

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – ROOM #6
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**PERSONNEL COMMITTEE
AGENDA**

**Tuesday, November 30, 2021
11:00 AM**

Please Note: Under current orders from the Ventura County Health Officer, all individuals, (whether vaccinated or unvaccinated) are required to wear a face covering at all times in indoor public settings and businesses. PVRPD thanks you for your cooperation and understanding.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. RANGER MANUAL**
- 5. PART TIME SALARY SCHEDULE**
- 6. DISTRICT ORGANIZATIONAL CHART**
- 7. UPDATE ON EMPLOYEE RECOGNIZATION COMMITTEE**
- 8. DISCUSSION ITEM: ANNUAL REVIEW**
- 9. ORAL COMMUNICATIONS**
- 10. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: November 30, 2021

SUBJECT: REVIEW RANGER MANUAL

SUMMARY

The intent of this report is to provide the Personnel committee with updated information regarding the Park Patrol/Ranger Program and to discuss potential changes to the use of force and the operations manual as well as provide staff direction as to next steps and/or goal of the Park Patrol Program.

BACKGROUND

The District's Park Patrol/Ranger Program was implemented in 2008. The Park Patrol Program was developed to establish a uniformed presence within our District. The original intent was many fold: 1) to serve as public relations liaison between the District and representatives of the community, 2) to provide a presence of safety and protection for park visitors. 3) to verify park permits, 4) to investigate violations, complaints, trespass/encroachments, and 5) to provide the ability to enforce District ordinances and issue citations and warnings.

The Board approved the Park Patrol Procedures/Operations Manual in March 2010. The purpose of the manual was to provide guidelines to staff regarding the Pleasant Valley Recreation and Park District (District) Park Patrol Program. Rangers for the District are responsible for preserving and maintaining facilities, parks, equestrian trails, and open space lands throughout the District. To provide the best possible outdoor experience for the park visitor, a ranger must be prepared to provide information, enforcement, and maintenance.

Currently, Park Patrol is scheduled during peak hours of operation, late afternoons, weekends, and holidays. Their presence provides park users with an enhanced sense of safety and they serve as a community ambassador for the District.

In 2015 the Board gave staff direction to assess the Park Patrol program along with the manual and potential use of force. Staff worked with the attorney as well as local law enforcement, local prosecutor(s) and court administration on these issues and to determine whether the best course of action is to move the Park Patrol program from an ambassador type program to that of trained peace officers. If the District were to move in the direction of law enforcement, the Park Patrol would have the same powers as the police officers with the ability to cite, gather evidence, preserve

a crime scene, carry weapons, and arrest violators, as provided by the California Penal Code within the District's properties.

ANALYSIS

Currently, Section 103 of the Pleasant Valley Recreation and Park District's (the "District") Ordinance No. 8 Governing Use of Parks, Recreation Areas and Facilities (the "Ordinance") describes the park rangers' primary duties as well as their enforcement authority. The District also maintains a lead park ranger and park ranger job description, listing the essential duties, and necessary qualifications, education, certificates, physical demands, and work environment involved with the position.

After years of discussion and staff changes within the Park Patrol program, we have narrowed the need of the rangers. It has been determined that in order to keep the rangers safe from harm the ability to carry and use pepper spray would assist in keeping the rangers safe. While the use of pepper spray would not cause additional authority for our rangers, it would require that the rangers undergo safety training on the use of pepper spray as well as research any additional training and District liabilities that would be attributed to the Park Patrol/Rnager program.

FISCAL IMPACT

The cost for pepper spray is an average of \$20.00 per cannister, and on-line training is an average of \$40.00 per ranger. Total cost of implementation would be approximately \$600.00 for materials and training only.

RECOMMENDATION

Staff requests that the Personnel Committee review the attached Ranger Manual and provide direction towards the next step.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal 1.5 G.: Evaluate and Provide Necessary Tools

ATTACHMENTS

- 1) Ranger Manual

Pleasant Valley Recreation and Park District
Park Ranger Procedures / Operations Manual

PARK RANGER PROCEDURES / OPERATIONS MANUAL

Pleasant Valley Recreation and Park District
Park Ranger Procedures / Operations Manual

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Pleasant Valley Recreation and Park District
Park Ranger Procedures / Operations Manual

I. PURPOSE

The purpose of this manual is to provide guidelines to staff regarding the Pleasant Valley Recreation and Park District (PVRPD) / (District) Park Ranger Program and Park Rangers (Ranger). Every Ranger is expected to know the information contained in this manual. Sections of the California Penal Code are referred to herein, and Rangers are to familiarize themselves with these Sections.

