

STANDARDS EVIDENCE COMPLIANCE

Commentary: Throughout the standards there are numerous requirements to provide evidence based on a frequency and interval basis. For example, a standard may require providing evidence “annually”, “every two years”, “every five (5) years” and/or “every ten years”. In order to be consistent with all accreditation evaluations the following evidence requirements shall apply:

Reapplying “Accredited” or “Distinguished” agencies:

- a. For standards requiring reviews/approvals “annually”, the agency must show evidence of reviewed/approved documentation for a minimum of three (3) most recent years.
- b. For standards requiring review/approvals “every 2 years” the agency must show evidence of reviewed/approved documentation within the interval time frame specified and additionally for each interval prior to and up to the year of the previous “Accreditation” or “Distinguished Agency” status obtained.
- c. For standards requiring review/approvals “every 5 years” or “greater”, the agency must show evidence of the reviewed/approved documentation for the last approved interval and within the required time interval. *Example: review/approve “at least every ten years.” Evidence must be shown within the last ten years. Evidence prior to the last reviewed/approved date is not required for it would have been reviewed from the previous evaluation.*

New applying agencies:

For standards requiring review/approvals “annually” and “greater” (i.e. every 2 – 5 years); the “new” agency must show evidence of reviewed/approved document(s) within the time frame of the interval requested.

L. LEGAL

Commentary: No points are awarded for this section; however, all legal standards are mandatory. A recreation agency must be in full compliance to be accredited. The agency is expected to meet any and all legal objectives. The following is to serve as a sample evaluation.

L.1 Open Meetings

L1.1 Open Meetings (5 ILCS 120/1, et seq.)

Commentary: Must comply with requirements of Open Meetings Act, reference minutes of all regular and executive session meetings. Notice of meetings must be posted at principal office of recreation agency and copies of notice sent to any news medium that has filed an annual request for such notice. Public Act 94-28 requires an agency to post on its website the agendas of any regular meetings as well as a notice of its annual schedule of meetings if the website is maintained by a full-time staff person. In addition, a public body must post the minutes of its regular meetings on its website within seven (7) days of their approval. Such minutes must remain posted for at least sixty (60) days. Minutes must be approved within thirty (30) days after the meeting or at the agency's second subsequent regular meeting, whichever is later.

Evidence of compliance:

- a. Copy of minutes and web posting, if applicable
- b. Copy of notice and web posting, if applicable
- c. Evidence of public posting of agendas/meeting notices for public viewing at the principal office and the location where the meeting is held 48 hours prior to scheduled meeting. (verify on facility tour)
- d. Evidence of public body designating Executive Director/CEO and one or more officials/employees to successfully complete an electronic training curriculum developed and administered by the Illinois Attorney General's Public Access Counselor
- e. Evidence of designated employees successfully completing the Illinois Attorney General Public **annual** training program (i.e. certificate).

L.1.2 Closed Sessions (5 ILCS 120/1, et seq.)

Commentary: Must comply with requirements of Open Meetings Act regarding closed sessions. Includes semi-annual review of closed session minutes and policies governing recording of closed session minutes and the disposal of these recordings.

Evidence of compliance:

- a. Evidence of semi-annual review of closed session minutes
- b. Policy governing the recording and disposal of closed session minutes
- c. Evidence of determination made and reported in an open session that (1) the need for confidentiality still exists as to all or part of closed session minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

L.2 Freedom of Information

L.2.1 Freedom of Information (5 ILCS 140/1, et seq.)

Commentary: The recreation agency will have complied with the requirements of the Freedom of Information Act (5 ILCS 140/1, et seq.) to include requirements of Illinois Public Act 96-0542.

Evidence of compliance:

- a. Evidence of public body designating Executive Director/CEO and one or more officials/employees to act as its Freedom of Information officer (s).
- b. Evidence of Freedom of Information officer(s) completed annual training program administered by the Public Access Counselor.
- c. Copy of Fee Schedule (should be reasonable fees, which do not include administrative costs)
- d. Copy of Municipal Directory (includes: summary of purpose; block diagram of functional subdivisions; total amount of Operating Budget; number and location of all separate offices; total number of full-time and part-time employees; identification and membership of all boards, commissions, and committees; brief description of how to get information through Freedom of Information; designation by titles and addresses of employee(s) to whom requests for public records should be made; any fees allowable under section 6 of the FOIA
- e. Evidence that Municipal Directory is displayed (i.e. Municipal Directory in a pamphlet on reception counter, or a sign stating that if interested in the above information ask to see the Municipal Directory)(verify on facility tour)
- f. Copy of Freedom of Information requests and agency response, if available

L.3 Prevailing Wages

L.3.1 Prevailing Wages (820 ILCS 130, et seq.)

Commentary: The recreation agency will have adopted the Prevailing Wage Ordinance for the current fiscal year according to State Statute.

Evidence of Compliance:

- a. Copy of Board approved ordinance
- b. Copy of construction projects public bid, contract, project specification, proposals, written notice to contractor, and/or purchase orders, which include a notice of Prevailing Wage requirements in accordance with (Public Act 096-0437)
- c. Copy of certified payroll on file for a period of not less than five (5) years of any of the agency's project contracts
- d. Copy of legal notice announcing District's approval of a Prevailing Wage Ordinance
- e. Copy of receipts of filing with Illinois Department of Labor.

L.4 Harassment

L.4.1 Harassment (775 ILCS 5/1-101, et seq.)

Commentary: The recreation agency will enact and maintain a written harassment policy.

Evidence of Compliance:

- a. Copy of policy
- b. Evidence of policy distributed to staff

L.5 Drug Free Workplace

L.5.1 Drug Free Workplace Act (30 ILCS 580/1, et seq.)

Commentary: Any recreation agency seeking to obtain federal, state or county grant monies must enact a Drug Free Workplace Act Policy.

Evidence of Compliance:

- a. Copy of policy
- b. Evidence of policy distributed to staff

L.6 Americans with Disabilities

L.6.1 Americans with Disabilities

Commentary: The recreation agency will enact and maintain a policy statement or policy reflecting the agency's compliance with the Americans with Disabilities Act related to employment, programs, services, activities and facilities.

Evidence of Compliance:

- a. Copy of policy or policy statement
- b. Evidenced of appointment of an ADA coordinator
- c. Evidence that employment applications comply with Americans With Disabilities Act
- d. Evidence that facilities comply with Americans with Disabilities Act or have been identified as needing compliance and are scheduled to achieve compliance (completed ADA Transition Plan)

L.7 Family and Medical Leave

L.7.1 Family and Medical Leave Act (FMLA) (29 U.S.C § 2601, et seq.)

Commentary: The recreation agency will enact and maintain a policy reflecting the recreation agency's compliance with the Family and Medical Leave Act.

Evidence of Compliance:

- a. Copy of policy
- b. Evidence that the policy has been distributed to staff

L.8 Communicable Disease Guidelines

L.8.1 Communicable Disease Guidelines (OSHA) (29 CFT 1910.1030)

Commentary: The recreation agency will enact and maintain a policy outlining Communicable Disease Guidelines reflecting the agency's compliance with the Illinois Department of Labor Guidelines.

Evidence of Compliance:

- a. Copy of policy
- b. Evidence of policy distributed to staff
- c. Evidence of a universal precaution training to include communicable disease procedures.
- d. Evidence that blood borne pathogen kits are available in relevant areas (verify on facility tour)

L.9 Abused and Neglected Child Reporting

L.9.1 Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.)

Commentary: The recreation agency will enact and maintain a policy and procedure covering the requirements of the Abused and Neglected Child Reporting Act.

Evidence of Compliance:

- a. Copy of policy
- b. Copy of procedure
- c. Evidence of distribution of policy to staff
- d. Evidence of signed "Acknowledgement of Mandated Reporter Status" (DCFS) form for any employee mandated by virtue of that employment to report under this Act (325 ILCS 5/4)

L.10 Employer's Requirement to Report New Employees

L.10.1 Employer's Requirement to Report New Employees

Commentary: The recreation agency will have complied with the Employer's Requirement to Report New Employees effective October 1, 1997, which is part of the reform legislation.

Evidence of Compliance:

- a. Copy of policy or procedure
- b. Evidence of reporting new employees

L.11 Criminal Background Investigations

L.11.1 Criminal Background Investigations of Employees (70 ILCS 1205/8-23)

Commentary: The recreation agency will have complied with the Illinois Park District Code 70 ILCS 1205/8-23 requirement to complete criminal background investigations of employees.

Evidence of compliance:

- a. Copy of policy/procedure
- b. Receipt or invoice from State Police serves as evidence of completion of criminal background investigations of employees

L.12 Ethics Ordinance/Resolution

Commentary: The recreation agency will have adopted an Ethics Ordinance or Resolution based on the most recently adopted and revised regulations of the State Official and Employee Ethics Act.

Evidence of Compliance:

- a. Copy of Board approved ordinance or resolution
- b. Evidence of distribution to staff

L.13 Smoke Free Illinois

L.13.1 Smoke Free Illinois (410 ILCS 82/1, et seq.)

Commentary: The recreation agency will have complied with the requirements of the Smoke Free Illinois Act prohibiting smoking in public places and places of employment and within 15 feet of entrances. Proper signage, as specified in the act, must be displayed.

