



**POLICY**

<b>POLICY:</b>	1.01.001	<b>EFFECTIVE:</b>	June 11, 2025
<b>POLICY NAME:</b>	Policy Framework	<b>CANCELS:</b>	N/A
<b>DIVISION(S):</b>	All	<b>NEXT REVIEW:</b>	02/2030
<b>KEY TERMS:</b>	Policy, Protocol, Procedure, Direction		
<b>APPROVED:</b>	_____		_____
	Name, PC Chair		Name, City Attorney

I. PURPOSE

- A. Define the reason for this policy.

This policy establishes the framework and process for establishing policies, protocols, and procedures (Direction) for the Parks and Recreation Department (Department). The Department formally approves, issues, and maintains in a consistent format all Direction for the Department. The Department must follow the requirements outlined in this document for drafting, approving, revising, and withdrawing Department Direction(s). This policy will allow for Direction documents to be thoroughly reviewed, maintained, and made available to the community to promote compliance, accountability, consistency, and fairness.

II. SCOPE

- A. This policy applies to all Park Commissioners and Department staff.

III. REFERENCES

- A. TBD

IV. DEFINITIONS



- A. Effective date: the date on which the earliest version of the Direction went into effect.
- B. Policy: a written statement that provides direction or a set of rules for staff and/or the public on how the Department conducts business.
- C. Direction name: the official title of the Direction.
- D. Procedure: a written statement that provides for the implementation of an established policy or protocol.
- E. Protocol: a written statement that provides direction on the operation of the Department's programs and services.
- F. Purpose: a statement describing why the Direction exists.
- G. Scope: to whom a policy applies.

## V. DIRECTION STATEMENT

### A. Introduction

- 1. Department Direction(s) align operations, set behavioral expectations, and communicate Direction roles, and responsibilities. Direction(s) have the important task of reaching the intended audience with clear, easy to read, information for the individuals specifically affected by the content. If users understand a Direction, they are more likely to follow it.
- 2. The Department uses a standard Direction template that organizes the information in a consistent manner across all Department Directions/

### B. Direction Types

- 1. There are (3) types of Directions:
  - a. Policy
    - i. A policy is broad in its application and is used to implement or manage a park, a program, or a service.
  - b. Protocol
    - i. A protocol is to assist in the operation of the Department.
  - c. Procedure
    - i. A procedure provides instruction on how to implement a policy or protocol.
- 2. Each Direction type will be assigned a numerical number to assist in the organization of Directions.
  - a. Policy – 1.
  - b. Protocol – 2.
  - c. Procedure – 3.

### C. Direction Organization

- 1. All types of Directions will be organized into Direction sections. These Direction sections will be established to keep Department division or



- programming Direction(s) organized together to make them easier to find. The Direction sections will be:
- a. Administration
 

This section will encompass all Direction(s) associated with the administration of the Department. This could include uniforms, use of parks, capital planning process, or similar items.
  - b. Park Planning & Development
 

This section will encompass all Direction(s) related to the planning for parks, capital improvements, or similar items.
  - c. Park Operations
 

This section will encompass all Direction(s) on the operation and maintenance of park properties, buildings, and facilities.
  - d. Recreation Programs
 

This section will encompass all Direction(s) on recreation programming or recreational use, including fees, refunds, special use permits, or similar items.
  - e. Senior Services
 

This section will encompass all Direction(s) on senior services programming including fees, refunds, or similar items.
2. Each Direction section will be assigned a numerical number to assist in the development of Direction numbers and to manage the organization of the Direction(s)
    - a. Administration – 1.
    - b. Park Planning & Development – 2.
    - c. Park Operations – 3.
    - d. Recreation Programs – 4.
    - e. Senior Services – 5.
  3. Each Direction will be assigned a Direction name that is clear, concise, and consistent with the primary purpose of the Direction.
  4. Each Direction will be assigned a numerical number associated with the order of adoption of the Direction.
  5. The numerical naming convention for the Direction will be:
    - a. Direction Section Number
    - b. Direction Type Number
    - c. Direction Number
  6. The Direction name will follow the Direction number
    - a. 1.1.001 – Policy on Policies
  7. Forms
    - a. Each Direction type will have a unique form that will assist in identifying it as a policy, protocol, or procedure.



- b. Each form will include information in this section (C) from 1 to 6 and the following elements
  - i. Division(s) – to identify which Department division the Direction is applicable to
  - ii. Adoption Date – to identify when it was adopted
    - (1) This date will change if a Direction is changed.
  - iii. Review Date – the date when the Direction will be reviewed to ensure it is legally sufficient and consistent with the Department’s business needs.
  - iv. Key Terms – Meta data analysis to assist users on the Direction
  - v. Signature Lines
    - (1) A line for the entity that has approval authority and one for the city attorney
- D. Establishing Directions
  1. Directions will be established to meet Department business needs. Staff are encouraged to propose Directions to the director for consideration. The Direction type will direct the process to follow for review and adoption.
  2. Park Commission Approval
    - a. All policies will be approved by the Park Commission and the city attorney.
    - b. Approval Process
      - i. Department staff will prepare a draft policy for review by the director and city attorney.
      - ii. Director or designee will present the draft policy at a Park Commission Study Session.
      - iii. Department will provide a minimum of 15 days public review on their website to seek public comment.
      - iv. Park Commission will review public comments and receive public testimony at a Park Commission business meeting.
      - v. If approved, the policy would become effective 30 days after approval, unless otherwise specified by the Park Commission.
      - vi. All approved policies will be signed by the Park Commission chair and the city attorney.
  3. Director Approval
    - a. All protocols and procedures will be approved by the director and the city attorney.
    - b. Approval Process
      - i. Department staff will prepare a draft protocol or procedure for review by the director and city attorney.
      - ii. Director or designee will present the draft protocol or procedure at a Park Commission Study Session.



- iii. The final protocol or procedure will be reviewed and signed off by the city attorney and signed by the director.
- iv. Unless otherwise specified, the protocol or procedure will be effective on the date signed.

#### E. Policy (only) Review

1. Each policy will be reviewed on a regular basis. The standard will be a five-year interval. However, changes in municipal code, Oregon Revised Statutes, or other regulations may require more frequent reviews.
2. Review process
  - a. Department staff will maintain a list of policies and review dates.
  - b. 90 days before the policy is due for a review, staff will review the policy to determine if there are any Department business needs that will require an update.
    - i. If there are updates required, staff will make those proposed changes.
  - c. After staff reviews the policy, it will be forwarded to the City Attorney for review of staff proposed changes and review of other regulations to determine if additional changes are needed.
  - d. Staff will present the policy to the Park Commission at a Study Session to review the proposed changes (if applicable) and review any additional suggested changes.
  - e. Staff will review the policy and any proposed changes with the City Attorney. The City Attorney will review and sign off on the policy prior to submitting it to the Park Commission.
  - f. Staff will bring the reviewed policy to a Park Commission business meeting for review and approval of the policy.
3. Prior adopted policies will be archived per City policy.

#### F. Policy Withdrawal

1. A Department policy may be determined to no longer be applicable or needed to meet the business needs of the Department.
2. Withdrawal process
  - a. The withdrawal process will follow the approval process authority identified in Section D – Establishing Directions
  - b. Upon withdrawal, the policy will be removed from the policy section.
3. Withdrawn policies will be archived per City policy.