All policies issued to Park Patrol Rangers are District property and must be returned upon termination of employment with the District.

A Ranger, using this manual as a guide, is expected to do the assigned job in such a manner as to inspire the confidence and respect of the public in the Park Ranger Program.

Rangers for Pleasant Valley Recreation and Park District are responsible for promoting and maintaining an orderly and congenial atmosphere among visitors to the District's, parks, equestrian trails, and open space lands. A lack of preparedness on our visitor's part requires that Rangers be versed in a variety of outdoor skills. To provide the best possible outdoor experience for park visitors, a Ranger must be ready to provide information, and to enforce compliance with the District's ordinances, rules, regulations, and applicable state laws. Visitors to equestrian trails and open space areas are generally not prepared or informed for a wilderness experience. These urban wilderness areas are often more inhospitable than the casual visitor would expect.

The public generally view Rangers in a special light. Pleasant Valley Recreation and Park District wishes to perpetuate that image. To that end, Rangers must be above reproach in their conduct and appearance. The following sections will provide guidelines for conduct and work performance essential to the maintenance of employee safety, efficiency, and integrity.

II. COMPLIANCE WITH RULES AND POLICIES

1. It shall be the duty of every member of the Park Ranger Program to be thoroughly familiar with the guidelines set forth in this manual. Rangers shall conform to and abide by such rules and policies, observe all laws and ordinances, and render their services to the community with enthusiasm, discretion, and loyalty.
2. No Ranger shall commit any act or omission which constitute a violation to the rules or policies of the District.

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III. GENERAL CONDUCT

1. Park Rangers will at all times, on duty or off duty, conduct themselves in such a manner that they will not bring discredit to themselves or the District;
2. No Park Ranger will knowingly violate any rule or ordinance of the District, city, or county, or any state or federal law.
3. A Park Ranger will promote and practice effective public relations at all times while on duty;
4. Maintain good relations with other District employees;
5. Not use language which is threatening or insulting in contacts with the public while on duty;
6. Refrain from accepting or soliciting gifts or bribes;
7. Use District property only in the performance of duties;
8. Accept and perform in a competent manner any special assignment which is not a normal part of the Park Ranger work;
9. Observe domestic obligations concerning family support, credit, indebtedness and the like to the extent that deficiencies in these matters may reflect upon or prevent the performance expected of a Park Ranger;
10. Unless in the process of investigating a crime in conjunction with law enforcement, a Park Ranger will not enter a bar or any other premises or establishment where a Park Ranger's presence in uniform might bring discredit to the District, and
11. A Park Ranger will know the means and procedures for seeking the services of other agencies such as fire, police, sheriff, health, civil defense, ambulance, hospital, and other services which may be needed in emergencies.

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IV. CONDUCT TOWARD OTHERS

Park Rangers will conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves, other units of the District, and the public.

Park Rangers will not intentionally antagonize any person with whom they come in contact, and will treat all persons in a respectful, courteous, and civil manner.

Park Rangers will not at any time, or for any reason, willfully subject any person or animal to cruel treatment or willfully neglect necessary humane action. The penalty for any Park Ranger found guilty of willful inhumanity or oppression toward any person is punishable by a fine not exceeding \$2000 and by removal from office (Cal. Penal Code §147).

In addition, the victim may also bring a civil action against the Park Ranger.

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V. RELATIONS WITH THE PRESS

1. **Release of Information:** Until approval has been given to do so by the General Manager or his/her designee, no Park Ranger will release any information to the press or other news media.
2. **Information on Patrons:** At no time will any information be given to anyone concerning the actions of minors or the actions of anyone in the parks unless the report is given to the police department, sheriff's department or authorized District staff. All members of the press should be referred to the police department, sheriff's department or the Park Superintendent.

VI. PARK RANGER AUTHORITY

In accordance with Public Resource Code, the District "may confer on designated uniformed district employees the power to issue citations for misdemeanor and infraction violations of state law, city or county ordinances, or district rules, regulations, or ordinances when the violation is committed within a recreation facility and in the presence of the employee issuing the citation." (Pub. Resources Code, § 5786.17(c).)