Evidence of compliance:

- a. A “No Smoking” or the international “No Smoking” symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it, shall be clearly and conspicuously posted in and at entrances of each public place and place of employment and where smoking is prohibited by the Act (verify on facility tour)
- b. No ashtrays, cigarette butt containers within 15 feet of entrance (verify on facility tour)

L.14 Toxic Substances Disclosure to Employees Act (HAZCOM Plan)

L.14.1 Toxic Substances Disclosure to Employees Act (820 ILCS 255/1 et seq,)

Commentary: The recreation agency will have complied with the requirements of the Toxic Substances Disclosure to Employees Act to give each employee notice of his/her exposure to toxic substances which pose known and suspected health hazards and which may cause death or serious physical harm to the employee.

Evidence of compliance:

- a. Copy of Hazardous Communications Manual/Plan (HAZCOM Plan) (verify on Ascots at facility locations on facility tour)
- b. Evidence of Safety Data Sheets (SDS) Manual located at each appropriate facility to which employees may be exposed to hazardous chemicals (verify SDS manuals on facility tour)
- c. Posting in the workplace, at the location where notices to employees are usually posted, a sign which informs the employees of their rights under this act (commonly referred to as the Illinois Employee Right-to-Know Law)

L.15 Illinois Identity Protection Act

L.15.1 Illinois Identity Protection Act (5 ILCS 179/1 et seq.)

Commentary: The Illinois Identity Protection Act provides that no state or local government agency may: (1) publicly post or display in any manner an individual's Social Security Number (SSN); (2) print a SSN on any card required for an individual to access products or services provided by the governmental body; (3) require any individual to transmit his or her SSN over the internet unless the connection is secure or the SSN is encrypted; or (4) print any SSN on any materials mailed, emailed, or otherwise delivered to the individual, unless required by State or federal law.

- a. Copy of policy & procedures.

L. 16 Firearm Concealed Carry Act

L. 16. 1 Firearm Concealed Carry Act (430 ILCS 66/1 et seq.)

Commentary: The recreation agency will have complied with the requirements of the Firearm Concealed Carry Act prohibiting the possession of a firearm on agency property. Proper signage, as specified in the act, must be displayed.

Evidence of compliance:

- a. The approved no weapon sign shall be posted on every agency owned building and property. (verify on facility tour)

I. GENERAL MANAGEMENT

1.1 Philosophy

Commentary: There should be written statements of philosophy relating to the role of recreation in the life of the individual and the community.

1.1.1 Mission Statement

Commentary: There shall be a mission statement regarding the role of the agency in the community. The statement should be developed by professional personnel and policy/advisory board. The statement shall be based upon the legal purpose as stated in the state statutes.

Evidence of compliance:

- a. Shall include input from staff
- b. Shall be reviewed within the last five (5) years
- c. Shall be easily accessible to the community and staff (verify on facility tour)
- d. Shall reflect the purpose of the agency
- e. Shall be approved by Board action or approved by Director authority

M

1.2 Goals and Objectives

Commentary: There is continuous debate on defining the difference between goals and objectives. In our criteria, we use those terms interchangeably to indicate a direction or grading tool for the agency. The recreation agency should have agency goals and department goals. There should be written goals defining the task of the agency in providing services for its constituency. The goals and objectives should be easily accessible to the community, board and staff. They should also be condensed and available in one document. The recreation agency should have agency goals which should have a relationship to the mission statement.

1.2.1 Agency Goals

Commentary: The recreation agency should have a set of comprehensive agency goals which should reflect the relationship of the mission statement and providing an overall direction the agency should be pursuing.

Evidence of compliance:

- a. Evidence of approval by board or director authorized copy
- b. Evidence that goals were reviewed within the last five (5) years with input from staff and board.
- c. Shall show evidence of consistency with mission statement
- d. Evidence of implementation
- e. Evidence Needs Assessment was used to guide development of goals

O

1.2.2 Departmental Goals

Commentary: In addition to having agency goals, the recreation agency should have departmental goals. These goals must take into consideration and be related to the agency mission statement as well as the agency goals and objectives. The departmental goals should reflect staff input and must show a relationship to the mission statement and agency goals.

Evidence of compliance:

- a. Evidence of goals from each department
- b. Evidence of approval by director or board
- c. Evidence of implementation
- d. Evidence Needs Assessment was used to guide development of goals

O

1.2.3 Difference in Long Term and Short Term Department Goals

Commentary: The Department goals for the recreation agency should be divided into long-term (2-5 year) goals with projected completion date of 2-5 years and short-term (1 year) goals with projected completion date of one (1) year.

Evidence of compliance:

- a. Evidence of long term goals (2-5 years)
- b. Evidence of short term goals (one year)

O

1.2.4 Evaluation of Long Term and Short Term Goals

Commentary: Short-term goals should be evaluated annually. Long-term goals should be evaluated on an on-going basis with a review of at least every two (2) years to ensure they remain pertinent to the agency's mission.

Evidence of compliance:

- a. Evidence of annual evaluation of short-term agency goals by board and annual review of department goal review by director.
- b. Evidence of ongoing evaluation of long-term goals at least every two (2) years agency goals by board or director authorized copy, department goals by staff

O

1.2.5 Accessibility of Agency Goals

Commentary: The agency's goals and objectives should be easily accessible and made available to the community.

Evidence of compliance:

- a. Evidence of accessibility; i.e., copy of document in community places; registration desk, program brochure, library, web site if available (verify on facility tour)
- b. Evidence of availability to Board and staff

O

1.3 Organizational Structure

Commentary: It is essential for management (staff and board) to effectively reflect responsiveness and lines of authority to each other and to the community. As such, clear lines of accountability must be available in writing and made available to the community, staff and board.

1.3.1 Structure of Authority

Commentary: The recreation agency's structure of authority (organizational chart) shall reflect its mission statement and methods of operation in relation to its resources. It should also reflect the relationship to the community and interrelationship of staff.

Evidence of compliance:

- a. Copy of Organizational Chart (interrelationship of staff)
- b. Evidence of review annually by administrative staff for accuracy
- c. Shall be approved by Board action or approved by Director authority

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1.3.2 Appointment of Non-Elected Chief Executive Officer (Director)

Evidence of compliance:

- a. Evidence of appointment (at hire, annual appointment optional)

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1.3.3 Designation of Authority and Responsibility of Director

Commentary: The recreation agency's director is designated as having the authority and responsibility for the management of the agency. This authority should either be through a job description, or written statement issued by the board which shall reflect established written policies.

Evidence of compliance:

- a. Copy of written job description and/or employment contract; or evidence of compliance included in board policy manual
- b. Evidence of annual written review of Director by the Board

M

1.3.4 Chief Executive Officer Degree/CPRP or CTRS

Commentary: The recreation agency's chief executive officer shall possess a bachelor's degree, or higher, in park and recreation administration, public administration or a related field. The degree must be from an accredited college. The chief executive officer should have CPRP or CTRS status and possess a minimum of three years of management experience in a park and/or recreation agency.

Evidence of compliance:

- a. Copy of degree
- b. Copy of current CPRP or CTRS certification
- c. Copy of employee service/experience record or resume reflecting at least three years of management experience

M

1.3.5 Change of Authority During Absences

Commentary: A procedure should be developed delineating the chain of authority when the agency's chief executive officer and/or department head is incapacitated, out of town, ill or is unable to perform, his/her duties.

Evidence of compliance:

- a. Copy of procedure under which the succession chain of command is implemented
- b. Copy of director's succession chain of command
- c. Copy of department head's succession chain of command
- d. Shall be approved by Board action or approved by Director authority
- e. Evidence of review by Board or Director at least every five (5) years or sooner as positions change

O

1.4 Comprehensive Board Policy Manual

Commentary: The recreation agency shall have a comprehensive board policy manual, which contains all board policies with evidence of review every five (5) years.

1.4.1 Comprehensive Board Policy Manual

Commentary: There should be a Board Policy Manual which contains all Board policies in one accessible manual (or reference to location of policies) which is reviewed every five (5) years.

Evidence of compliance:

- a. Copy of Board Policy Manual
- b. Evidence of Board review of entire manual at least every five (5) years
- c. Evidence of accessibility to Board and staff (verify on facility tour)

M

1.4.2 Administrative and Policy Making Functions

Commentary: The recreation agency should provide written and definitive guidelines specifying the difference between board policies, regulations and administrative (staff) operational procedures.

Evidence of compliance:

- a. Evidence of written guidelines
- b. Evidence of inclusion in board policy manual
- c. Evidence of five (5) year review by Board
- d. Evidence of board approved or director authorized copy.

O

1.5 Administrative Operational Procedure Manual

Commentary: It is important that board and staff understand the difference between board action policies and staff generated procedures. Consequently, a separate administrative procedure manual should be developed. This manual should be available to all employees.

1.5.1 Operational Procedures

Commentary: Operational procedures indicate how staff will carry out board policies. These are the actions taken by staff to properly implement the directions given by board policy. All operational procedures (non-board approved policy actions) relative to the operation of the agency should be included in manuals available to all appropriate staff and which are reviewed and updated every five (5) years.

