifications as defined by ADA).
- It is determined that the individual (or other individuals) will be unsafe in the program even with the supports/accommodations/modifications provided by the department.

Only the Superintendent or Deputy Superintendent may deny a request for accommodation.

Policy: Behavior Redirection and Restorative Justice Philosophy
Adopted by Board of Park Commissioners: October 2021

The BPRYCS Department is committed to ensuring public facilities and programs are safe, inclusive environments for patrons and participants. In order to keep participants, staff, and facilities safe, policies and rules specific to programs and/or facilities have been developed. Due to the public nature of the department, every effort is made to educate participants and patrons on appropriate policies and rules, as well as provide redirection and implement restorative justice when possible. Should a circumstance occur in which redirection is required, the following steps are to be taken, in this order (depending upon the seriousness), until the problem is resolved:

1st offense: The patron or participant is informed of the rule violation and asked to stop the behavior. Staff are to explain the reason for the rule and future consequences should this behavior continue.

2nd offense: The patron or participant is informed of the rule violation again and asked to sit out of the activity for fifteen (15) minutes. If appropriate, a guardian is informed of the rule violation, why the rule is in place and future consequences should this behavior continue. An incident report must be completed.

3rd offense: Depending on the seriousness of the issue, the patron or participant will be referred to the supervisor on duty, who will determine the length of time for suspension. An incident report must be completed. Incidents will be reviewed on a case-by-case situation with consideration to restorative justice and incident context.

For more information regarding program or facility specific implementation of this policy please refer to the specific division's manual. Source this to website?

Policy: Program Cancellations

Adopted by Board of Park Commissioners: October 2019

In order to streamline and create process cohesion amongst the dozens of programs being offered across departmental divisions, the following Program Cancellation Policy has been developed.

1. School Closing or Early Dismissal- If the Bristol Public Schools are closed or have an early dismissal all Parks, Recreation, Youth and Community Services programs are cancelled.
2. If it is an outdoor activity and inclement weather appears to be entering the area the instructor will attempt to notify participants 1 hour prior to the scheduled start time via e-mail, phone call or text message.
3. The Parks, Recreation, Youth and Community Services Department will make every attempt to schedule a make-up class if missed due to inclement weather. If the staff are unable to do so due to scheduling conflicts at the schools, a refund credit will not be issued.

Needs work

Policy: New Program Proposals

Adopted by Board of Park Commissioners: October 2019

Aligned with the BPRYCS Department's Commitment to Innovation and mission to meet the diverse needs of all citizens; new programs are regularly encouraged and pursued. New programs are generally developed through the initiative of a department employee or from a 3rd party instructor from the public. In the event that a department employee or 3rd party instructor wants to propose a new program, the employee will complete a *Program Proposal Worksheet* and submit to the Division Supervisor for review and then on to the Deputy Superintendent for final approval. Applicable seasonal deadlines are imposed in order to meet marketing/brochure and scheduling timetables. Components of the *Program Proposal Worksheet* includes:

- Program Description
- Program Justification (why it's needed, what unmet need will the program satisfy, connection to master plan/needs assessment)
- Program Summary (ages/grades, gender, days of the week, times/dates)
- Facility/Space Requirements
- Program Goals
- Program Budget (expenditures and revenue projection breakdown)
- Equipment Requirements
- Rate of Pay

Both staff driven and externally driven programs are evaluated on a number of factors including but limited to:

- Alignment with mission, vision, values
- Community demand/market research
- Relevance to department/city objectives
- Existing programs (both internally and from external community organizations or departments)
- Potential for cost recovery
- Availability of facility space
- Completeness and accuracy of submission

(Source: Program Proposal Worksheet is available at www.bristolrec.com).

Should staff and external 3rd party worksheet be the same?

Policy: [Community Health and Wellness Education and Promotion](#)
Adopted by Board of Park Commissioners: [October 2022](#)

[Review more capra](#)

[Source a community health and education plan](#)

Policy: Participant and Spectator Code of Conduct
Adopted by Board of Park Commissioners: October 2022

Amry create

Policy: Special Revenue Business Plans

Adopted by Board of Park Commissioners: October 2022

Make reference to business plans? Pine lake? Finance committee review process? Other plans? Only for special revenue?

Chapter 7: Facility and Land Use Management



Policy: Field and Court Rentals

Adopted by Board of Park Commissioners: February 2019

In pursuit of the BPRYCS mission and vision to offer high-quality facilities that enhance the community's quality of life and create healthy citizens; fields and courts are available for private group, non-profit and for-profit rentals. In 2019, in an effort to "Go Green" and streamline the request process, BPRYCS eliminated paper request forms and now user groups looking to reserve fields or courts may submit a request online through www.bristolrec.com. Once the Facility Reservation Request is submitted, accompanying documentation including proper insurance, league rosters (if applicable), and other documents may be requested by the BPRYCS Department prior to a permit being issued. Department staff will be in touch with the organization representative regarding status of their request as soon as possible.

Prioritization of General Field & Court Permits and Fee Schedules

The Department strives to establish a system for the equitable and orderly distribution of the City of Bristol athletic fields and courts. Additionally, there are costs associated with the maintenance and upkeep of fields and courts so a fee schedule was adopted. Permits will be issued with respect to the following priority and fee schedules:

Priority Level	Priority Group	Fee Schedule
1	BPRYCS sponsored programs and events	No charge
2	Bristol Board of Education sponsored athletic programs and events	No charge
3	Bristol based non-profits, 501c(3) organizations and local athletic or sports-affiliated groups (comprised of at least 80% Bristol residents verified by certified registration/rosters)	- No charge- Youth serving organizations \$25/per practice (2hrs), \$35/per game (4hrs)/field with lights- Adult serving organizations
4	Non-Bristol organizations (comprised of 79% or fewer Bristol residents), non-resident groups and for-profit organizations	\$25/per practice (2hrs) \$100/per game (4hrs)

Additional charges may be assessed at the discretion of the Superintendent or designee (i.e. lights/electricity, bathrooms, maintainers, police, etc.)

The following courts and fields are available for permitting under the jurisdiction of BPRYCS:

- **Baseball Fields:** Page Park, Riley Field, Muzzy Field (different fees apply to Muzzy)
- **Softball Fields:** Mix Street, Page Park, Casey Field, Wilson Field
- **Football/Lacrosse/Soccer Fields:** Casey Field, **Memorial Boulevard**
- **Volleyball Courts:** Stocks Playground, Rockwell Park
- **Basketball Courts:** Page Park, Wilson Field, Brackett Park, Stocks Playground, Seymour Park, Rockwell Park
- **Tennis/Pickleball Courts:** **Page Park, Seymour Park, Peck Park**

The BPRYCS Department and Board of Park Commissioners reserves the right to refuse any organization the use of its facilities when it deems necessary.

Prioritization of Muzzy Field and Fee Schedules

Muzzy Field is considered a premier sports facility for the City of Bristol. Significant resources are dedicated to maintain and upkeep the facility on an annual basis. Due to contractual obligations, the level of maintenance required, facility accessibility (locked stadium), and additional staffing requirements; a unique set of priority and fee schedules has been adopted:

Priority Level	Priority Group	Fee Schedule
1	Bristol Blues (regular and post season games)	Negotiated per Contract
2	BPRYCS sponsored programs and events	No charge
3	Bristol Board of Education sponsored athletic programs and events	No charge
4	Bristol based non-profits, 501c(3) organizations and local athletic or sports-affiliated groups (comprised of at least 80% Bristol residents verified by certified registration/rosters)	\$125/rental + \$50/hr for maintainer
5	Non-Bristol organizations (comprised of 79% or fewer Bristol residents), non-resident groups and for-profit organizations	\$225/rental + \$50/hr for maintainer

Additional charges may be assessed at the discretion of the Superintendent or designee (i.e. lights/electricity, bathrooms, maintainers, police, etc.)

Policy: Park Rentals for Special Events

Adopted by Board of Park Commissioners: February 2019

In pursuit of the BPRYCS mission to offer high-quality facilities that enhance the community's quality of life; park spaces are available for private group, non-profit and **for-profit rentals**. User groups looking to reserve park space may submit a request online through www.bristolrec.com. User groups may be required to submit a *City Wide Special Event Application* for larger scale events (gatherings of 50+ people) depending on the nature of the activity. Depending on the nature and scope of the event, the applicant may be required to present to the Board of Park Commissioners for approval at the discretion of the Superintendent. Long standing annual events do not require annual approval unless there are substantial changes that warrant board review. Park permits will be issued with respect to the following priority and fee schedules (*Note: City Wide Special event permits will be issued once all applicable city departments sign off on the approval*):

Priority Level	Priority Group	Fee Schedule
1	BPRYCS sponsored programs and events	No charge
2	Bristol Board of Education sponsored athletic programs and events	No charge
3	Bristol based non-profits, 501c(3) organizations and local athletic or sports-affiliated groups (comprised of at least 80% Bristol residents verified by certified registration/rosters)	No charge**
4	Non-Bristol organizations (comprised of 79% or fewer Bristol residents), non-resident groups and for-profit organizations	No charge**

**Park Maintainer hourly fees may be assessed if the event requires staffing support. These fees will be assessed depending on the nature of the event at the discretion of the Superintendent or designee.*

***Additional fees may be assessed from other departments at the discretion of the Department Head (i.e. police officers, health permits, etc).*

(Source: City Wide Special Event Application is available at www.bristolrec.com).