A Ranger's primary duty is to promote and maintain an orderly and congenial atmosphere among park visitors by assisting in providing information to the general public and ensuring compliance with District rules and regulations.

A Ranger's authority is limited to issuance of citations for misdemeanor and infraction violations of District ordinances, rules, regulations, and pertinent laws of the State of California when committed on District Lands and in the presence of the Ranger issuing the citation.

VII. DISCHARGE OF DUTIES

1. Members of the unit shall patrol parks, sports fields, facilities, equestrian trails and open space lands under the care of the Pleasant Valley Recreation and Park District.
2. Rangers in the performance of their duties shall not discriminate against others because of age, race, religion, sex, national origin, or political affiliation.
3. Rangers are required to discharge their duties in a firm but compassionate manner and shall act together to assist and protect each other in maintenance of their duties.

Deleted: The Park Ranger will have the power and authority of a peace officer (CPC Section 830.31) and be charged with the responsibility of enforcing all applicable laws, regulations and ordinances within all recreation areas and facilities, owned, operated or under the jurisdiction of the Pleasant Valley Recreation and Park District. ...

Deleted: In accordance with the State of California Penal Code, Section 830.31(b), "Persons designated by a local agency as park rangers, and regularly employed and paid as such, are peace officers; provided that the primary duty of any such peace officer shall be the protection of park property and preservation of the peace therein." In addition Section 5782.26 of the California Public Resource Code provides that¶ the police appointed or employed by the Board shall have, within the Park District for which they are employed, all the powers of police officers of municipal corporations...

Commented [MCH1]: This should be reviewed for the level of authority as this authority will necessitate an update of the specific job descriptions and practical duties. As worded the job description does not mention the primary duty of protecting District property and preserving the peace.

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4. In carrying out the functions of the unit, Rangers shall direct and coordinate their efforts in such manner as will tend to establish and maintain the highest standard of efficiency.
5. Any Ranger who shall in the performance of his/her official duties display reluctance to properly perform their assigned duties, or who acts in a manner tending to bring discredit upon themselves or the District, or who fails to assume responsibility or exercise diligence, intelligence, and interest in the pursuit of their duties may be deemed incompetent and shall be subject to reduction in grade, suspension, or dismissal from the District. (See PVRPD Employee Policies and Procedures Manual.)
6. Rangers shall have regular hours assigned to them for duty and when not so engaged shall be considered "off duty."
7. A Ranger shall report and take proper action in any situation requiring enforcement action within a reasonable time after arriving on the scene.
8. A Ranger's first line of support is a fellow Ranger. Any Ranger who knowingly fails to answer a call for backup may be subject to disciplinary action, up to and including termination.
9. Park Rangers shall not at anytime willfully subject any person or animal to cruel treatment or willfully neglect necessary humane action. The penalty for any Ranger found guilty of willful inhumanity or oppression toward any person in his/her custody, is punishable by administrative action, which could include dismissal and may be turned over to the County of Ventura District Attorney's Office for prosecution.
10. Rangers are responsible for educating the public regarding proper conduct in the parks. Therefore, enforcement will be low key, escalating only as the situation dictates.

Commented [M02]: Rangers typically work alone so not sure we need this statement in the manual or if this should even be in the manual.

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Commented [M03]: Language is similar to the 3rd paragraph – conduct towards other (4 pg). Information is nearly identical with acceptance of Discharge of Duties.

Levels of enforcement are as follows:

- a. Uniform Presence – The first level of force is a uniform presence. The simple presence of a Ranger in uniform is considered the best way to resolve a situation.
- b. Verbal Contact – The second level of enforcement is verbal contact. Ranger making contact and advising verbally to the subject violating park policy and giving instructions on how to stop the violation. This is done in a calm, non-

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threatening way. A firm word is frequently sufficient to point out the offense and correct the offender's behavior.

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c. Verbal Warning – The third level of enforcement is the verbal warning. Ranger making contact and giving a verbal warning to a subject that is in violation of the policy. The Ranger is to advise the subject of the consequences of not complying with the Ranger's warning and be prepared to follow through with those consequences.

Deleted: It is utilized to inform the visitor he/she is expected to refrain from some activity or suffer certain consequences. Be certain you have the authority to follow through with the threatened consequence....

d. Violation Notice (Citation) – The forth level of enforcement is used to issue a citation. The Ranger following up on his/her verbal warning by issuing a citation. It is the Ranger's discretion to issue a citation when a subject fails to comply with a Ranger's instruction.