Evidence of compliance:

- a. Copy of procedure manuals
- b. Evidence of accessibility to staff (verify on facility tour)
- c. Evidence of administrative review and update of entire manual by staff every five (5) years
- d. Evidenced of distribution of updates to appropriate staff

M

1.6 Board Member Orientation

Commentary: Each recreation agency should provide an orientation manual for all new and prospective board members in order to acquaint them with all aspects of the agency.

1.6.1 New Board Member Manual

Commentary: A new board member orientation manual should include written material regarding agency property, facilities, history and existing ordinances and manuals. Additional components, at a minimum, should include brochures, budget, policy, master plan, status reports, phone lists, chain of command, and magazine articles. This information should be in one manual with table of contents. Manual should be presented at the new board member orientation meeting. Manual shall have agenda outlining information to be covered.

Evidence of Compliance:

- a. Copy of new board member orientation manual with table of contents
- b. Copy of new board member orientation agenda
- c. Evidence of receipt of orientation manual by new board member

M

1.6.2 Sponsored or Endorsed Workshops

Commentary: The recreation agency, in conjunction with member districts, through a policy should make funds and time available for board members to attend workshops sponsored or endorsed by the NRPA, IPRA, IAPD and other similar organizations.

Evidence of compliance:

- a. Record of attendance at programs sponsored by NRPA, IPRA, IAPD or other similar organizations
- b. Copy of policy

O

1.7 Cooperative Community Planning

Commentary: There should be established working relationships for cooperative community planning.

1.7.1 Working Relationship

Commentary: The recreation agency should have a working relationship with state, federal or local agencies to provide for community planning.

Evidence of compliance:

- a. Evidence of compliance can be reflected by grants, agreements, letters of understanding and copies of minutes of meetings with local, state or federal agencies.

O

1.7.2 Citizen Input

Commentary: The recreation agency should have a policy on how and when citizen input is solicited.

Evidence of compliance:

- a. Copy of policy indicating how citizen input will be solicited
- b. Evidence of how and when citizen input is solicited

O

1.8 Cooperative Operations Agreement

Commentary: The recreation agency should cooperate with other agencies to economize and effectively provide for leisure programs.

1.8.1 Policy on Cooperative Use and Maintenance of Facilities

Commentary: A policy should be established on cooperative use and maintenance of facilities, program operation, facility design, land development, finances, support and control.

Evidence of compliance:

- a. Copy of policy
- b. Evidence of a cooperative agreement between the agency and schools, public and/or private agencies

O

1.9 Public Relations

Commentary: The agency should have a systematic program of public relations, which is broad, yet comprehensive. It should provide for public interpretation of recreation as a whole, and other specific objectives of the recreation agency toward serving all populations.

1.9.1 Promotion of Programs and Services

Commentary: The recreation agency should promote the benefits of its programs and services in a comprehensive manner, which includes publications distributed at least twice a year to each household. We are looking at a comprehensive public relationship program to inform the community of important agency programs, services, procedures and operations.

Evidence of compliance:

- a. Copy of current publications
- b. Evidence of distribution to community

M

1.9.2 Reports of Recreation Agency Operations

Commentary: Regular reports of recreation agency operations should be made to the managing authority and to the agency's constituency. Components of systematic program of reporting should include staff to board reports such as monthly financial reports, program, attendance, etc. The recreation agency's

reporting to constituents should include newsletter, annual reports and news releases.

Evidence of compliance:

- a. Evidence of staff to board reporting
- b. Evidence of reporting to constituency

O

1.9.3 Authority for Coordinating Public Relations

Commentary: One employee should be designated as the primary authority for coordinating public relations activity.

Evidence of compliance:

- a. Copy of job description

O

1.9.4 Dealing with Catastrophic Incidents

Commentary: The recreation agency should provide a crisis communication plan to accurately and effectively deal with a crisis such as severe injury, catastrophic fire, tornado damage, anything that attracts media attention, etc. The crisis communication plan should delineate individuals responsible for communicating with the press, chain of command on notifying proper people of the incident and overall agency procedures on dealing with catastrophic accidents.

Evidence of compliance:

- a. Copy of Crisis Communication Plan
- b. Shall be approved by Board action or approved by Director authority
- c. Evidence of annual review of crisis communication plan with staff
- d. Listing of communications team member responsibilities
- e. Crisis Communications procedures, communication guidelines when dealing with press
- f. Copy of chain of command

O

1.10 Regular Meetings

Commentary: The recreation agency should annually establish regular meetings, dates, locations and times in order to review and discuss all pertinent information in accordance with State Statutes.

1.10.1 Monthly Meeting / Written Meeting Minutes

Commentary: The recreation agency's Board of Commissioners (or advisory board if no policy making board is authorized) shall meet at regularly scheduled

meetings to oversee the affairs of the leisure agency. The recreation agency shall keep written minutes of all public meetings including regular and special board meetings and committee meetings. These minutes shall be made available to the public.

Evidence of compliance:

- a. Copy of regular and special board meeting annual public notice
- b. Copy of regular and special board meeting minutes signed by board secretary for the prior 12 months
- c. Copy of committee minutes, if applicable
- d. Evidence of availability to the public (website if applicable and verify on facility tour)

M

1.10.2 Annual Meeting

Commentary: The recreation agency board of commissioners shall hold a yearly meeting at which they will elect officers. These officers are to include a president and vice president. Other officers and board committees are appointed as deemed necessary.

Evidence of compliance:

- a. Evidence of election of officers in official minutes
- b. Evidence of policy reflecting functions of committees and officer functions
- c. Evidence of terms of office

M

1.10.3 Establishment of a Meeting Agenda Format /Board Packet

Commentary: The recreation agency board shall establish a policy reflecting a meeting agenda format, including sections providing roll call for committee reports, action items and public input. Agendas should be sent out a minimum of 48 hours in advance.

Evidence of compliance:

- a. Copy of policy reflecting the meeting agenda format
- b. Evidence of agenda format including allowance for public input
- c. Evidence of policy regarding advance distribution of board packet to board members

M

1.11 Membership

Commentary: The recreation agency should be members of professional organizations in support of recreation activities.

1.11.1 IAPD Membership

Commentary: The recreation agency should establish membership with the Illinois Association of Park Districts (IAPD).

Evidence of compliance:

- a. Evidence of membership or copy of payment

1.11.2 NRPA Membership

Commentary: The recreation agency should establish membership with the National Recreation and Park Association (NRPA).

Evidence of compliance:

- a. Evidence of membership or copy of payment

1.12 Volunteer Program

Commentary: Volunteers can be a vital part of an agency's ability to provide recreation programs. Volunteers provide an economical workforce and expertise and support groups to supplement the agency's staff. To maintain and reward these volunteer programs, there should be a comprehensive program within the recreation agency utilizing the expertise and willingness of residents to serve.

1.12.1 Policy or Procedure on Volunteers

Commentary: The recreation agency should develop a policy and/or procedure concerning utilization of volunteers.

Evidence of compliance:

- a. Copy of policy or procedure
- b. Evidence of utilization of volunteers

1.12.2 Volunteer Manual

Commentary: The recreation agency should have a volunteer manual reflecting recruitment, training, benefits, needs, resources and chain of command.

Evidence of compliance:

- a. Copy of volunteer manual
- b. Evidence of recruitment
- c. Evidence of training
- d. Copy of chain of command
- e. Evidence of distribution of volunteer manual to volunteers

O

1.12.3 Volunteer Recognition Program

Commentary: The recreation agency should provide a volunteer recognition program.

Evidence of compliance:

- a. Copy of volunteer recognition program
- b. Evidence of benefits earned by volunteering
- c. Evidence of recognition

O

1.13 Information Services

Commentary: The agency must participate in a minimum of 5 out of 9 of the following informational services:

- _____ Web site
- _____ Cable TV
- _____ On-line registration
- _____ Phone in registration
- _____ Fax registration
- _____ Kiosk information
- _____ Electronic information signs
- _____ Social Network Media (i.e. Twitter, YouTube, Facebook, etc.)
- _____ Agency video
- _____ Other

Evidence of Compliance:

- Copy of program

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II. FINANCE AND BUSINESS OPERATIONS

2.1 Organizational Structure

Commentary: The recreation agency's structure of authority should reflect its purpose, methods of operation in relationship to its resources, or relationship to the community. Organizational structure should have a person directly responsible for its financial and business operations.

2.1.1 Responsibility for Fiscal Management Functions

Commentary: Organizational structure should have a position directly responsible for fiscal management functions.

Evidence of Compliance:

- a. Organizational chart indicating position responsible for fiscal management functions
- b. Job description indicating position responsible for fiscal management functions

O

2.1.2 Financial Management Degree and Experience

Commentary: At least one employee assigned to financial management functions shall possess a bachelor's degree, or higher in accounting, business administration, or related field from an accredited college, CPRP or equivalent certification within the field, and a minimum of three years of fiscal management experience.

Evidence of Compliance:

- a. Copy of degree
- b. Copy of employee service/experience record showing three years of fiscal management experience
- c. Copy of current CPRP or equivalent certification

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2.2 Fiscal Administration

Commentary: There should be a sound fiscal administrative system which strives to meet acceptable legal and fiscal obligations.