Does our policy currently allow for private-for profit to rent parks for free to run for-profit activities? Revise?

Policy: Pavilion Rentals

Adopted by Board of Park Commissioners: January 2020

In pursuit of the BPRYCS mission to offer high-quality facilities that enhance the community's quality of life; indoor and outdoor park pavilions are available for private group, non-profit and **for-profit rentals**. User groups looking to reserve a pavilion may submit a request online through www.bristolrec.com. Permits are issued on a first- come- first served basis. Pavilions may be requested starting January 1st for the following year.

The following pavilions are available for permitting under the jurisdiction of BPRYCS:

Park Location	Available Pavilions
Rockwell Park	• Back Playground Shelter • T-Shelter, • Stonehouse/Summerhouse • Open Field Gazebo • <i>Mrs. Rockwell's Pavilion (indoor)</i>
Page Park	• Upper Playground Shelter • Tennis Court Picnic Area • Ingraham Field Picnic Area • Ski Hill Picnic Area • <i>Perry J. Spinelli Pavilion (indoor)</i>
Stocks Playground	• Picnic Area Shelter
Veterans Memorial Boulevard	• Gazebo • Covered Picnic Area
Federal Hill Green	• Gazebo
Brackett Park	• Gazebo

In February 2019, the Board of Park Commissioners approved a fee schedule for use of the outdoor pavilions in order to help off-set clean-up and maintenance costs. In January 2020 an indoor pavilion fee schedule was approved to accommodate costs associated with offering indoor rentals to the community.

Pavilion Type	Bristol resident Fee	Non-Profit Fee	For-Profit Fee
Outdoor	\$25 (4hr rental)	\$50 (4hr rental)	\$100 (4hr rental)
Indoor	\$150 (1hr) + \$50/each additional hour	\$150 (1hr) + \$50/each additional hour	\$150 (1hr) + \$50/each additional hour

Pavilion Alcohol

Consumption of alcohol at outdoor park pavilions is not permitted. The Board of Park Commissioners approved the consumption of beer and wine during permitted indoor rentals at the September 2021 regular meeting under the following conditions:

- A Certificate of Insurance naming the City of Bristol as additional insured must be provided prior to the rental. COI will meet insurance requirements outlined in the policy manual.
- Consumption of hard alcohol will be prohibited (only beer and wine) and no glass containers. Any alcohol brought into the facility must be removed by the renter at the conclusion of the rental.
- The individual reserving an indoor pavilion must be 21 years or older and is responsible for the behaviors of all guests throughout the event. Failure to follow rules may result in ejection from the facility without refund.
- Final approval of a permit with alcohol use requires authorization from the Superintendent or Deputy Superintendent in his/her absence

Consider adding non-residents to pavilion- consistent with field and court policy

Consider higher rates for non-profit and for-profit rental groups consistent with other policies

Revise alcohol policy based on Erica's work with rental plan i.e. catering, etc.

Policy: Showmobile Rentals

Adopted by Board of Park Commissioners: February 2019

The BPRYCS Department owns and operates a 28ft x 52ft showmobile with stage extensions, lighting and sound. The showmobile is used for the department's popular Summer Concert Series and is rented out to a variety of organizations throughout the year including the West End Association Summer Festival at Rockwell and the Exchange Club for Mum Festival. Effective 2019, showmobile requests may be made directly through www.bristolrec.com. Due to the complex nature of the showmobile a number of fees apply. This includes a \$400.00 transportation fee, a \$200.00 rental fee, a park attendant for \$50.00/hr, and optional sound and lighting technicians for \$25.00/hr. An additional \$125.00 fee is added for events taking place outside of Bristol (within 60 miles). When feasible, the transportation fee may be waived if the delivery is during the regular working day. The following information is requested of applicants.

Fee Schedule & Cost Breakdown for Operation of the Showmobile

Service	Rates
Transportation TO and FROM event site	\$400.00/flat
Outside of Bristol Travel Fee (within 60 miles)	\$125.00/flat
Rental Fee	\$200.00/flat
Park Attendant-Showmobile Operator (required)	\$50.00/hr
Sound Technician <i>(optional)</i>	\$25.00/hr
Lighting Technician <i>(optional)</i>	\$25.00/hr

This policy needs work. May be easier to just go with a flat rate and then save some of this for back end

Policy: Banner Requests

Adopted by Board of Park Commissioners: February 2019

As part of the department's commitment to partnerships, BPRYCS provides a service to hang banners on the Veterans Memorial Boulevard to help promote community events. Banners are hung for a 2 week period in advance of the event. Banner requests can be made directly through www.bristolrec.com and are approved on a first-come, first-served basis (with priority given to Veterans events). In February 2019, the Board of Park Commissioners adopted a fee schedule of \$50.00 for non-profits and \$100.00 for for-profits. Additionally, banners must be no more than 10 feet wide and must be at least 3 feet high. Banners must be made of lightweight material and must be properly vented (mesh or crescent flaps).

Need to retool with boulevard poles being removed

Policy: Park Lease Agreements

Adopted by Board of Park Commissioners: February 2019

In some cases, the BPRYCS Department has engaged in long-term leases agreements with Bristol based sports organizations to alleviate maintenance responsibilities and provide the user-group a sense of ownership over the space. Lease agreements allow the City to retain ownership of the park property while subsequently transferring maintenance responsibilities and scheduling oversight to the user-group. The following lease agreements are held:

Park Area Leased	Organization/User Group	Length of Lease	Fee
Muzzy Field & Concessions	Bristol Blues Baseball Club	5 year contract (expires	Varies by year/contract
McCabe Waters/Frazier Field & Concessions	Bristol Little League & Bristol Girls Little League Softball	3 year lease (expires December 31, 2023)	\$2.00/annually
Peck Park Fields & Concessions	Bristol Little League & Bristol Girls Little League Softball	3 year lease (expires December 31, 2023)	\$2.00/annually
Casey Field Football & Concessions	Bristol Youth Football & Cheer	3 year lease (expires December 31, 2023)	\$2.00/annually

The Board of Park Commissioners shall review and approve any existing renewals or new requests for lease agreements between private organizations and the city. Depending on the nature of the agreement, approvals may require review and final approval from the Corporation Counsel Office and/or City Council.

Maintenance and Upkeep Standards for Park Lease Agreements

Policy: Concession Agreements

Adopted by Board of Park Commissioners: February 2019

In order to meet the needs of our park visitors, the BPRYCS Department engages in contracts with qualified vendors to provide concession services at select parks. A Request for Proposal (RFP) is issued and vendors are selected and approved by the Board of Park Commissioners. The City of Bristol reserves the right at any time to terminate the contracts by giving thirty (30) days' notice to the Concessionaire. The Board of Park Commissioners establishes and approves the fee schedule for concessionaires. The following concession agreements are held:

Park Area Leased	Organization/User Group	Length of Lease	Fee
Page Park Ice Cream	Darens Ice Cream	2 years (expires September 30, 2023)	\$851.00/annually
Rockwell Park Ice Cream	Doda's Ice Cream	2 years (expires September 30, 2023)	\$2,700/annually
Stocks Playground Food Services	Steve's Top Dog (Steven Lavoie)	3 years (expires June 30, 2023)	\$3,763 (year 1), \$3,857 (year 2), and \$3,953 (year 3)

Policy: Master Fee Schedule for Park Rentals and Rate Change Process

Adopted by Board of Park Commissioners: February 2019

Park Rental fees are reviewed on annual basis by the Board of Park Commissioners Finance Committee with recommendations being adopted by the full board every fall. While fee schedule changes can be introduced or modified throughout the year, it is best practice to make adjustments to fee schedules in the fall prior to the annual budgeting process as there are revenue implications to changes. The following process is to be engaged in for fee schedule changes:

Fee Schedule Change Approval Structure

Steps	Phase	Actions
1	Initiation	A new fee schedule or fee schedule revision is deemed to be needed through internal or external factors.
2	Development	The Superintendent or designee engages in research and review of appropriate fee changes incorporating industry and national best practices, fee schedules adopted by similar or surrounding agencies, community goals and change impact, and other data relevant to the fee schedule. The Superintendent may incorporate feedback from impacted staff members, user groups, and internal committees as deemed appropriate.
3	Review & Approval	The Superintendent presents the new or modified fee schedule to the Finance Committee of the Board of Park Commissioners for their input. Committee input is incorporated and then presented to the full Board of Park Commissioners for formal adoption. Depending on financial impact the fee schedule may be reviewed and approved by the Board of Finance during the annual budgeting process.
4	Publication & Management	Newly approved fee schedules are incorporated into the Policy Manual and communicated out to department personnel and through appropriate website and press channels as appropriate. Training on the new fee schedule may be provided to staff as appropriate. New or modified fee schedules are monitored for success in achieving desired outcomes.