Deleted: <#>Expulsion – The fourth level may be accomplished with or without the issue of a citation. The violator is escorted to the park boundary and warned not to return until they agree to adhere to park rules.¶

e. Physical Arrest – The fifth level of enforcement is used as a last resort and must be effectuated by the Camarillo Police Department or other appropriate law enforcement agency.

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11. No Ranger shall solicit any reward for the performance of their duties, nor seek or ask for a gratuity of any kind, individually or collectively, nor shall any Ranger accept such a reward or gratuity if offered.
12. No supervisor shall fail, neglect, or refuse to take action on a potential violation of this manual or any misconduct brought to his/her attention.
13. When writing a citation, the issuing officer is solely responsible for the ticket. Do not be influenced by the opinions of others. If you are called upon to testify in court, you must feel the ticket was correct as written.

VIII. RESPECT AND COOPERATION

1. Rangers shall conduct themselves in a manner that will foster the greatest harmony and cooperation between each other, and all departments/divisions of the District.
2. Rangers shall treat another member of the District or a citizen respectfully, and they shall not publicly criticize any official act of any individual in this or any other department of the District, city, county, state or federal government.
3. Courtesy is a key attribute within a Ranger's job of visitor services. A Ranger must strive to exhibit common courtesy in all dealings with visitors, regardless of the

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provocation to do otherwise. A Ranger must refrain from the use of threatening or insulting language. Courtesy is exhibited through the Ranger's approach to the visitor by:

- a. Choice of words
- b. Tone of voice
- c. Manner of walking or stance
- d. Facial expressions
- e. Use of hands

4. Rangers must project an air of authority, but must be cautious to eliminate any aura of "pushiness."

IX. USE OF HABIT FORMING SUBSTANCES

1. Rangers are examples for the community and must be above reproach in their conduct. Rangers should always avoid such activities as:
 - a. Excessive alcohol use
 - b. Use of illegal drugs
2. No Ranger shall report for regularly scheduled work while under the influence of liquor or drugs or be unfit for work because of their use. The odor of alcohol on the breath will be considered presumptive evidence.
3. If a Ranger on duty is found to be intoxicated or under the influence of a controlled substance, they will be suspended immediately pending results from a drug and alcohol screening, and an investigation by the District.

X. PERSONAL APPEARANCE

1. Rangers should be in their uniforms when representing the District, including giving interpretative talks, court appearances or while on their duty for the day.
2. To perpetuate a positive image to the public, Rangers should be neat and orderly in their appearance. Uniforms (consisting of a patch, badge, radio, gloves, flashlight, and pepper spray / mace) must be kept clean and neat at all times.
3. The Ranger uniform should only be worn while on duty or going to and from work.

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4. While in uniform, a Ranger must be well-groomed and neatly shaven. Extra long hair or untrimmed moustache and beards are not appropriate.
5. Rangers should have their badge attached to their shirt over the left shirt pocket. Rangers should not have any other pins/badges attached to their uniform without the permission of the Park Services Manager or the General Manager.
6. A white crew style t-shirt is to be worn under the uniform shirt. The t-shirt should not have writing on it that can be seen through the uniform shirt.
7. Only black shoes or black boots are to be worn when in uniform.
8. The badge must be worn on the outermost garment.

XI. RECORDS AND COMMUNICATIONS

1. Rangers shall not make false official reports, or knowingly enter, or cause to be entered, any inaccurate, false, or improper information or matter in any department records.
2. Rangers shall not make false statements to a supervisor when questioned or interviewed.
3. It shall be the duty of every Ranger to properly report any information given to him in good faith by any citizen regarding matters which indicate the need for action by the District.
4. No one shall use county communication facilities or District equipment for personal, social, or unofficial purposes.
5. All communications made by Ranger staff must be of a highly professional nature. The ten code should be used to reduce radio traffic whenever possible.
6. Any breach of radio conduct by a Ranger will be subject to disciplinary action.

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XII. OPERATION OF DISTRICT VEHICLES

It is the responsibility of the driver of each District vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with the California Motor Vehicle Code. The driver of the District vehicle is responsible for its safe operation at all times. All District employees are required to use seat belts at all times when operating a District vehicle

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equipped with seat belts. Anyone riding as a passenger/ attendant in a District vehicle is also required to use seat belts. All personnel shall ride only in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time.