2.2.1 Comprehensive Operating Budget

Commentary: There should be a comprehensive annual budget approved by the board at a public meeting.

Evidence of Compliance:

- a. Copy of current year board-approved budget
- b. Copy of minutes when budget approved
- c. Copy of minutes of public hearing
- d. Copy of public notice

M

2.2.2 Annual Budget Process

Commentary: The annual budget process should utilize the Programming Budget System or at least be based on performance budgeting principles.

Evidence of Compliance:

- a. Copy of budget utilizing Programming Budget System and/or based on performance budgeting principles
- b. Copy of support documentation, if not included in budget, which indicates Programming and/or performance budgeting principles

O

2.2.3 Annual Budget Public Review

Commentary: The annual budget should contain a summary format for easy review by the public.

Evidence of Compliance:

- a. Copy of budget summary page(s)
- b. Copy of budget summary graphic page(s) (utilizing graphic illustrations)

O

2.2.4 Accounting System

Commentary: The accounting system should be compatible with or may be a part of the central accounting system of the governing jurisdiction. It is essential that an agency establish such a system to ensure an orderly, accurate and complete documentation of the flow of funds.

Evidence of Compliance:

- a. Chart of Accounts

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2.2.5 Financial Report – The Agency should have an accounting system that includes, at a minimum, provisions for monthly status reports showing:

- * initial appropriations for each account (or program)
- * balances at the commencement of the monthly period

- * expenditures and encumbrances made during the period and unencumbered balances

Commentary: Each appropriation and expenditure should be classified, at a minimum, according to function, organizational component, activity, object and program.

Evidence of Compliance:

- a. Provide a copy of the last three monthly reports.
- b. Evidence of distribution to staff and board

O

2.2.6 Long Range Financial Plan for Capital Expenditures

Commentary: There should be a long range (minimum 3-5 years) financial plan for capital expenditures including maintenance of existing facilities and future capital expenditures. A long range capital expenditure plan should be part of an overall agency master plan.

Evidence of Compliance:

- a. Copy of board approved long range financial plan for capital expenditures
- b. Copy of minutes indicating annual review by board
- c. Copy of master plan which includes long range financial plan for capital expenses

O

2.2.7 Comprehensive Revenue Policy

Commentary: There should be a comprehensive recreation agency revenue policy which establishes the philosophy for the agency's revenue generation to include fees and charges.

Evidence of Compliance:

- a. Copy of comprehensive revenue policy which establish philosophy and/or guidelines for revenue generation including fees and charges
- b. Copy of minutes indicating board approval of revenue policy
- c. Evidence agency is complying with established policy

O

2.3 Annual Audit / Annual Financial Report

Commentary: In accordance with the Governmental Account Audit Act (50 ILCS 310/2, et seq.) a recreation agency shall conduct and file with the Illinois Comptroller either an annual audit ⁽¹⁾ of all district accounts and funds by a licensed public accountant or a financial report ⁽²⁾ containing information required by the Illinois Comptroller. There should be an annual audit / financial report performed which fulfills all legal requirements of the Act and the recreation agency to be assured funds are properly dispersed and accounted for.

⁽¹⁾ Required for agencies that receive more than \$850,000 in revenue in a fiscal year.

⁽²⁾ Required for agencies that receive less than \$850,000 in revenue in a fiscal year.

2.3.1 Certified Accounting Completion by Independent Certified Public Accounting Firm

Commentary: An independent certified public accounting firm must complete an annual financial audit.

Evidence of Compliance:

- a. Copy of audit stating the report conforms to Generally Accepted Accounting Principles (GAAP) or Financial Report that set forth the financial position and results of financial operations for each district fund
- b. Copy of auditor's opinion indicating agencies statements are fairly presented in all material respects, is free of free of material misstatements and are in accordance with GAAP *(If a material misstatement is identified or is not in compliance with GAAP it does not meet the standard.)*
- c. Copy of Management Letter or statement from Auditor that there are no outstanding issues or that a Management Letter is not required.
- d. Evidence Audit or Financial Report was presented to the Board

M

2.4 Bill Payments

Commentary: Payment of obligations is essential to maintaining a fiscally solvent and responsible recreation agency.

2.4.1 Payment of All Obligations

Commentary: The recreation agency will make payment on all obligations within the time frame indicated in Illinois Statutes.

Evidence of Compliance:

- a. Lack of mention in management letter stating payment not made on all obligations made within legal time frames

M

2.4.2 Payment of Bills Policy

Commentary: The recreation agency shall have a policy which clearly defines the parameters under which the agency will make timely payment of all bills. This policy shall be in compliance with Illinois State Statutes.

Evidence of Compliance:

- a. Copy of policy

O

2.5 Investment of Funds

Commentary: The recreation agency shall establish a policy dealing with the investment of agency funds as directed by board action and Illinois State Statutes.

2.5.1 Investment Policy

Commentary: The recreation agency shall establish an investment of funds policy or ordinance.

Evidence of Compliance:

- a. Board approved copy of policy or ordinance
- b. Policy or ordinance should mention suitable and authorized investments, and collateral agreements with independent third party or recreation agency securing said collateral.

O

2.5.2 Investment of Funds

Commentary: The recreation agency shall have all public funds not needed for immediate expenditure invested according to Illinois State Statutes.

Evidence of Compliance:

- a. Audit indicating investment of funds
- b. Lack of mention in audit management letter

M

2.6 Employee Wages

Commentary: An established policy should govern employee wages.

2.6.1 Federal and State Minimum Wage and Overtime Requirements

Commentary: The recreation agency shall pay employees in accordance with federal and state minimum wage and overtime requirements.

Evidence of Compliance:

- a. Copy of part-time salary ranges, or Audit management letter with lack of mention regarding payment of minimum wage and overtime requirements.
- b. Copy of policy regarding payment of overtime

M

2.6.2 Payment of Employee Wages Policy

Commentary: The recreation agency shall establish a policy dealing with payment of employee wages. Policy should reflect agency position on paying fair and competitive wages.

Evidence of Compliance:

- a. Copy of board approved policy dealing with payment of employee wages.

O

2.6.3 Department of Labor's Equal Employment Opportunity Poster

Commentary: The Department of Labor's Equal Employment Opportunity Poster must be prominently displayed as required by law.

Evidence of Compliance:

- a. Visual inspection of posters as required (verify on facility tour)

M

2.7 Purchasing Policy

Commentary: The recreation agency shall establish a policy setting purchase guidelines.

2.7.1 Purchasing Policy

Commentary: The agency shall provide a comprehensive board approved policy dealing with purchases.

Evidence of Compliance:

- a. Copy of board approved policy

O

2.7.2 Economy of Resources

Commentary: The recreation agency shall have a clear policy providing steps in economizing their resources and purchases. In addition, the agency should demonstrate a minimum of one cooperative purchasing venture in order to economize their resources and purchases.

Evidence of Compliance:

- a. Copy of board approved policy dealing with economizing resources and purchases
- b. Provide proof of membership in joint purchasing with IPRA and/or other cooperative purchasing arrangements

O

2.8 Comprehensive Insurance Policies with Sufficient Coverage

Commentary: Sufficient coverage is important in order to protect the assets of the agency. The limits established are minimums only and each recreation agency should

have in place coverage limits that are commensurate with the exposure resulting from its activities and operation.

Evidence of Compliance:

- a. Membership in Park District Risk Management Agency or Illinois Parks Association Risk Services,
OR
Copy of insurance certificate and plan for following coverage limits (2.8.1 through 2.8.10).

2.8.1 Property – Replacement Value for real (buildings) and personal property (contents of buildings)

2.8.2 Boiler and Machinery – Value of Building

2.8.3 Fidelity and Crime – \$500,000 per occurrence

2.8.4 Builders Risks – Value of construction

2.8.5 General Liability

- A. \$2,000,000 per occurrence with no annual aggregate, or
- B. Minimum of \$2,000,000 per occurrence with \$4,000,000 annual aggregate

2.8.6 Automobile Liability – Minimum of \$1,000,000 – per occurrence with no annual aggregate.

2.8.7 Public Officials Errors and Omissions - \$1,000,000 per occurrence and annual aggregate

2.8.8 Worker's Compensation Statutory Coverage – Employers liability minimum of \$500,000 per accident.

2.8.9 Employment Practices Liability Coverage – Minimum of \$1,000,000 per occurrence

2.8.10 Pollution Liability Coverage – Minimum \$500,000 per occurrence and \$500,000 annual aggregate

M

2.9 Financial Resources (external)

Agencies, organizations and corporations should be utilized for funding programs and facilities of many different types.

Commentary: These listings should include funding programs from foundations, corporations, voluntary agencies, private groups and individuals which have been utilized.

Evidence of Compliance

- a. Provide list of agencies, organizations and corporations which have assisted and the nature of their assistance
- b. Letter of request
- c. Letter of acceptance or denial

O

2.10 Cash Handling Procedure

There should be procedures used for collecting, safeguarding, and disbursing cash to include, at a minimum:

- * Cash handling system procedure
- * Preparation of financial statement
- * Conduct of internal audits
- * Persons or positions authorized to accept or disburse funds
- * Statement regarding design and separation of duties

Commentary: Formal cash control procedures enable an agency to establish accountability, to comply with funding authorizations and restrictions, to ensure that disbursements are for designated and approved recipients and more importantly, to alert agency management to possible problems requiring remedial action.