Fee schedules and budgets for individual programs or services are developed and approved at the staff level. Program budgets vary due to changing costs associated with staffing, supplies, materials, and other associated fees. Many programs are directly operated by the Department's Revolving Account Funds and are not formally budgeted for by the city.

The **Master Fee Schedule Grid** represents the full rental schedule for park and recreation amenities under Board of Park Commissioner jurisdiction:

Service	Insurance Requirement	Resident Rate	Bristol Non-Profit Rate	Non-Resident Rate	For-Profit or Non-Bristol Organization Rate
Field/Court Rentals	COI Required	Youth-FREE Adults- \$25.00/per practice/game \$35/w lights)	Youth- FREE Adults- \$25.00/per practice/game \$35/w lights)	\$25/per practice \$100/per game	\$25/per practice \$100/per game
Muzzy Field Rentals	COI Required	\$125/day (+ \$50/hr staffing)	\$125/day (+ \$50/hr staffing)	\$225/day (+ \$50/hr staffing)	\$225/day (+ \$50/hr staffing)
Outdoor Pavilion Rentals	N/A	\$25 (4hrs)	\$50 (4hrs)	N/A	\$100 (4hrs)
Indoor Pavilion Rentals	COI Required (for non-private parties)	\$150 for 1 st hour + \$50/additional hours	\$150 for 1st hour + \$50/additional hours	\$150 for 1st hour + \$50/additional hours	\$150 for 1st hour + \$50/additional hours
Park Rental for Special Events	COI required	FREE	FREE	FREE	FREE
Showmobile Rental	COI Required	\$600+ (depending on services added)	\$600+ (depending on services added)	\$725+ (depending on services added)	\$600+ (depending on services added)
Banner Requests	N/A	\$50	\$50	N/A	\$100

Additional charges may be assessed at the discretion of the Superintendent or designee (i.e. lights/electricity, bathrooms, maintainers, police, etc.)

The **Aquatics Master Fee Schedule Grid** represents the full rental schedule for aquatics facilities under Board of Park Commissioner jurisdiction:

Service	Insurance Requirement	Resident Rate	Bristol Non-Profit Rate	Non-Resident Rate	For-Profit or Non-Bristol Organization Rate
Daily Rates for DMAC	N/A	(A) \$7.00 (C) \$3.00 (S/C) \$6.00	N/A	(A) \$7.00 (C) \$3.00 (S/C) \$6.00	N/A
Daily Rates for Page & Rockwell Pool	N/A	(A) \$2.00 (C) \$1.00 (S/C) \$1.50	N/A	(A) \$8.00 (C) \$4.00 (S/C) \$6.00	N/A
Adult Membership (18-59)	N/A	\$40.00	N/A	\$80.00	N/A
Child Membership (6-17)	N/A	\$25.00	N/A	\$50.00	N/A
Seniors (60+)	N/A	\$35.00	N/A	\$70.00	N/A
College Students	N/A	\$35.00	N/A	\$70.00	N/A
Children Under 5	N/A	FREE	N/A	FREE	N/A
DMAC Rental (includes lifeguards)	COI Required (Private citizen birthday rentals do not)	\$180/per hour (\$50 facility deposit check)	\$100/per hour \$200/per hour (outside of normal operating hours)	\$240/per hour (\$50 facility deposit check)	\$200/per hour \$300/per hour (outside of normal operating hours)

Policy: Pool Rules and Regulations

Adopted by Board of Park Commissioners: February 2019

Swimming pool rules are essential for promoting safe and healthy environments for the thousands of users that visit the Dennis Malone Aquatics Center, Rockwell Park Pool and Page Park Pool every year. Adopted by the Board of Park Commissioners in consultation with the Superintendent and Aquatics Supervisor, the following pool rules and regulations are enforced by lifeguards and Aquatics Division personnel:

Pool Rules and Regulations

Proper swimming attire must be worn in the pool. Proper attire is subject to lifeguard's discretion. Bathing Suits only. No athletic shorts or cotton t-shirts. Rash guards are allowed only if properly fitted.

1. Non-disposable swimming diapers are required for all children who are not potty trained.
2. All patrons need to check into the facility prior to entering the pool. Pool schedule is subject to change. All patrons must be out of the building no later than 15 minutes after closing.
3. Children under 11 years of age must be accompanied in the building by a parent or adult at least 18 years of age. Children under the age of 8 must be accompanied in the water by an adult at all times. No exceptions.
4. Per public health code, all persons must shower before entering the pool. Any person known or suspected of having a communicable disease shall not use the pool. Spitting, urinating, or blowing the nose in the pool is prohibited.
5. The pool is not to be used unless there is a lifeguard on duty.
6. Please be aware that management reserves the right to close a pool at any time for weather-related concerns, thunder or lightning, fecal incidents, vomit in the pool or any chemistry-related issues, etc.
7. Breath-holding games or similar activities are prohibited.
8. Use of flotation equipment is limited to supervised classes and adults. Children will not be allowed to use flotation belts, face masks, snorkels, fins, water wings, inflatables, beach balls, kickboards, noodles, goggles with nose pieces, life jackets, and other equipment during open swim sessions. Pull buoys, kick boards, and class equipment may be used for lap swimming with permission of the lifeguard on duty.
9. Any activity that may endanger patron safety or the facility including running, "horseplay", hanging on the lane lines, ladders or stairs, or improper use of equipment, is not allowed. Threatening, harassing, or bullying behavior will not be tolerated on premise and are grounds for immediate dismissal from the facility.
10. Food and/or glass containers are not allowed in the pool or locker room areas. Plastic beverage bottles may be used on the pool deck. Patrons must clean up all trash they bring into the facility.
11. Diving is prohibited in water less than 4 feet deep. Only shallow water dives are permitted into water less than 8 feet deep. While using the diving board: only front dives are allowed. No back dives, inwards, flips, or trick jumps/dives are permitted.
12. Use of starting blocks is only allowed with lifeguard's permission.
13. Tobacco, narcotics, vapor, and alcohol products of any kind are not allowed in the facility or on facility grounds.
14. Bandages, bobby pins, or chewing gum are not to be used in the pool.

15. Visiting with or distracting lifeguards on duty is prohibited.
16. Young children and handicapped adults must be accompanied by someone able to assist them in dressing/undressing, showering, and entering/exiting the pool. For safety reasons, staff are prohibited from leaving their posts to assist with these functions.
17. Children under the age of six are permitted to use either locker room with adult supervision. Children six and older must use their gender-appropriate locker rooms. Private locker room space is available, please ask a staff member for assistance.
18. BPRD reserves the right to schedule swim lessons, swim meets, team practices, special events, and to limit swimmer and spectator capacity for health and safety reasons as needed.
19. Private swim lessons or group classes are not allowed at any time unless it is a BPRD sanctioned program. Furthermore, outside entities/groups wishing to use the facility as a group must adhere to additional policies and/or fees. More information can be obtained from the Aquatic Supervisor.
20. Use of any media devices, including but not limited to: cameras, video recorders, and cell phones are strictly prohibited in all restrooms and locker rooms. Furthermore, regarding electronic devices: safety first, please keep a constant eye on your child and do not become distracted from supervising your child.
21. BPRD is not responsible for lost or stolen items. If locks are used, they must be removed by the end of each business day or they will be cut off.
22. All injuries occurring on premise must be immediately reported to a staff member or lifeguard on duty.
23. Spectators must remain in the bleacher area. For health and sanitation reasons, street shoes may not be worn on the pool deck.

Enforcement of rules is subject to Lifeguard's discretion. Rules are subject to change without prior written notice. Management reserves the right to eject anyone who fails to comply with these safety rules. Refunds on admission fees will not be given.

Policy: Park and Facility Use Rules & Regulations

Adopted by Board of Park Commissioners: February 2019

The following is a list of rules and regulations for use on city fields and courts. The list is not meant to be all-inclusive and additional rules may be enforced if the BPRYCS Department and Board of Park Commissioners deem the behavior is in violation of safety of users or health and well-being of the property.