When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene. All personnel working in or near traffic lanes shall wear high visibility vests.

If it is not necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots, curbs, etc., whenever possible.

The driver of the vehicle is responsible for the safety of all vehicle operations and managing compliance of this procedure.

Emergency Response

District vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival shall always have priority over unnecessary speed and reckless driving enroute to an emergency incident.

Prompt, Safe Response shall be attained by:

1. Leaving the location in a standard manner
 - a. Enter vehicle in a quick manner
 - b. All personnel on board, seated, and seatbelts on
 - c. Vehicle doors fully closed
 - d. Using vehicle mirrors, ensuring no one is behind the vehicle and it is safe to operate the vehicle
2. Driving defensively and professionally at reasonable speeds.
3. Knowing where you are going.

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Emergency Response Criteria

1. Do not exceed the maximum posted speed limit
2. Observe posted speed limit when entering intersections with green light

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3. Observe complete stop at all red lights and stop signs.

XIII. PEPPER SPRAY USE POLICY

The use of Pepper Spray is considered to be a Non-Deadly defensive tool. Pepper Spray is a chemical, with an active ingredient derived from the Cayenne pepper plant. Exposure to Pepper Spray in aerosol form has physiological effects including inflammation and swelling of the mucus membranes of the eyes, nose, and throat, and involuntary closure of the eyes. Rangers, who have completed the required training and have PVRPD approval, are authorized to carry and use Pepper Spray as a self-defense measure while on duty. Occupational use of the Pepper Spray must be in accordance with the guidelines and procedures set forth in this document. Pepper Spray is considered an available self-defense option to facilitate a Ranger's ability to withdrawal from an assault by a person or attack by an animal.

Authorization

1. Only Rangers who have completed the required training are authorized to carry Pepper Spray.
2. The PVRPD will supply the Pepper Spray canister to the Rangers.
3. Training will be performed by an approved instructor. Training will include review of this policy and procedures document, the instructions accompanying the Pepper Spray canister, and California Penal Code section 22810. Rangers must demonstrate a thorough understanding of these items in order to receive authorization to carry Pepper Spray. Training will also include test deployment of the Pepper Spray canister.
4. Rangers are only authorized to carry and use Pepper Spray canisters approved and issued by the PVRPD. The use of any other Pepper Spray equipment or product is expressly prohibited, except under exigent circumstances, which must be justified and documented as soon as is practical under the circumstances. The purpose of this procedure is to ensure adequate district control over what Pepper Spray its Rangers use. The "exigent circumstances" provision allows for the rare situation where a Ranger may have to rely on an additional supply of Pepper spray from another law enforcement organization, or outside supplier, and may not have sufficient time to properly inventory it.
5. PVRPD will control and document the issuance of every Pepper Spray canister procured, including the brand, model, serial number, date of issue, purpose of

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issuance (personal defense, or training), and names and signatures of the issuing individual, and person to whom it is issued. This procedure provides for inventory control and documentation of all Pepper Spray products procured by the District. The distribution of Pepper Spray canisters with intact safety tabs ensures that only new and unused canisters are issued.

Usage Criteria

1. Pepper Spray may be used for self-defense when a Ranger reasonably believes that it is necessary to protect him or herself from an imminent physical threat posed by a person, or an animal. Pepper Spray may be used to incapacitate a person attempting an assault or an attacking animal, in order to avoid physical harm, and facilitate escape from danger.
2. Once the assailant or attacking animal is incapacitated, the use of Pepper Spray is no longer justified.
3. Use of Pepper Spray shall strictly be a defensive measure. If a person strikes or assaults a Ranger then ceases the assault and retreats or is removed from the scene so as not to pose a further threat to the Ranger's safety, the Ranger may not pursue and use the Pepper Spray against the individual.

Reporting Criteria

It is the policy of the District to account for, and document, the discharge of Pepper Spray by personnel in the performance of their duty.

1. After any discharge of an issued Pepper Spray canister, regardless of the amount and whether intentionally, or accidentally, in the performance of a Ranger's duties, where a person or animal was affected by the discharge, the Ranger issued the Canister will submit the canister as evidence and submit an incident report outlining the reason for the discharge.
2. If the discharge was accidental and no person or animal was affected, or if the discharge was for training, or to test the device, the Ranger will submit a discharge Memorandum.
3. Any intentional use of Pepper Spray shall be reported to the supervisor on the day of the incident, either by phone or in person. A written incident report shall be completed by the end of the work day or shift.