Evidence of Compliance

- a. Provide copy of procedures

M

2.11 Payment Card Industry Data Security Standards (PCI)

Commentary: The recreation agency shall have a policy complying with the Payment Card Industry Data Security Standards (PCI-DSS) for the protection of payment card information

Evidence of Compliance:

- a. Copy of Policy

M

2.12 Recreation Agency Acceptance of Donations, Gifts & Bequests

Commentary: There should be a written policy for the acceptance of gifts, donations and bequests to the recreation agency.

Evidence of Compliance:

- a. Provide a copy of written policy

M

2.13 Certificate of Excellence in Financial Reporting

Commentary: As a bonus, a Certificate of Excellence in Financial Reporting will be acknowledged.

2.13.1 Certificate of Excellence in Financial Reporting

Commentary: Where deemed appropriate, a Certificate of Excellence in Financial Reporting will be current as reviewed and awarded by G.F.O.A.

Evidence of Compliance:

- a. Copy of award

(1 Point Bonus)

III. FACILITIES AND PARKS

Commentary: The recreation agency shall strive to provide the highest quality facilities and recreation programs within financial and personnel resource limitations. There should be a systematic planning program for all facilities, which is linked with a capital expenditure budget and a phased development plan.

3.1 Organizational Structure

Commentary: The recreation agency's structure of authority should reflect its purpose, methods of operation in relation to its resources, and relationship to the community.

3.1.1 Responsibility for Maintenance Management Function

Commentary: Organizational structure should have a position directly responsible for the maintenance management function.

Evidence of Compliance:

- a. Organizational Chart indicating position for maintenance management functions
- b. Job description indicating position responsible for maintenance management function

OR

If the maintenance management function is performed by member agency, then show evidence of performance

O

3.2 Physical Planning

Commentary: The recreation agency shall provide for physical property planning which shall assist in providing for inventory of assets, goal setting, and short-range and long-range planning.

3.2.1 Inventory of Fixed Assets and Their Locations

Commentary: There should be an inventory of all fixed assets and their locations updated at least every two (2) years.

Evidence of Compliance:

- a. Copy of Fixed Asset Report, with locations
- b. Evidence of Fixed Asset Report updating within the last two (2) years

M

3.2.2 Facility Development Planning

Commentary: Planning for facility development should include citizen involvement in the planning process.

Evidence of Compliance:

- a. Evidence of citizen input (for example: minutes, agendas etc.)

O

3.2.3 Regularly Scheduled Preventive Maintenance

Commentary: There should be a regularly scheduled preventive maintenance system including careful safety checks of all facilities and equipment.

Evidence of Compliance:

- a. Copy of Preventive Maintenance Plan including safety checks of all facilities and equipment
- b. Evidence of regularly completed safety checks

O

3.2.4 Facilities and Equipment Replacement Schedule

Commentary: There should be a replacement schedule for facilities and equipment with verification of implementation.

Evidence of Compliance:

- a. Copy of replacement schedules
- b. Evidence of implementation of the replacement scheduled items: approved budget, payment vouchers, and if applicable, disposal of surplus property ordinances

O

3.2.5 Location and Accessibility of Administrative Office

Commentary: The recreation agency administrative office should be fully accessible to the public.

Evidence of Compliance:

- a. Administrative office is fully accessible to the public (verify on facility tour)

O

3.2.6 Accessibility to People with Disabilities

Commentary: The recreation agency shall have conducted a self-evaluation study of its facilities on accessibility to people with disabilities and completed a Board approved ADA Transition Plan documenting necessary steps for

compliance. The recreation agency shall have developed a board-approved timetable for implementing the recommendations in the ADA Transition Plan.

Accessibility compliance (in accordance with the most recent final and enforceable Department of Justice minimum design guideline. Alternatively, evidence of compliance with the final guidelines or final report of the U.S. Access Board. In the absence of a final and enforceable minimum design guideline, and a final guideline, the agency shall demonstrate adherence to accessible design best practices by compliance to the most recent work of the U.S. Access Board). Such evidence within the last ten (10) years can include, but is not limited to: overall accessibility, compliant parking, compliant curb cuts, compliant walks, compliant ramps, compliant stairs, compliant handrails, compliant toilets, compliant fountains, compliant telephones, and compliant trash receptacles, etc.

Evidence of Compliance:

- a. Evidence of an ADA Transition Plan in compliance with Title 28 C.F.R. § 35.150(d) shall at a minimum include:
 - 1) Identify the physical obstacles and reference each that limit the accessibility of the park district programs, services, or activities to people with disabilities;
 - 2) Describe the methods to be used to make the facilities accessible;
 - 3) Provide a schedule for making the access modifications; provide a yearly schedule for making the modifications if the transition plan is more than one year long;
 - 4) Show evidence of community input;
 - 5) Show evidence the agency has completed ADA review of programs and services;
 - 6) Show evidence the agency has completed ADA review of policies; and
 - 7) Indicate the public official (agency representative) responsible for the implementation of the transition plan.

All seven (7) points of evidence in 3.2.6.a. are required.

- b. Minutes of Board approval of ADA Transition Plan within last ten (10) years.
- c. Evidence of Board review of most recent complete ADA Transition Plan within last five (5) years.
- d. Evidence ADA Transition Plan reflects staff involvement
- e. Proof of implementation of ADA Transition Plan (verify on facility tour)
- f. Name, address, and contact information of ADA Compliance Officer
- g. Evidence that essential job functions have been completed for job descriptions

M M M M

Scoring to pass this standard will be as follows:

3 points = all of 3.2.6.a. plus b-g

2 points = all of 3.2.6.a. plus four (4) of b-g

3.3 Operation/Property

Commentary: The recreation agency should maintain a file on property or facilities, which are owned or leased, and how they are maintained, developed or located. A well-managed facilities program must accurately know what facilities they own and how these sites are accurately planned and maintained.

3.3.1 Legal Descriptions and Plats of Survey

Commentary: The recreation agency should have on file all legal descriptions and plats of survey of property currently owned or leased.

Evidence of Compliance:

- a. Copy of plats of survey (Verification on park tour.)
- b. Copy of deeds or contracts including legal descriptions

○

3.3.2 Map

Commentary: Recreation agency should have a map of agency-owned and/or operated property and facilities throughout the community available to the public.

Evidence of Compliance:

- a. Copy of map with agency's geographic boundaries including location of all parks and facilities
- b. Evidence map is made available to public (verify on facility tour)

○

3.3.3 Building Plans and Specifications

Commentary: The recreation agency should have on file building plans and specifications for each building.

Evidence of Compliance:

- a. Copy of one document listing the location of the storage site of all park facilities plans and specifications for the district
- b. Verification of site on facility tour and that all facilities are included

○

3.3.4 Maintenance Personnel

Commentary: The maintenance program should provide competent personnel assigned to clearly defined duties for regular repairs, general cleanliness and orderliness, and overall attractiveness.

Evidence of Compliance:

- a. Verification on facility tour of general cleanliness

- b. Orderliness (verify on facility tour)
- c. Regular repairs (verify on facility tour)
- d. Overall attractiveness as maintained by agency personnel or through contracts
- e. Job descriptions reflecting these responsibilities

O

3.3.5 Environmental Policy

Commentary: The recreation agency should have an environmental policy including, at minimum, its position on: open space planning and preservation; wise use and protection of air, water, soil and wildlife; wise use of energy resources; reduction and handling of waste; wise use of energy resources; use of environmentally safe and sensitive products, and environmental education and interpretation.

Evidence of Compliance:

Copy of Environmental Policy covering, at minimum:

- a. Protection and wise use of air, water, soil and wildlife
- b. Wise use of energy resources
- c. Reduction and handling of waste
- d. Use of environmentally safe and sensitive products
- e. Environmental education and interpretation opportunities

O

3.3.6 Emergency Exiting Diagrams

Commentary: The recreation agency should have displayed in their buildings at appropriate locations emergency exiting diagrams.

Evidence of Compliance:

- a. Verification on facility tour by physical review of building

O

3.3.7 Conservation of Natural Resources

Commentary: The recreation agency should know where they stand in regard to conservation of natural resources and the protection of our environment. The agency should also have comprehensive procedures and programs reflecting the agency's commitment to conservation of natural resources and the protection of our environment in the areas of: open space preservation and planning, park and natural resource management, facility management and maintenance, programming, and fleet maintenance.

Evidence of Compliance:

- a. Evidence of Board review of completed and/or updated IPRA Environmental Report Card for the agency every five years

- b. Copy of procedures and programs
- c. Proof of implementation of procedures and programs, including such items as: controlled burn permits or invoices for recycling of florescent bulbs, engine oil, kitchen grease, tube TV's/computers, etc.

O

3.4 Agency Wide Comprehensive Master Plan

Commentary: A well-managed recreation agency to accurately prepare and plan for the future must take appropriate steps including having a comprehensive long range plan. This comprehensive plan should take into account resources available in the community and within the agency. It should be guided by the comprehensive survey of the community's needs and interests.