- 1) Any acts that put participants in danger or potential danger (i.e. driving/parking vehicles on the fields) are strictly prohibited.
- 2) Any abuse or damage of city property (i.e. tearing up the field, littering, and purposeful breaking of equipment) are strictly prohibited.
- 3) Use of fields without a permit or during a time when the Parks and Recreation Department has closed a field due to weather or maintenance.
- 4) Field permits are exclusively for the organization listed on the permit. Subletting field time or usage to other organizations is not permitted for any reasons.
- 5) Use of illegal drugs, alcohol, smoking and loud, vulgar, confrontational language are not permitted on city fields and recreational spaces or its immediate vicinity.
- 6) Any illegal acts in the parks, playgrounds, open space areas and flood plains.
- 7) User groups are not permitted to engage in any form of field maintenance (i.e. raking, sweeping, applying drying agents, etc.).
- 8) Any and all maintenance of City of Bristol athletic fields will be performed by city staff. Groups/organizations/teams having specific requests for maintenance will include them in the Facility Reservation Request. City staff will make its best attempt to complete such request with consideration to time, staffing and weather conditions. The city reserves the right to support or deny the request. Additional charges may be assessed to the renting organization.
- 9) All Youth Athletic organizations must comply with state standards and state statutes for concussion education and awareness.
- 10) City of Bristol is not responsible for any items left or stored on facility grounds by Applicant.
- 11) Applicants must compile with all municipal ordinances, regulations and policies.
- 12) A Certificate of Insurance naming the City of Bristol as additionally insured is required and must be submitted prior to use. The COI must conform to the city's insurance policies indicated in the section below.
- 13) *Special Note:* All groups using Wilson Field for softball are required to park only on the side of Fifth Street and Sixth Street that is nearest to the field. Please inform the players, parents and opponents.

Weather Closure/Unsafe Field Conditions: The BPRYCS Department reserves the right to close fields due to inclement weather or unsafe conditions at any time. Fields are inspected by city staff and cancellation decisions are made by the Superintendent or designee. The city is committed to optimizing the quality of fields, ensure safety, minimize injury, and reduce damage to fields that lead to costly repairs. If you users are uncertain of the status of a field they are encouraged to contact BPRYCS Main Office at 860-584-6160.

Determining to play on athletic fields is a crucial decision impacting the conditions and sustainability of a field. Fields are closed to avoid injury and damage to players and to the playing surface. Choosing to play on a wet field or the vigorous attempt to dry a wet field are major reasons fields are damaged.

An athletic field should be considered closed if any of the following conditions exist:

- There is standing water present on any part of the field that cannot be removed without causing damage to the field.
- There are muddy conditions present that will not dry by the start of the game.
- While walking on the field water can be seen or heard with a footstep.
- While walking on the field of play, any impression of your footprint is left in the surface
- If water gathers around the sole of a shoe or boot on any portion of the field.
- Standing water occurs because the ground is saturated. Removing standing water does not eliminate the saturation. It is the saturation and not standing water that causes damage and unsafe conditions.
- Unsafe weather conditions exist including but not limited to thunder, lightning, hail, etc.

Safety Plans: A supervisor of an activity involving young people has the responsibility to ensure that conditions exist to promote the highest degree of safety possible. For example: higher than anticipated attendance; small children unattended; first aid provisions; etc. Facility users must take appropriate precautions, such as providing onsite medical staff, first aid kits, and/or the ability to contact emergency services. Additionally, the rental organization is responsible for coordinating temporary bathroom needs including port-o-johns. These services are the responsibility of the organization renting the facility.

Policy: Progressive Discipline for Violation of Park Rental Use Rules & Regulations

Adopted by Board of Park Commissioners: February 2019

The BPRYCS Department and the Board of Park Commissioners have adopted the following rules and regulation for use on all city fields and recreational spaces. These rules must be observed by all members of an organization including coaches, parents, and participants. In the event that any members of the user groups are in violation of the rules, these groups are subject to suspension or expulsion from use of city fields and courts. In the event of suspension or expulsion, user groups will not be refunded any fees paid. The following progressive discipline will be used:

- **First Violation:** Written warning from the Superintendent to the organization head (as listed on the application form).
- **Second Violation:** Final written warning from the Superintendent
- **Third Violation:** Suspension or expulsion from use of city fields. Organization leader will be required to meet with the Board of Park Commissioners to discuss restoring field access for their group.

Note: Depending on the severity of the issue, discipline may begin at any level including suspension or expulsion from the fields at the discretion of the Superintendent and the Board of Park Commissioners. The Bristol Police Department has enforcement authority over park rules and ordinances.

Policy: Park and Facility Use Liability Insurance Requirements

Adopted by Board of Park Commissioners: February 2019

In order to protect the City of Bristol and the user groups from liability, all organizations, teams or leagues will be required to maintain and supply a Certificate of Insurance (COI) which shall name the City of Bristol Parks, Recreation, Youth and Community Services Department, its Agents, Officials and Volunteers as Additional Insureds on a primary and non-contributory basis. The COI must be provided prior to park use and must be valid for the entirety of use agreement as specified on the permit. The following minimum coverage shall be required:

Commercial General Liability:

- General Aggregate Limit.....\$2,000,000
- Each Occurrence for Bodily Injury, and Property Damage.....\$1,000,000

Additional Insured:

The City of Bristol shall be named as an additional insured and this coverage shall be stipulated under "Description of Operations" and shall be worded as follows:

The City of Bristol, its Agents, Officials and Volunteers shall be named as Additional Insured.

Certificate Holder:

The certificate holder shall be named as:

City of Bristol
Parks, Recreation, Youth and Community Services Department
51 High Street
Bristol, CT 06010

All policies must also include a Waiver of Subrogation

Policy: Maintenance and Operations Management Standards

Adopted by Board of Park Commissioners: TBD 2022

Reference the maintenance and operations management standards as a separate document?

The City of Bristol Parks, Recreation, Youth and Community Services (BPRYCS) Department has established a Maintenance and Operation Standards Plan for the management of all City park and recreation areas and facilities. The purpose of this plan is to identify, classify, and develop standards of care and frequency of care for park property under the jurisdiction of the department. The standards set the expectation for the care of park property implemented by the Parks, Grounds and Facilities Division crew, contractors, and representatives from approved lease organizations.

Background

The BPRYCS Department is responsible for the management and maintenance of 29 parks and facilities within the city limits. It is the goal of the BPRYCS department to offer and maintain these facilities to a standard in which residents, business owners, and city officials can be proud of. The main objective in obtaining that goal is to ensure parks and recreational facilities are safe, clean, accessible, and aesthetically pleasing.

The twenty-nine (29) parks and facilities that the BPRYCS currently services includes:

- Birge-Hoppers Pond (223 acres)
- Brackett Park (2.34 acres)
- Casey Field (8.24 acres)
- Dennis Malone Aquatics Center
- E.G. Stocks Playground (2.26 acres)
- Federal Hill Green (2.1 acres)
- Fraser Field-McCabe Waters (7.7 acres)
- Kern Park (22 acres)
- Mix Street Field (5.7 acres)
- Muzzy Field (8.5 acres)
- Nelson's Field (44.9 acres)
- Page Park (80.6 acres)
- Page Pool
- Page Ski Lodge
- Perry J. Spinelli Pavilion
- Page Recreation Building
- Page Maintenance Building
- Peck Park (7 acres)
- Pine Lake (54.6 acres)
- Quinlan Park (0.13 acres)
- Robert's Property Park (47 acres)
- Rockwell Park (98 acres)
- Rockwell Pool
- Mrs. Rockwell's Pavilion

- Rockwell Bathhouse
- Rockwell Maintenance Building
- Seymour Park (5.2 acres)
- Veterans Memorial Boulevard (26.19 acres)
- Wilson's Field (2 acres)

Review and Approval Process

It is expected that this plan will be improved upon and enhanced as best practices emerge, new equipment is acquired or when parks and recreational amenities are added to the jurisdiction of the BPRYCS Department. To that end, the plan shall be regularly reviewed by the Superintendent, Deputy Superintendent and Parks, Grounds and Facilities Supervisor with input from parks crew as appropriate. The Maintenance and Operations Standards Plan will be formally reviewed, modified and approved annually by the Board of Park Commissioners.

Maintenance Elements

The following outlines the basic elements for tasks related to the maintenance of parks and facilities:

- Ball field/Turf care/prep
- Fertilization
- Irrigation
- Disease & Insect Control
- Hardscape Surfaces
- Repairs
- Inspection
- Floral Planting
- Landscape
- Tree Planting
- Restroom Cleaning
- Special Features
- Playgrounds
- Pool Chemistry
- Vandalism- graffiti removal and repairs
- Trash Collection
- Litter Clean-up
- Special Event showmobile
- Snow Removal- plowing and sidewalks
- Electrical/Lighting
-

Quality Control

Regular review by parks supervisor. But monthly inspections of each parks will be conducted

Mowing Schedule

grid

Fleet Maintenance

Appendix with each facility and maintenance tasks associated and frequency. Include all amenities

Source and reference to actual document on website

Policy: Fleet Management Plan

Adopted by Board of Park Commissioners: October 2022

Reference parks inventory document and pull out chart for fleet/equipment
Reference mechanics role

Policy: **Parkland Acquisition Procedures**

Adopted by Board of Park Commissioners: **October 2022**

Park board and real estate board approvals and referrals. City council final vote

Policy: Naming of the Parks, Facilities and Recreational Amenities

Adopted by Board of Park Commissioners: March 2021

Purpose: To outline the criteria and procedures for official naming of parks, facilities, and recreational amenities in the City under management and control of the Board of Park Commissioners.