3.4.1 Comprehensive Master Plan

Commentary: The recreation agency shall have a formal comprehensive master plan, showing evidence of the use of its goals, plans and recommendations, and have it updated every ten years. In the absence of a plan, the agency should be able to show, by board action, written policy, etc., the use of long-range planning for the agency's operation. Components should consist of: survey, goals, plans, public input, recommendations, implementation, and periodical update.

Evidence of Compliance:

- a. Evidence of survey to guide long range planning
- b. Evidence of staff input in development of long range planning
- c. Evidence of board input in development of long range planning
- d. Evidence of public input in development of long range plan (*e.g. public hearings, resident advisory focus committees, open houses, on-line feedback, etc.*)
- e. Copy of long range planning document(s) which is backed by board action, written policy, etc. including: goals, plans, and recommendations
- f. Evidence of implementation of the long range planning
- g. Evidence long range planning is updated/revised at least every ten years

M

IV. PERSONNEL

4.1 Organizational Structure

Commentary: The recreation agency's structure of authority should reflect its purpose, methods of operation in relation to its resources, and relationship to the community.

4.1.1 Personnel Management

Commentary: If the chief executive officer does not personally perform the personnel management function, written confirmation should be provided designating the position or component having the responsibility for personnel management functions.

Evidence of compliance:

- a. Copy of written confirmation; or copy of job descriptions

O

4.1.2 Personnel Management Degree and Experience

Commentary: At least one employee assigned to personnel management functions shall have a bachelors degree, or higher, in business administration, public administration, human resources or a related field from an accredited college; or a bachelors degree, or higher from an accredited college (unrelated to human resource management) with a professional association/educational certification in human resource/personnel management (e.g. PDRMA Essential of Human Resources Curriculum) with evidence of completion within last two (2) years; CPRP; and a minimum of three years of personnel management experience.

Evidence of compliance:

- a. Copy of related degree or unrelated degree with professional /educational certification(s) obtained within last two (2) years
- b. Copy of employee work service/experience record showing three years of personnel management experience
- c. Copy of current CPRP or equivalent certification

M

4.2 Professionalism of Staff

Commentary: If a recreation agency is to provide quality services, it is essential that employees be trained and highly educated. Consequently, the governing board of the recreation agency should have a policy whereby their agency will hire and retain professional staff.

4.2.1 Policy on Employment of Certified/Professionally Trained Staff

Commentary: The governing board of the recreation agency shall have adopted a policy stating it is desirable that employees of their agency be certified/professionally-trained and recruitment and selection of management will emphasize this requirement.

Evidence of compliance:

- a. Copy of policy
- b. Copy of job descriptions reflecting this policy
- c. Documentation listing employees and their current certifications

O

4.2.2 Continuing Education Opportunities

Commentary: Staff, to be aware of the current trends and able to reflect current solutions, must continue to pursue educational opportunities. Consequently, the recreation agency shall have adopted a policy stating the staff will be encouraged to pursue appropriate continuing education opportunities to obtain or maintain certification.

Evidence of compliance:

- a. Copy of policy
- b. Evidence of appropriate funding in budget for continuing education within each department

O

4.3 In-Service Training Plan

Commentary: In addition to continuing education, it is essential, due to budget restraints and the need for interaction among the agency's staff, that an extensive in-house training program be provided. This in-house training program may utilize experts in the field or within your agency. The intention is that training needs, which are unique to recreation, can be accomplished and should be accomplished throughout the calendar year. As such, we are looking for an overall training program reflecting the agency's goals and objectives and implementation. An in-service training plan shall be available for the agency's staff throughout the year.

4.3.1 In-House Training - Short Duration

Commentary: The recreation agency should have a planned in-house training program that includes annual training for all appropriate staff in at least three of the six areas below. This training should be of a minimum duration of 15 - 30 minutes and should be held within the last 12 months.

- 4.3.1.1 Risk Management
- 4.3.1.2 Personal Fitness and Health
- 4.3.1.3 Trends
- 4.3.1.4 Public Image & Customer Relations
- 4.3.1.5 Management
- 4.3.1.6 Operating Procedures

4.3.1.7 Technology

Evidence of compliance:

- a. Copy of attendance
- b. Copy of agenda
- c. Evidence of training within the last 12 months

O

4.3.2 All Full-Time Staff In-House Training

Commentary: In addition to short duration in-house training, there is a need to provide intense highly focused training to keep staff current on agency's needs and direction. Consequently, the recreation agency should offer in-house training at a minimum a total of four hours annually. These training sessions should include an agenda with an outline of a well-planned program.

Evidence of compliance:

- a. Copy of agenda
- b. Evidence of attendance
- c. Evidence of time schedule
- d. Evidence of training within the last 12 months

O

4.3.3 Staff Attendance at Workshops

Commentary: The recreation agency should make funds and time available for the staff to attend workshops sponsored or endorsed by the NRPA, IPRA, IAPD and other recreation-related organizations.

Evidence of compliance:

- a. Copy of policy
- b. Record of attendance
- c. Evidence of designated funds in budget

O

4.3.4 Specialized In-House Training – Short Duration

Commentary: Special recreation agencies should have specialized training for all appropriate staff in order to correctly handle the special needs of the people being served.

- 4.3.4.1 Behavior Management Policy
- 4.3.4.2 Wheelchair Transfer
- 4.3.4.3 CPR
- 4.3.4.4 Inclusion
- 4.3.4.5 Defensive Driving
- 4.3.4.6 Sign Language
- 4.3.4.7 Activity Adaptation

Evidence of compliance:

- a. Copy of attendance
- b. Copy of agenda
- c. Evidence the training has been within the last 12 months

O

4.4 Job Descriptions

Commentary: For a recreation agency to provide effective services, it is essential that staff know their duties and responsibilities. Interaction among staff requires that responsibilities are delineated so all aspects of the agency's operations are adequately positioned. Job descriptions shall be developed for all full-time and part-time personnel within the agency.

4.4.1 Full-time Job Descriptions

Commentary: The recreation agency shall have completed job descriptions for all full time positions within the agency to reflect the sequence of operations. Full time job descriptions and classifications should be distributed to staff during employee orientation and as job descriptions are revised. Job descriptions should also include Essential Job Functions. Job descriptions should be reviewed at least every five (5) years and include employment requirements, education, range of authority, experience responsibilities and duties.

Evidence of compliance:

- a. Copy of job descriptions
- b. Copy of essential job functions
- c. Evidence of distribution to full-time employees
- d. Evidence of administrative review within the last five (5) years
- e. Evidence job description is given as part of orientation and upon revision

M

4.4.2 Part-time Job Descriptions

Commentary: The recreation agency shall have developed complete job descriptions for all part-time positions within the agency to reflect the sequence of operations. Part-time job description classifications should be distributed to staff during employee orientations. Job descriptions are to include essential job functions and are to be reviewed at least every five (5) years and include employment requirements, education, range of authority, experience responsibilities and duties.

Evidence of compliance:

- a. Copy of job description
- b. Copy of essential job functions
- c. Evidence of distribution to employee
- d. Evidence job description is given as part of orientation and upon revision

O

4.4.3 Job Descriptions in One Document

Commentary: The recreation agency's full-time and part-time job descriptions should be bound in one accessible document.

Evidence of compliance:

- a. Copy of full-time job descriptions
- b. Copy of part-time job descriptions
- c. Evidence of accessibility

O

4.5 Personnel Policies

4.5.1 Comprehensive Personnel Policies Manual

Commentary: To provide a uniform understanding of the benefits, rules and regulations and obligations that employees must work under, a comprehensive personnel manual must be prepared and made accessible to all employees. There have been some concerns that manuals provide a legal obligation and contract to employees; consequently, any personnel manual addition or revisions should be addressed and reviewed by each agency's general counsel. The recreation agency shall have developed a comprehensive personnel policies manual including, but not limited to, purpose and philosophy; definition of employees, employment practices, employment conditions, salaries and other compensation; fringe benefits; leaves of absence, grievances, discipline and termination, employee participation and general rules and regulations. There shall be one manual with evidence of input from staff and board approval every five (5) years.

Evidence of compliance:

- a. Copy of personnel policy manual
- b. Evidence entire manual is reviewed, including staff input and board approval, every five (5) years.

M

4.5.2 Distribution of Personnel Policy Manual

Commentary: The recreation agency should have developed a policy to insure distribution of the personnel policy manual as indicated above in 4.5.1 to all full-time staff and all other appropriate personnel.

Evidence of compliance:

- a. Copy of policy regarding distribution of Personnel Policy Manual
- b. Evidence of distribution
- c. Evidence all employees receive updates/changes

O

4.6 Employee Relations

Commentary: Guidelines for employee relations within the recreation agency shall be established.

4.6.1 Employee Orientation Program

Commentary: The employee orientation program should include provisions for providing employees with appropriate manuals, review of personnel policies, rules and regulations governing pertinent agency issues which impact their position. The recreation agency, to provide for preparation and training for a new employee, must be able to demonstrate an employee orientation program, which prepares an employee for their position.

Evidence of compliance:

- a. Copy of full-time orientation
- b. Copy of part-time orientation
- c. Evidence/proof of implementation

O

4.6.2 Staff Meetings

Commentary: To provide for dissemination of information, a recreation agency should hold regular staff meetings at least semi-annually with a minimum of all full-time staff. All meetings should have a prepared agenda. Note, Full Time Staff In-house Meetings used as evidence for 4.3.2 will not be accepted as evidence for Staff Meetings.

Evidence of compliance:

- a. Copy of agenda (if departmental, copies from each department)
- b. Evidence of attendance

O

4.6.3 Employee Relations Program

Commentary: The recreation agency shall demonstrate an effective employee relations program that includes at least three of the five (5) areas below.

- 4.6.3.1 Policy or procedure for a formal system of soliciting feedback.
- 4.6.3.2 Membership in employee assistance program for full-time employees.
- 4.6.3.3 IRS Section 125 flexible spending account for full-time employees.
- 4.6.3.4 A deferred compensation plan for all full-time employees.
- 4.6.3.5 Opportunity to join a credit union.

Evidence of compliance:

- a. Copy of any four of the above programs
- b. Evidence of promotion of programs to employees

O

4.7 Professional Involvement

Commentary: The recreation agency shall encourage professional involvement by their personnel.

4.7.1 Professional Affiliation Guidelines

Commentary: With the fast pace of our new technologies and ever growing interests and concerns of our constituents, professionals need to stay abreast of the tools necessary to provide our services. Active participation in recreation organizations provides one additional avenue of opportunity to interact and discover current services other agencies are providing. Consequently, all full-time supervisory and above employees are encouraged to maintain a professional involvement with the various organizations as listed below.

Evidence of Compliance:

- a. Evidence of involvement; sessions, programs, etc.
- b. Evidence of membership

	NRPA	IPRA	OTHER
Chief Executive	M	M	M
Division Head	O	M	M
Professional Staff/ Full-time Supervisor Level	O	O	M

4.8 Employee Wages and Appraisals

Commentary: A policy on employee wages and appraisals should be established for employees reflecting current market conditions and involving input from staff. This policy should be available for staff review and discussion.

4.8.1 Salary Ranges

Commentary: The recreation agency should establish approved salary ranges for full-time, part-time and seasonal positions, reviewed at least every two years by staff and revised accordingly to reflect current resources available and reflective of competitive positions. Documentation of authority to approve salary ranges and evidence of approval of the salary ranges as authorized are necessary.

Evidence of compliance:

- a. Copy of Board/Director approved full-time salary ranges
- b. Copy of Board/Director approved part-time salary ranges
- c. Copy of Board/Director approved seasonal salary ranges
- d. Evidence of review, at least every two years, by staff
- e. Documentation of authority to approve salary ranges
- f. Evidence of Board or Director approval (as required)

O

4.8.2 Salary Standards

Commentary: To determine the recreation agency’s philosophy on securing the highest qualified staff, a sample of current staff salary rates shall be compared with established minimum standards. The IPRA annual Employee Compensation Survey shall be used as Illinois’ standard reference regarding park and recreation salaries. A sample of five (5) positions, as defined by the survey, shall be compared to the below listed minimum standards which are equalized by county.

Evidence of compliance:

- a. Evidence that each listed employee meets the minimum set standard for their classification.

O

The following salaries are the Minimum Salary Standards for 2017:

	County Equalizing Formula*	Chief Executive	Rec Admin	Recreation Supervisor	Park Supervisor (Foreman)	Office Manager
Cook County	99.31%	\$108,746	\$71,526	\$37,907	\$47,399	\$38,317
DuPage County	98.90%	\$108,298	\$71,232	\$37,751	\$47,204	\$38,160
Kane County	98.58%	\$107,948	\$71,002	\$37,629	\$47,051	\$38,036
Kendall County	99.77%	\$109,256	\$71,862	\$38,084	\$47,621	\$38,497
Lake County	97.16%	\$106,396	\$69,981	\$37,088	\$46,375	\$37,489
McHenry County	99.85%	\$109,340	\$71,917	\$38,114	\$47,658	\$38,527
Will County	100%	\$109,505	\$72,026	\$38,171	\$47,730	\$38,585

Where recreation agencies are located in multiple counties, the highest rate shall apply. For counties not listed above as examples, the recreation agency shall provide DPRAC with the current prevailing wage rates for their county.

NOTE: These salary standards are computed by taking the average (mean) salary paid by those “Distinguished/Accredited” recreation agencies, within the size category, participating in

the most current Salary Survey, and multiplying that number by 80%. Actual figures are updated each year.

**County Equalizing Formula for the most current year - A statewide equalizing formula, based on Illinois Department of Labor county prevailing wage rates, is used to insure equitable comparison among counties. The formula, based on a sample of six trades common to all counties in Illinois, shall establish a county's average wage rate. The trades included in the sample are Carpenter (all), Electric Power (Lineman), Operating Engineer #1 (Bldg.), Painter (all), Plumber (Bldg), and Truck Driver #1 (all). The percentage of deviation from the benchmark county's average wage rate is applied to the designated sample positions to determine equalized county park and recreation minimum salary standards. Actual figures will vary slightly each year.*

4.8.3 Appraisals of Job Performance

Commentary: A sound and systematic plan or program shall be implemented for documented appraisals of job performance for all employees. This evaluation shall be completed a minimum of once per year. Components shall include evaluation of full-time and part time staff; appraisal shall distinguish between full time and part-time; and documented grievance procedures.

Evidence of compliance:

- a. Copy of the plan or program for evaluating employees performance
- b. Copy of evaluation form for full-time employees
- c. Copy of evaluation form for part-time employees
- d. Evidence of evaluations taking place, at a minimum of once a year
- e. Documented grievance procedures

O

4.9 Risk Management Program

Commentary: A risk management program shall be formulated to evaluate the agency's safety procedures, facilities and programs.

4.9.1 Risk Management Representative

Commentary: At least one employee should be designated as the agency risk manager or safety coordinator with appropriate responsibilities.

Evidence of compliance:

- a. Copy of job description designating individual as risk manager or safety coordinator
- b. Evidence of appropriate responsibilities

O

4.9.2 Risk Management Committee

Commentary: The recreation agency shall develop a policy and/or procedure providing for a risk management (safety) committee with appropriate functions, purpose, appointment of members and operation procedures.

Evidence of compliance:

- a. Copy of policy or procedure
- b. Policy or management manual should reflect functions, purpose, membership appointment, and how the safety committee operates.
- c. Copy of minutes reflecting membership attendance and participation

O

4.9.3 Safety Inspections and Meetings

Commentary: The designated risk manager or safety coordinator along with the management (safety) committee will regularly inspect facilities with the documentation and follow-up of deficiencies discovered as a result of the inspection. The designated risk management representative should conduct meetings with the safety committee on a quarterly basis, preferably monthly. Components of the safety committee meetings should include inspection reports, follow up of reports, and minutes of safety meetings.

Evidence of compliance:

- a. Copy of safety committee & risk manager inspections reports of facilities
- b. Documentation of follow up of inspection deficiencies
- c. Copy of agendas
- d. Copy of meeting minutes

O

4.9.4 Safety Policy Statement/Procedure

Commentary: The recreation agency shall develop a safety statement policy and/or procedure signed by the board president and chief administrator and/or by appropriate authority including risk manager or safety coordinator.

Evidence of compliance:

- a. Copy of Statement/Policy

O

4.9.5 Safety Manual

Commentary: The recreation agency shall adopt a comprehensive written and board approved safety manual to include but not limited to policies, standards, practices, and procedures such as safety policies, emergency response procedures, specific safety rules, accident reporting procedures, and a table of contents.

Evidence of compliance:

- a. Copy of manual

- b. Evidence of board approval

O

4.9.6 Employee Knowledge of Safety Policy/Procedure & Manual

Commentary: Both safety policy/procedure and safety manual shall be communicated to all employees, full time, part time, seasonal and volunteers through a documented orientation process. In addition to the orientation for all new employees, there should be an annual review with all full time employees highlighting the salient points of the manual.

Evidence of compliance:

- a. Evidence of orientation process
- b. Evidence of receipt of policy/procedure and manual by employees
- c. Evidence of employee attendance at annual review

O

4.9.7 Written Accident Investigation and Follow Up

Commentary: The safety committee is normally charged with the responsibility of responding to accidents and follow up. As such, the recreation agency should have a written accident investigation procedure delineating the safety committee's obligations. The agency needs to document this process for implementing and for corrections of unsafe acts, conditions, etc.

Evidence of compliance:

- a. Copy of procedure
- b. Evidence of follow-up
- c. Copy of accident form
- d. Meeting minutes should reflect review of accident reports by safety committee

O

4.9.8 Emergency Operations Manual

Commentary: The recreation agency should have an Emergency Operations Manual adopted and in use.

Evidence of compliance:

- a. Copy of manual
- b. Evidence employees have received the manual and it has been reviewed annually with them so they understand the contents
- c. Availability of manual to employees (verify on facility tour)
- d. Evidence of Administrative staff review at least every five (5) years for accuracy

O

V. RECREATION SERVICES

Commentary: The recreation agency shall provide a comprehensive recreation program for its constituency.

5.1 Organizational Structure

Commentary: The recreation agency's structure of authority should reflect its purpose, methods of operation in relation to its resources, and relationship to the community. Organizational structure should have a person directly responsible for recreation services functions.