Procedure

(1) All requests for naming City parks, facilities, and recreational amenities must be presented in writing to the Superintendent of Parks, Recreation, Youth and Community Services. Requests must include a statement summarizing the justification for the recommended name(s). (2) The written request will be presented at the next scheduled regular meeting of the Board of Park Commissioners for initial review. When possible, the requester(s) shall attend the meeting to provide oral testimony in addition to the written request. (3) At this time the Board can make the motion to move forward with the request or deny the request. The Board reserves the right to deny any request at their sole discretion. (4) If the request is advanced by the Board there will be a public hearing at the following Board of Park Commissioners meeting before a name is officially changed. Upon completion of the Public Hearing the Board will vote to officially approve or deny the name change request.

Criteria

The individual shall meet (1) or more of the following criteria's established by the Board:

1. Has made a significant financial contribution, sponsorship or other commercial transaction wherein the City receives a monetary gain in exchange for the naming. This may include provision or supply of equipment, materials, land or services.
2. Recognition of historical significance and/or outstanding service to the City parks, facilities and recreational amenities that resulted in significant and enduring contributions to the community.

Special Notes

(1) The naming request for a recently deceased individual shall have a (90) day waiting period from the time of death before the request may be formally considered by the Board. (2) No official in office or employee of the City of Bristol will be considered until such person has left office or City employment. (3) A name once adopted, should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.

Physical Display of Naming Rights

The physical display of the naming rights shall be decided on a case by case basis at the recommendation of the Board but with sole discretion of the Superintendent to ensure funding exists and signage/plaques meet department brand standards. Funding may be requested of the individual(s) making the request or may be provided by the City if appropriate and funding exists.

Policy: Ed Swicklas Employee Garden Park

Adopted by Board of Park Commissioners: May 2022

The purpose of this policy is to establish guidelines and standards for the administration of the Ed Swicklas Employee Garden Commemoration program. Established in 2022, the program was developed to honor and recognize retired employees of the Parks, Recreation, Youth & Community Services Department that meet the following criteria:

- Must have served a minimum of 15 cumulative years in the BPRYCS Department.
- Years of service must be full time. Part time, seasonal, or contractual years do not count towards cumulative years of service.
- Years of service do not need to be consecutive. Meaning someone may have started in, or transferred to another department for a period of time or left the city for another position and returned.
- Individual must have retired from the BPRYCS Department. Individuals that retire from another department will not be considered even if they have 15 years of cumulative service with the department.
- The employee must be considered an employee in good standing with the City in order to qualify for the program. Individuals whose employment status with the City has been severed will not be eligible as determined by the Superintendent in consultation with Human Resources

Every July, the Superintendent of Parks, Recreation, Youth and Community Services will compile the list of eligible retirees from the past year and present the names and supporting documentation to the Board of Park Commissioners for review and approval. After approval, the names will be added to the plaque as soon as reasonably possible. For efficiency and cost-effectiveness, the plaque will be updated once a year and not each time someone retires (unless there is a compelling reason to do so sooner as determined by the Board of Park Commissioners)

Chapter 8: Public Safety, Law Enforcement and Security



Policy: City of Bristol Ordinances

Adopted by the City Council: September 1974

Municipal ordinances are laws or regulations that is enacted by and enforceable within the city. Ordinances may be formally changed through the City of Bristol Ordinance Committee with final approvals from the City Council. Chapter 16 of the Code of Ordinances describe ordinances pertaining to the BPRYCS Department:

Chapter 16 PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Sec. 16-1 Veterans Memorial Park and Boulevard

- (a) The park area between the Pequabuck River and South Street, heretofore given to the city and established as a memorial to Bristol's veterans of all wars, shall continue under the jurisdiction of the Board of Park Commissioners. The highway, which begins at Willis Street and runs through said park shall be known as the Veterans Memorial Boulevard.
- (b) The Board of Park Commissioners shall give special care in maintaining said park as a fitting memorial and preserving the rows of memorial oaks which border the boulevard. They shall care for the monuments and statuary now located in the park and which may, with said board's permission, be hereafter located therein.
- (c) To preserve the natural and peaceful conditions and the memorial character of the park and boulevard:
- (1) There shall be no parking along the curb lines of the boulevard, except on such special areas or occasions as may be designated by the Board of Park Commissioners.
- (2) The use of the boulevard by motor vehicles is hereby restricted to vehicles bearing "passenger-type" or school bus registration plates, and operated at such reasonable speeds as shall be established, from time to time, by the Board of Park Commissioners. School buses shall only be permitted to use the boulevard traveling to or from Memorial Boulevard School on the boulevard from Main Street to the school.
- (3) No motor vehicles bearing non-passenger type registrations, including trucks and commercial vehicles, including those trucks and commercial vehicles bearing "combination" plates shall pass or travel within said Memorial Park or boulevard, provided that such non-passenger vehicles may continue to use the two (2) cross-over streets known as Mellen Street and East Street. Persons making such use shall be in violation of this section and shall be subject to the penalty for infractions provided in section 1-11 of the Code of General Ordinances. Fine for violation of this section shall be ninety dollars (\$90.00).
- (d) The Board of Park Commissioners are hereby authorized and directed to provide and maintain suitable signs for the control of traffic on the parkway known as the Memorial Boulevard.

(Ord. of 9-6-83; Ord. of 4-29-94)

Sec. 16-2. Prohibited acts in public parks.

Regulated conduct, activities, substances and acts in public parks.

The following conduct, activities, substances and acts within the public parks of the City shall be regulated as provided herein:

(a) Alcoholic Beverages and Controlled Substances.

- (1) The possession or consumption of any alcoholic beverage shall be prohibited unless authorized specifically by the Board of Park Commissioners and confined within those areas specifically designated.
- (2) The possession or consumption of any illegal drug or the possession or consumption of any controlled substance for which no authorized prescription has been issued to the person possessing or consuming same shall be prohibited.
- (3) No person shall be under the influence of any alcoholic beverage or drug so as to pose a threat to himself or herself, other persons, or property, or to cause behavior that unreasonably disturbs others.

(b) Amplified Sound.

- (1) No person shall operate any device designed to produce, reproduce or amplify sound unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated.

(c) Behavior.

- (1) *Urination and defecation.* No person shall urinate or defecate in any park, or in or upon any park building, monument or structure, except in a facility which is specifically designed for such purpose.
- (2) *Disorderly conduct.* No person shall engage in conduct intended to cause inconvenience, annoyance or alarm, or to recklessly create a risk thereof; or to engage in fighting or in violent, tumultuous or threatening behavior; annoy or interfere with another person; make unreasonable noise; without lawful authority disturb any lawful assembly or meeting of persons; obstruct vehicular or pedestrian traffic; or congregate with other persons in a public place and refuse to comply with a reasonable, official request or order to disperse.
- (3) *Sexual acts.* No person shall engage in any sexual act. For the purpose of this section, a sexual act means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse, which terms further are defined in §53a-193 of the Connecticut General Statutes.

(d) Business activities, soliciting and advertising. Unless authorized specifically by the Board of Park Commissioners and confined within those areas specifically designated:

- (1) *Business activities.* No person shall sell, offer or expose for sale any goods or services, or conduct business activities.
- (2) *Solicitation.* No person shall solicit monetary or other valuable contributions from others.
- (3) *Advertising.* No person shall post or display any sign, placard, flag or advertising device. Advertisements include, but are not limited to, the distribution or posting of handbills, flyers, coupons,

or public announcements. The prohibitions of this section shall not extend to expressive and associational activities protected by the First Amendment to the United State Constitution.

(4) *Gambling.* No person shall play any game of chance.

(e) Dangerous Devices.

(1) *Firearms, fireworks and projectile devices.* No person shall possess illegal firearms, and no person, other than a police or security officer, shall carry openly any legal firearm. No person shall possess or discharge a firearm, firecracker, firework, bow, cross-bow, or traditional BB or pellet-firing air gun that expels a metallic or paint-contained projectile through the force of air pressure. This provision shall not apply to the display of fireworks under municipal authority, nor to activities authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated.

(2) *Knives.* No person shall possess any dirk knife, or any switch knife, or any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, or stiletto, or any knife the edged portion of the blade of which is four inches or over in length unless it is being used for the purpose of food preparation.

(f) Domestic animals.

(1) *Leashes.* Unless confined within an area designated specifically by the Board of Park Commissioners for dog runs, no owner or person having control of any dog, shall permit said dog to enter or remain upon any public park unless such dog is constrained by a suitable leash held by the owner or person in control. An owner or person in control of any dog brought upon park property shall at all such times have in his or her possession a suitable receptacle adequate to collect or gather up any excrement produced by said dog. It shall be the affirmative duty and obligation of such owner or person in control to promptly gather up such excrement and remove it from the park property when such owner or person in control of said dog leaves park property or place such excrement in a trash receptacle. In addition to the fine and penalty provided for violation of these ordinances, any dog, if not leashed, shall be subject to seizure and removal to the custody of the animal control officer.

(2) *Swimming or bathing* No person shall permit any dog or domestic animal(s) whether leashed or unleashed, to swim in, nor shall any person wash or bathe any dog or domestic animal in any pool, lagoon, lake or pond on park property unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated.

(3) *Hitching.* No person shall hitch or secure any dog or other animal to any shrub, tree, fence, or stake in any park.

(g) Fires. No person shall make any open fire on any park property.

(h) Fishing. No person shall fish while on any park property where fishing is specifically disallowed and posted under the authority of the Board of Park Commissioners.

(i) Motor vehicles and traffic. Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) *Speed limit.* No person shall ride or drive in any park any cycle, automobile or other vehicle, at a rate of faster than fifteen (15) miles an hour.

(2) *Prohibited vehicles.* No person shall enter any park, or parkway with any truck, trailer, bus or other commercial vehicle, except for the service of such park property, or part thereof. In addition, no person other than law enforcement, emergency medical, or park personnel in performance of their duties shall ride, drive, park or draw any snowmobiles, go-carts, mini-bikes, dirt bikes or all-terrain vehicles in any parks.

(3) *Driving, riding or parking vehicles.* No person, unless authorized by the Park Superintendent, shall drive, ride or park any vehicle on any grass or lawn, or in any part of any park, playground or parkway, except regular roadways.

(4) *Overnight parking.* No person shall park a vehicle in any park overnight.

(5) *Maintenance of vehicles.* No person shall repair, clean, wax or otherwise maintain a motor vehicle in any park, nor shall anyone discharge or cause to be discharged hazardous substances, including but not limited to, gasoline, antifreeze or motor oil, in any park.

(j) *Protection of park property.* Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) *Encroachments.* No person shall in any way alter, damage, remove or deface any facility, feature, vegetation, man-made object or equipment in a park; nor erect or store personal property, plant vegetation or deposit debris or refuse in a park or extend any use on adjacent property to park property.

(2) *Excavation.* No person shall remove or dig up any dirt, stones, rock or anything whatsoever; make any excavation, quarry any stone, or lay or set off any blast, or cause or assist in doing any of such things, within any park.

(3) *Littering.* No person shall scatter or leave upon any park, any paper, rag, garbage, unbreakable or breakable bottle or container, or other litter.

(4) *Unauthorized areas.* No person shall play or practice any game or sport in any park area not suitable for said use.

(5) *Unauthorized trails.* No person shall create any new trails on park property.

(k) *Remote control devices and powered models or toys.* Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) No person shall operate hobby rockets, remote control gliders or powered remote control or tethered planes, cars or other like devices in a park.

(l) *Rest rooms and locker rooms.*

(1) *Harassment and intimidation.* No person shall loiter in the vicinity of rest rooms, locker rooms, or dressing rooms in a park, nor harass, intimidate or solicit users of such facilities.

(2) *Inappropriate behavior.* No person shall enter any rest room, locker room or dressing room designated for the opposite sex, with the exception that a child of the opposite sex may accompany his or her parent or guardian, provided the child is six (6) years of age or younger.

(m) *Swimming, bathing and wading.* Swimming, bathing and wading are prohibited except where designated by the Board of Park Commissioners.

(n) *Wildlife and habitat protection.* Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) *Animals.* No person shall feed, harass, capture, remove, injure or kill any animal or its young or eggs found in a park, or disturb the nest, den, burrow, lodge, dam or other structure of any animal found in a park.

(2) *Removal of plants.* No person shall remove or pick from a park any plants, flowers or parts thereof including, but not limited to, cuttings, seeds, berries, nuts or foliage.

(3) *Abandonment or release of animals.* No person shall abandon, release or cause to be released into a park any animal.

(4) *Planting.* No person shall plant any plant or release or cause to be released into a park any plant or fungus seeds or spores.

(5) *Habitat preservation.* No person shall disturb or modify woodlands, streams, stream banks, meadows, ponds, lakes or other natural areas within a park, or walk among or across any flower garden, shrubs or other plantings.

(o) *Hours of operation.* No person shall enter park property after the closing hour established by the Board of Park Commissioners.

(p) *Hunting and trapping.* Hunting and trapping of wildlife are prohibited in any park except when expressly permitted in writing as part of a park department controlled activity and with express written consent of the Board of Park Commissioners.

Sec. 16-3. Tobacco products prohibited in city parks and recreational properties.

It shall be prohibited, at all times, for an individual to smoke and/or use any tobacco or cannabis product in any form while at a City Park or recreational property.

(Ord. of 2-11-20)

Sec. 16-4. Signage.

City parks or recreational properties, where smoking and/or tobacco use has been banned pursuant to this chapter shall be so designated by signs posted that give notice to those areas of prohibition.

Sec. 16-5. Enforcement.

Members of the City of Bristol's Police Department and the Parks, Recreation, Youth and Community Services Park Ambassadors shall be charged with the enforcement of this chapter. Such officers [of the

department] shall inform the violator of this chapter and take enforcement action when a violation has occurred. (Ord. of 2-11-20)

Sec. 16-6. Penalty.

Law enforcement officers may issue a citation for violation of this chapter pursuant to Section 1-11 of the **Sec. 16-3. Penalties.** Any person violating any provision of this article shall be guilty of an infraction and be penalized ninety dollars (\$90.00) as provided for in section 1-11 of this Code.

Secs. [16-3] 16-4 --16-15. Reserved. City of Bristol Code of Ordinances.

Sec. 16-7. Definitions.

As used in this chapter, the following terms shall have the meaning indicated:

Enforcement. All law enforcement officers of the City of Bristol.

Park or recreational property. Property owned or operated by the City of Bristol and used in connection with recreational programs or purposes, including, but not limited to, sports or athletic fields and facilities, parks, pocket parks, parking lots, pools, playgrounds, bike or walking paths, dog parks, bleachers, gardens, passive recreation areas, tennis courts, trails and other areas where people may assemble for recreational purposes, and any community, recreation or building located on park or recreation property.

Tobacco product. The use of any substance containing tobacco or any tobacco product in all of its forms, including, but not limited to, a lighted cigarette, cigar, pipe, or similar device, such as all electronic cigarettes (e-cig, e-hookah, vape pen, electronic nicotine delivery system), as well as chew tobacco, snus and snuff, as well as any product of formulation of matter containing biologically active amounts of nicotine that is manufactured, sold or offered for sale or otherwise distributed with the expectation that the product or matter will be introduced into the human body but does not include any product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

"Cannabis" means marijuana, as defined in section 21a-240 of the CT General Statutes;

"Cannabis product" means cannabis that is in the form of cannabis concentrate or a product that contains cannabis, which may be combined with other ingredients, and is intended for use or consumption.

ARTICLE II. MOTORBOATS*

Sec. 16-16 Operation Restricted.

No person shall operate a motor-powered boat upon any lake, pond, or waterway within the city:

1. In a reckless manner having regard of the weather conditions, depth, width, traffic and use of such lake, pond or waterway;
2. At such a rate of speed or in such a manner as to endanger the property or life of any person, including the occupant of such motor-powered boat;
3. Before the hour of 6:00 a.m. or after 9:30 p.m. eastern daylight time;

4. Within seventy-five (75) feet of docks, floats, canoes, sailboats, rowboats, or swimmers, except when leaving or returning to shore;
5. Without underwater exhausts or without effectively muffling or silencing by a muffler or similar device excessive noise produced by such motor-powered boat. (code 1960 § 24-2)

*Cross reference – motorboats prohibited on water bodies of open space land §21-181

Sec. 18-148. - Established.

Pursuant to the applicable provisions of the general statutes and the Charter of the city, there is hereby established a youth commission, which shall be a part of the administration of the municipal government and shall be subject to the Charter, general ordinances and regulations of the city.

(Code 1960, § 60-1; Ord. of 2-4-71)

Sec. 18-149. - Duties.

The commission established by this article shall study continuously the conditions and needs of the youth of the city in relation to employment, health and development of their skills and talents so as to become participating and contributing members of the community. It shall analyze the needs and shall make recommendations to the mayor and the city council regarding the programs and policies available to serve those needs.

(Code 1960, § 60-2; Ord. of 2-4-71; Ord. of 12-5-78)

Sec. 18-150. - Terms and appointments.

The youth commission shall consist of eleven (11) members. There shall be at least three (3) members currently under twenty-one (21) years of age, a representative of the school system, a representative of the police department, a private youth serving agency member, a city councilman, four (4) citizens, and at least one-third ($\frac{1}{3}$) of the total membership shall be people who receive less than fifty (50) percent of their livelihood by delivering services to youth and their families.

All appointments shall be for three (3) years except the councilman members who shall be appointed in November for a term of two (2) years and who shall serve only during his term of office as councilman. All appointments to fill vacancies shall be for the unexpired portion of the term succeeded to.

(Code 1960, § 60-3; Ord. of 2-4-71; Ord. of 3-1-77; Ord. of 5-3-77; Ord. of 12-5-78; Ord. of 6-13-94; Ord. of 12-14-04)

Sec. 18-151. - Officers.