5.1.1 Recreation Services Management

Commentary: If the agency's chief executive officer does not personally perform the recreation activities management function, a written directive designates the position or component having the responsibility for recreation activities management functions.

Evidence of Compliance:

- a. Organizational Chart indicating position responsible for recreation activities functions
- b. Job description indicating position responsible for recreation activities functions

M

5.1.2 Recreation Management Degree and Experience

Commentary: At least one employee assigned to the recreation services management functions shall have a bachelor's degree, or higher, in park and recreation administration, leisure studies, therapeutic recreation or a related field from an accredited college; CPRP or equivalent certification within the field; and a minimum of three (3) years of recreation management experience.

Evidence of Compliance:

- a. Copy of degree
- b. Copy of employee service/experience record showing three (3) years of recreation management experience
- c. Copy of current CPRP or equivalent certification

M

5.2 Recreation Program Special Needs

Commentary: The recreation agency shall provide programs for all residents of the community with special needs. The agency shall provide a comprehensive inclusion service that allows people with special needs to fully participate in community recreation services along with people without disabilities, through program opportunities for people

with economic hardship, and through the use of inclusion staff and inclusion training of member agency staff etc.

5.2.1 Program Opportunities for People with Economic Hardship

Commentary: The recreation agency shall provide program opportunities for people with special needs in the community to include people with economic hardships.

Evidence of Compliance:

- a. Copy of policy or procedure regarding people with economic hardship
- b. Evidence of use

O

5.2.2 Inclusion

Commentary: The recreation agency shall have a policy and procedure regarding providing inclusion services.

Evidence of Compliance:

- a. Copy of policy on inclusion services, including internal staff responsibilities for inclusion and training of member agency staff on inclusion
- b. Copy of inclusion procedures

M

5.2.3 Inclusion Training for Staff of Other Agencies

Commentary: Staff from each member agency shall be trained on inclusion to better serve the needs of their clients.

Evidence of Compliance:

- a. Agenda/curriculum for training session
- b. Signed roster with agency denoted of those completing inclusion training

M

5.2.4 Non-Resident Policy

Commentary: Special recreation agencies tend to have high numbers of non-residents in their programs. Therefore, the agency should develop a policy regarding non-resident participants in the programs, including fees, transportation, referrals, documentation, etc.

Evidence of Compliance:

- a. Copy of policy regarding non-resident participants in agency programs, including fees, transportation, referrals, documentation, etc.
- b. Evidence of documentation of non-resident participants

O

5.2.5 Community Advocacy and Referrals

Commentary: A special recreation agency often deals with participants who have multiple disabilities and other specialized needs. To better serve these participants, the agency should seek opportunities for community advocacy by providing information and referrals to participants about various other agencies and programs, which may help meet their needs.

Evidence of Compliance:

- a. Copy of policy and/or procedure regarding community advocacy and referrals for participants
- b. Evidence of referral for both residents and non-residents

O

5.3 Comprehensive Year-Round Recreation Programs

Commentary: The recreation agency shall have a policy through which it will provide a variety of year-round recreation programs for all residents within their community.

5.3.1 Policy for Providing Recreation Programs

Commentary: The recreation agency shall have a policy reflecting the agency's philosophy on providing a variety of recreation programs to all residents.

Evidence of Compliance:

- a. Copy of Policy

M

5.3.2 Comprehensive Year-Round Program Opportunities

Commentary: The recreation agency shall provide recreation program opportunities for all residents of the community including, but not limited to: senior adults, adults, young adults, teens, youth, and pre-school children. These year-round program opportunities shall be in a variety of areas including: sports and athletics, creative and performing arts, environmental and outdoor recreation, leisure learning, and special events. Recreation agencies, which cooperate with other community organizations for the provision of program services, shall be considered in compliance with this standard.

Evidence of Compliance:

- a. Copy of brochures or program information
- b. Evidence of program implementation through associated reporting
- c. Evidence of age-range programming through associated reporting
- d. Evidence of program variety through associated reporting

M

5.4 Recreation Statistics

Commentary: The recreation agency shall have a policy or procedure in which statistics are maintained for all programs within the agency. The agency should report this information to the governing board and/or the public.

5.4.1 Maintaining Statistics for Recreational Needs

Commentary: The recreation agency should have a policy or procedure reflecting the agency's goals and purpose in providing and maintaining statistics to assist in the meeting of the recreational needs of the community.

Evidence of Compliance:

- a. Copy of Policy or Procedure

M

5.4.2 Evaluation of Services & Information Reporting

Commentary: Appropriate service statistics should be maintained to plan, interpret and evaluate the recreation programs more adequately. Staff, program participants and facility visitors should evaluate services on a regular basis, and the agency should maintain these statistics. The agency should include participation, satisfaction and performance statistics. Staff should provide information reports to the governing board to inform them of recreation program participation and facility visits.

Evidence of Compliance:

- a. Copy of staff evaluations of programs.
- b. Copy of program participant survey results or evaluations.
- c. Copy of facility visitor survey results or evaluations.
- d. Copy of registration and participation statistics for internal programs
- e. Copy of statistics for member agencies inclusion programs
- f. Evidence of statistical reports provided to the board annually
- g. Copy of staff discussions or action plan based on information in program evaluations

M

5.5 Needs Assessment

Commentary: The recreation agency shall maintain a needs assessment policy or procedure.

5.5.1 Comprehensive Needs Assessment

Commentary: The recreation agency should have an approved policy or procedure so stating the agency's direction and process on obtaining a comprehensive needs assessment.

Evidence of Compliance:

- a. Copy of Policy or Procedure

M

- 5.5.2 Needs Assessment Study to assess and determine the recreation needs and interests of its population.

Commentary: A needs assessment study should be made at least every ten years with interim updating due to population shifts and changing social and economic conditions. The needs assessment should be used to guide the development of the agency's goals and objectives.

Evidence of Compliance:

- a. Copy of Needs Assessment
- b. Copy of reporting of needs assessment to Board and Community
- c. Copy of staff discussions or action plan based on information in needs assessment

M

5.6 Coordinate Recreation Programs and Cooperative Relationships

Commentary: The recreation agency shall develop a policy or procedure which assists the agency in coordinating recreation programs with other related programs within the community and utilizes cooperative relationships with other recreation providers (such as parent-operated youth sports programs or private facilities).

5.6.1 Coordinating Recreation Programs and Cooperative Relationships

Commentary: The recreation agency should have an approved policy or procedure on coordinating recreation programs and utilizing cooperative agreements with other organizations within the community, such as schools, voluntary agencies and religious organizations to provide maximum coverage throughout the community.

Evidence of Compliance:

- a. Copy of Policy or Procedure
- b. Examples of agreements of cooperative relationships

M

5.7 Recreation Planning, Development and Evaluation

Commentary: In addition to the Community Needs Assessment, the recreation agency shall have a policy or procedure in which residents within the community shall have input in the planning, development, etc. of all recreation programs.

5.7.1 Community Input for Recreation Programs

Commentary: The recreation agency should have an approved policy or procedure involving community resident input regarding planning and development of recreation programs.

Evidence of Compliance:

- a. Copy of Policy or Procedure

M

5.7.2 Community Input in Planning and Development

Commentary: The recreation agency should involve residents in the planning and development of programs.

Evidence of Compliance:

- a. Verification of Community Input such as minutes from meetings with residents or public hearings or surveys, etc. (beyond Community Needs Assessment)

M

5.8 Recreation Fees and Charges

Commentary: The recreation agency shall have a policy or procedure on recreation fees and charges.

5.8.1 Recreation Program and Facilities Fees

Commentary: There shall be an established comprehensive policy on recreation program and facilities fees and charges or in lieu of policy an approved fee and charges schedule.

Evidence of Compliance:

- a. Copy of Policy or Approved Fees and Charges Schedule

M

5.9 Behavior Management Policy/Procedure & Training

Commentary: The recreation agency shall have a policy or procedure on “Behavior Management” for their patrons.

5.9.1 Behavior Management Policy Procedure

Commentary: The Behavior Management Policy or procedure is to provide staff with consistent and set procedures to follow when patron behavior disrupts programmed activities or risks patron/staff safety.

Evidence of Compliance:

- a. Policy/Procedure shall list behaviors or actions warranting suspension or removal from agency program.

- b. Time frames of suspensions.
- c. Communication procedure with staff and parents or guardians.
- d. Evidence of Behavior Management training for appropriate staff in the agency.

M

5.10 Code of Conduct

Commentary: The recreation agency should collaborate with affiliate groups providing or facilitating coaches training, participant and spectator codes of conduct.

5.10.1 Code of Conduct

Commentary: The agency should provide, facilitate or require that program participants and spectators are educated and reminded about a code of conduct.

Evidence of Compliance:

- a. Copy of the Code of Conduct
- b. Evidence that program participants have been educated and are familiar with the organizations code of conduct.

O

5.10.2 Staff Training

Commentary: The agency should provide, facilitate or require that staff and volunteers are trained to work competently with the participants in the program in which they are engaged.

Evidence of Compliance:

- a. Evidence staff receives training on the Code of Conduct and appropriate methods of enforcement.

O