A chairman, vice-chairman and a secretary shall be elected by the members of the youth commission from among their members.

(Code 1960, § 60-4; Ord. of 2-4-71)

Sec. 18-152. - Budget.

As the need appears and arises, the youth commission shall recommend to the mayor and city council the employment of personnel to serve the needs of youth. The commission shall submit annually a budget for recommended programs and personnel for the ensuing year in as much detail as shall be required by the mayor, city council and board of finance.

(Code 1960, § 60-5; Ord. of 2-4-71; Ord. of 12-5-78)

Sec. 18-153. - Meetings; agenda.

The youth commission shall be empowered to determine the time and place of its meetings and its agenda.

(Code 1961, § 60-6; Ord. of 2-4-71)

Sec. 18-154. - Reserved.

Editor's note— A motion adopted by the council on Dec. 10, 1984, provided that [§ 18-154](#), expiration, be deleted; that the youth commission be reestablished, effective Dec. 1, 1984; and that the terms of existing members of such commission continue until the expiration of such terms. Prior to deletion, [§ 18-154](#) was derived from an ordinance adopted Dec. 5, 1978.

Policy: Staff Liaison to Law Enforcement Officers
Adopted by Board of Park Commissioners: October 2022

Call list for park issues? Include?

Policy: Park Ambassadors and Handling of Disruptive Behaviors Procedures
Adopted by Board of Park Commissioners: October 2022

Reference to park ambassador ordinance powers

Policy: In-Service Training for Staff on Public Safety and Law Enforcement
Adopted by Board of Park Commissioners: October 2022

Reference site trainings, active shooter- amry and Jaimie's training

Policy: Addressing Homeless Encampments in Public Parks

Adopted by Board of Park Commissioners: May 2022

Purpose

Homelessness, which was already steadily increasing prior to 2020, has been exacerbated by the Covid-19 pandemic and will continue to remain a complex community challenge in the years to come. The professional staff of the BPRYCS play a vital role in supporting and advancing the health and well-being of all individuals in the City of Bristol, including people who are experiencing homelessness. Department staff provide community resources, programs and services which include (but not limited to) counseling, short term case management, EBT/Snaps program at the Bristol Farmer's Market, dynamic drug free communities program and coalition, as well as on-going initiatives and collaborations with our community partners and non-profits.

The BPRYCS Department also has the responsibility to create public parks that are safe, attractive and well-maintained aligned with our mission to enhance the quality of life for Bristol residents. In order to balance these responsibilities with a person-centered approach to our residents experiencing homelessness, a formal policy was developed. The policy outlines a clear process for removing homeless encampments in public parks while connecting individuals to essential services.

Process

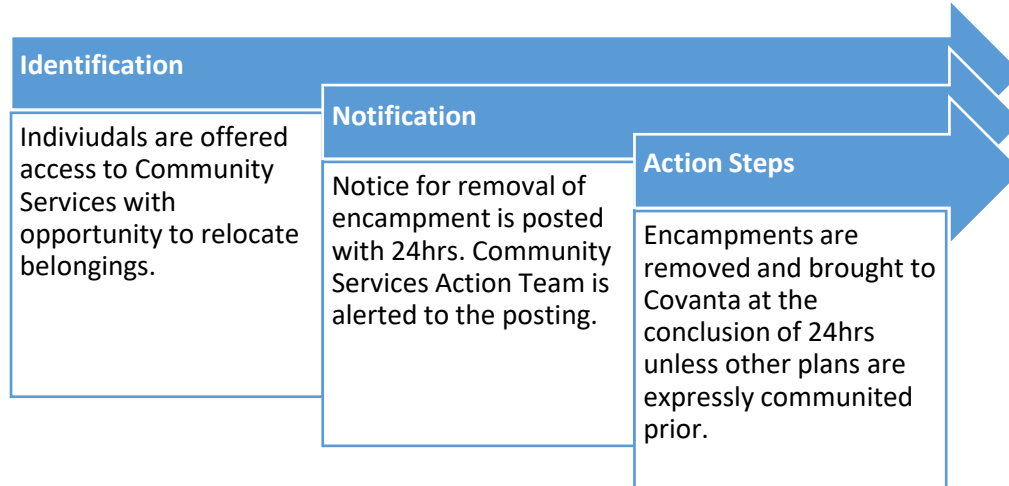
Understanding that every individual experiencing homeless has a unique set of circumstances and there is not a "one size fits all" approach to managing a situation, it should be understood by all parties, that situations are fluid and subject to change when public safety is at risk. The following process was developed as a framework to help guide the staff in this work.

Step 1: Identification- When an individual who is experiencing homelessness is discovered in a park, the staff member should assess the situation and upon determining it is safe to do so, introduce themselves and ask if they need any assistance? Staff are encouraged to ask if they are interested in speaking to the Community Services Coordinator to review available resources and supports. If the situation does not appear safe or the staff member is not comfortable they should contact the Community Services Coordinator and alert them of the individual's presence in the park. Police should be contacted if the individual appears violent or threatening to themselves or others. If they are interested the staff member should assist them in contacting the Community Services Office. If they refuse, the staff member should provide the individual with the business card of the Community Services Coordinator in the event they change their mind. If a homeless encampment is discovered without an individual on site, the staff member shall contact Community Services Coordinator to inform them of the encampment.

Step 2: Notification- After consultation with the Community Services Coordinator the staff member will post the notice of removal form in a secure location on the encampment. The notice informs the individual that they have 24 hours to remove their belongings from the site. At the time of the posting the Community Services Coordinator will send a notification to the Community Services Action Team members informing the collective group of the notice being posted. At that time a community support agency may opt to intervene and make arrangements to remove the encampment as well as other services as required.

Step 3: Action Steps- At the conclusion of the 24 hour notice, unless otherwise instructed by the Community Services Coordinator, the Parks, Grounds and Facilities crew will remove the encampment and bring to Covanta.

Figure 1. Homelessness Encampment Notification and Action Process



Community Services Action Team

The Community Services Action Team will be comprised of the following contacts in order to alert all relevant providers of the homeless encampment. Community Services Coordinator will initiate the alert and it is expected that a provider will take ownership of the situation, clearly communicate an action plan, and then follow through on the plan. The alert system is not meant to be an on-going dialogue but rather an assignment of responsibilities. Confidentiality of clients must be maintained.

- Superintendent of Parks, Recreation, Youth and Community Services
- Youth & Community Services Supervisor
- Community Services Coordinator
- Parks, Grounds and Facilities Supervisor
- Agape House Director
- St. Vincent DePaul Director
- Brian's Angels Director
- Salvation Army Director

Chapter 9: Risk Management



Policy: Risk Management Plan

Adopted by Board of Park Commissioners: October 2022

Risk management is the responsibility of all BPRYCS employees. BPRYCS will make reasonable efforts to ensure that all parks and recreational facilities owned or managed by the City of Bristol and all recreation programs offered by or through BPRYCS are safe and legally compliant, and are maintained for safe and healthy working conditions by following standardized practices designed to safeguard employees and citizens. A formal *Risk Management Plan*, adopted in October 2022, guides department staff. The elements of the plan include:

- Supervisor Responsibilities
- City of Bristol Safety Committee
- Facility Security
- Employee Responsibilities for Safety and Risk Management
- Safety Risk Management and Public Relations
- Response to Problems and Emergencies
- Emergency Operations
- Response to Accidents and Injuries
- Contact Information for Emergencies

BPRYCS personnel will adhere to the *Risk Management Plan* designed to minimize hazards that can result in personal injury, property damage or financial loss. The department will utilize the following means of implementation:

- A minimum of (1) full time staff member will regularly participate on the City Safety Committee
- Consult with the City's Emergency Management Coordinator and Corporation Counsel in specific areas related to the department programs, parks and facilities as needed
- Evaluate and update the *Risk Management Plan* annually, or as needed
- Provide staff with ongoing training programs that emphasize safety in the work place
- Maintain safety inspection procedures for parks, facilities, and equipment

As a department of the City of Bristol, BPRYCS is governed by city codes and city-wide policies including forms and training materials provided by the Human Resources Department.

(Source: *Risk Management Plan* available at www.bristolrec.com).

Policy: Loose Needle Collection

Adopted by Board of Park Commissioners: May 2022

To prevent injuries or illnesses to members of the public and City employees from improperly disposed of sharps, and to aid staff in the safe collection and disposal of sharps found in parks.

Policy Statement

The City of Bristol strives to provide safe public spaces for the use and enjoyment of all persons residing, working, recreating, or visiting Bristol. This policy outlines the procedures to minimize the risk of inappropriately discarded needles on City park land.

Note: Parks, Recreation, Youth and Community Services is not responsible for responding to or disposing of needs on private property.

Background

In a collaborative effort with external partners and internal staff, the Department of Parks, Recreation, Youth and Community Services has identified an immediate need to address the safety and security of personnel and those utilizing City parks. Staff collects and tracks improperly disposed of sharps. Staff frequently discover improperly discarded used sharps (e.g. hypodermic needles, syringes, lancets, and other paraphernalia) in trash cans, on restroom floors, in the landscape, and in many other locations within City parks' property. The purpose of this guideline is to provide safe needle and syringe collection and disposal.

Procedure

Only staff trained in the safe collection and disposal of hazardous sharps are authorized to do so. All maintenance staff shall be trained and provided with appropriate needle and syringe collection equipment. Collection receptacles shall be available in parks fleet vehicles and park buildings. All reasonable measures and precautions shall be taken by staff to protect their own health, as well as the health and safety of community members, in accordance with the procedure of this Policy and as required by the Occupational Health and Safety Act 1984, during the collection, disposal and transport of such waste. Staff must utilize the following procedure during the collection and disposal of needles and syringes:

1. Use an approved sharps disposal container. If an approved sharps disposal container is unavailable, find a strong, rigid-walled, plastic container with a screw-top lid, (e.g. a plastic soda container or similar; no glass bottles as they can shatter).
 - a. If you use anything other than an approved sharps disposal container: securely fasten the lid, tape it shut, and write "sharps waste" on the container in large letters with permanent marker. Dispose of the improvised container in an approved and appropriately-sized sharps disposal container.
 - b. Always wear the correct personal protective equipment as established during training.
 - c. Always wash hands thoroughly with soap and water after collecting sharps. If that's not available post sharps collection, apply hand sanitizer.

2. Take the container to the sharps (not the reverse), place the container on the ground next to the sharps. Do not hold the container when depositing the sharps.
3. Handle the sharps by the barrel end only ("non-needle" end), and never touch the sharp or metal end. Puncture resistant gloves shall be used as personal protective equipment by all staff members who are responsible for the collection of sharps.
4. Never try to re-cap a sharps or break off a needle.
5. Place the sharps inside the container.
6. Tightly secure the lid.
7. When emptying trash receptacles, whether sharps evidence (e.g. orange caps, etc.) is present or not:
 - a. Do not compact trash content with any body part (i.e. hands, feet, etc.)
 - b. Wear puncture proof gloves.
 - c. Handle the edges of the container only.
 - d. Hold the container away from your body.
8. When removing needle collection boxes from the approved sharps disposal container:
 - a. Look from the top first to make sure the container is not overfilled with needles.
 - b. Cautiously remove the container with the proper PPE (i.e. puncture resistant gloves).
 - c. Clean any signs of blood or bodily fluids around the receptacle with products known to kill pathogens (e.g. Bleach, Envy) prior to installing new collection cartridge.

Sharps Exposure Policy

In the event of a needle/syringe contact that breaks skin (e.g. puncture, scratch, cut), the employee shall immediately:

Step 1 Wash the injury thoroughly with soap and water. DO NOT squeeze the area around the injury to encourage bleeding.

Step 2 Collect the sharps properly and report the injury immediately to the Supervisor. The Supervisor will initiate a careful search of the area where the injury took place and recover any other items, using safe handling procedure.

Step 3 The employee, with the needle/syringe (in an approved sharps container), shall be taken immediately to MedWorks (975 Farmington Ave, Bristol, CT 06010) for medical treatment. Physicians may recommend blood tests or immunization. Prior to returning to work, a Return to Work form and the Provider's Initial Report (PIR) form must be completed by a physician and returned to the Supervisor.

Step 4 The Supervisor will complete a workplace incident, accident, and/or injury report form in accordance with requirements of the Occupational Health & Safety Act of 1984.

Safe Disposal Methods

1. Rigid sharps containers shall be provided with disposable plastic inserts at the Park's Maintenance Building (240 Jacobs Street) as well as other locations within park property, as deemed necessary.

2. Parks staff is responsible for the installation, repair, and maintenance of all rigid sharps containers and disposable plastic inserts on department property.
3. Any disposal and collection point that is damaged, rusted, missing a rigid sharps container, or is in substandard condition must be decommissioned, replaced or repaired, and reported to the Parks, Grounds, and Facilities Supervisor.
4. Sharps must not be clipped, bent, broken, recapped or otherwise altered. All precautions must be taken to prevent injury.
5. Puncture resistant gloves must be worn during this service. Note: these gloves are not impervious to needles and due care is to be taken.
6. The sharps container sites shall be clear, left clean and tidy to the satisfaction of City standards.
7. All Parks staff shall be trained in the following:
 - a. Blood Borne Pathogens
 - b. First Aid/ CPR
 - c. Narcan Administration
 - d. Safe collection practices and disposal techniques

Safety and Health Considerations

1. Staff shall wear all the proper personal protective equipment (PPE) garments (e.g. gloves, boots, vests, ear protection, safety glasses, hard hat, and other necessary attire).
2. If at any time staff feels unsafe or unsure with regard to any component of proper sharps handling procedures, they shall stop and ask the group leader or supervisor.
3. Staff shall never place body parts into areas where they cannot see.

Policy: Covid-19 Policies and Procedures

Adopted by Board of Park Commissioners: May 2022

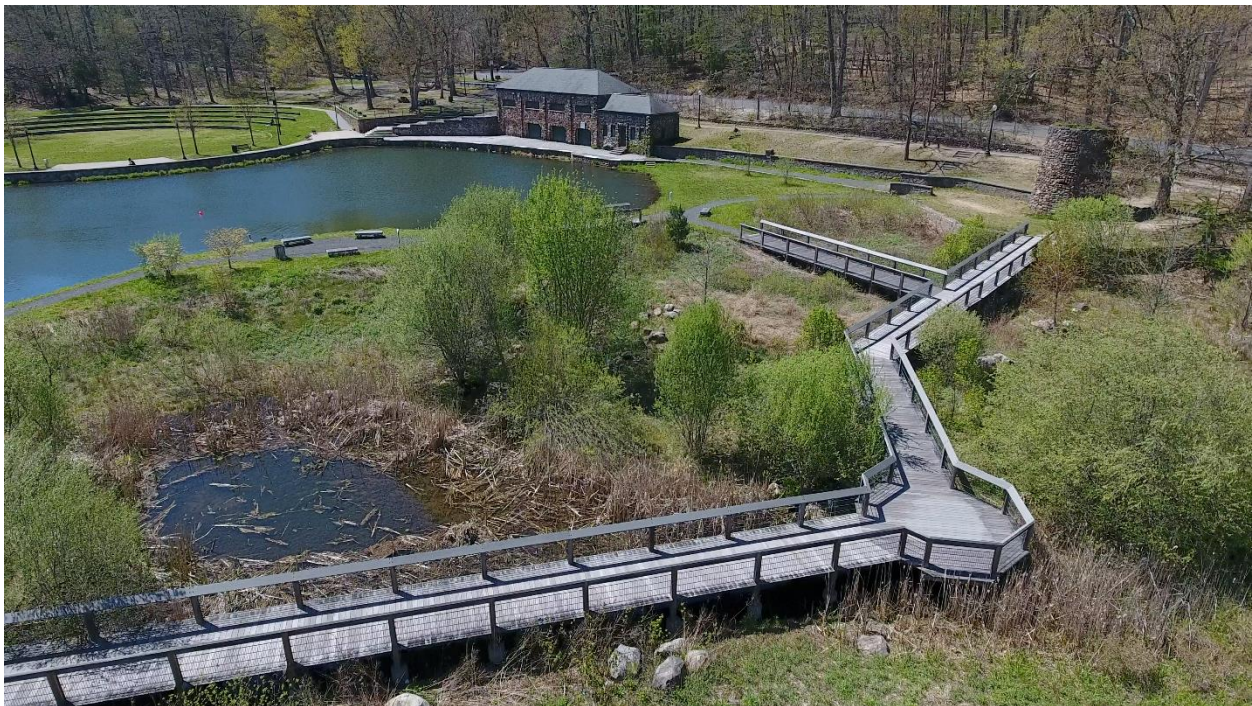
Throughout the entirety of the Covid-19 pandemic, the BPRYCS Department remained committed to delivering high-quality essential services and facilities to Bristol families. Emergency Covid-19 policies and procedures were developed in conjunction with the Bristol-Burlington Health District and City of Bristol policies to establish procedures to create an environment that reduces the chance of Covid-19 exposure in BPRYCS programs, services and facilities. The Covid-19 Policies and Procedures include guidance and direction on the following:

- Face Coverings
- Staff Procedures
- Recreation Program Procedures
- Spectator Expectations
- Aquatics Facility Guidelines
- Youth & Community Services Appointment Protocol
- Counseling Services
- Youth Enrichment Programs
- Staff Protocols for Covid-19 screening
- Communications Policies

While Covid-19 cases appear to be on the decline with state mandates and policy restrictions lifted, the department recognizes the need to stay prepared for future policy modifications as circumstances change. Emergency policies may be reinstated at the direction of local, state, and federal changes.

(Source: Covid-19 Policies and Procedures available at www.bristolrec.com).

Chapter 10: Evaluation and Research



Need to identify policies for evaluation and research. Program evaluations/surveys?