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4. Submitting all Pepper Spray canisters, as evidence, where there has been an intentional discharge, or an incident report in the case of an accidental discharge, provides the necessary chain of custody and documentation as for any other evidence. It also ensures that Pepper Spray canisters have been controlled as evidence as a matter of policy prior to any question or allegation that arises over their use. Most importantly, the Pepper Spray canisters are then available for scientific examination of the remaining contents should such an examination be necessary. The amount of expended Pepper Spray can be objectively and conclusively determined by calculating the quantity of the remaining content and subtracting that from the initial volume as established by manufacturer specifications.
5. After a Pepper Spray canister has been submitted into evidence either in house, or to an outside law enforcement agency, a new and unused canister will be issued as a replacement as soon as practical. Issuing new and unused Pepper Spray canisters ensures the District, and the Rangers using the Pepper Spray for personal defense, the ability to control and document each and every usage.
6. Pepper Spray canisters that have been held for evidentiary purposes will not be destroyed or returned to inventory for training purposes until the associated case has been officially concluded, and there is no longer a requirement to retain it.

Inspection and Replacement

1. Pepper Spray equipment shall be maintained in an operational and charged state by authorized employees or vendors.
2. Employees are responsible for following the manufacturer's instructions for care and storage of Pepper Spray equipment.
3. Employees are responsible for requesting a replacement of a damaged, inoperable, or empty device.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: November 30, 2021

**SUBJECT: CONSIDERATION AND REVIEW OF 2022 PART TIME
SALARY SCHEDULE WITH MINIMUM WAGE IMPACT**

SUMMARY

The Personnel Committee along with District staff have been reviewing the California Minimum Wage increases since April 2016. In the upcoming year minimum wage will increase to \$15.00 per hour.

BACKGROUND

In April of 2016 Governor Jerry Brown signed into legislation Senate Bill (SB) 3 which raised minimum wage from \$10.00 in 2016 to \$15.00 in 2022. This year marks the end of scheduled increases, beginning in 2023 minimum wage will be determined by the United States Consumer Price Index for Urban Wage Earners and Clerical Workers and dependent upon the State Budget.

CA Minimum Wage	
2016	\$10.00
2017	\$10.50
2018	\$11.00
2019	\$12.00
2020	\$13.00
2021	\$14.00
2022	\$15.00
2023	\$15.00 + Index

The District has been addressing the compaction within the part time salary listing as well as reviewing the impact on our various full-time positions. Over the past seven years staff has eliminated or combined close to fifteen positions due to minimum wage.

ANALYSIS

In 2022 the minimum wage increase will affect nine of our ten part time positions.

	2021 Current Rates		2022 Proposed Rates	
OFFICE ASSISTANT	\$14.00	\$14.64	\$15.00	\$18.00
HUMAN RESOURCES GENERALIST	\$14.25	\$16.97	\$15.00	\$18.00
ADMINISTRATIVE SERVICE WORKER	\$14.00	\$50.00	\$15.00	\$50.00
RECREATION LEADER	\$14.00	\$14.03	\$15.00	\$18.00
SENIOR LEADER	\$14.70	\$18.30	\$15.75	\$18.90
LIFEGUARD	\$14.70	\$15.75	\$15.75	\$18.90
AQUATIC CENTER ASSISTANT MANAGER	\$16.17	\$18.27	\$17.33	\$20.80
PARK RANGER	\$23.12	\$27.54	\$23.12	\$27.54
LANDSCAPE/CUSTODIAN I	\$14.00	\$14.00	\$15.00	\$18.00
LANDSCAPE/CUSTODIAN II	\$14.00	\$15.82	\$15.00	\$18.00

FISCAL IMPACT

At this time staff can only provide an educated guess of the fiscal impact, this is due to COVID-19. In the 2020/2021 Fiscal Year the District employed 22 Lifeguards and 7 Recreation Leaders, combined these two classifications worked a total of 4,057 hours. The increase in minimum wage will result in an additional \$4,250 in base salary.

RECOMMENDATION

Consider and review the 2022 part time salary schedule with minimum wage impact.

STRATEGIC PLAN COMPLIANCE

Strategic Plan Goal 5.1: Position the District to attract and retain high-quality employees.

ATTACHMENTS

- 1) 2022 Part Time Salary Schedule

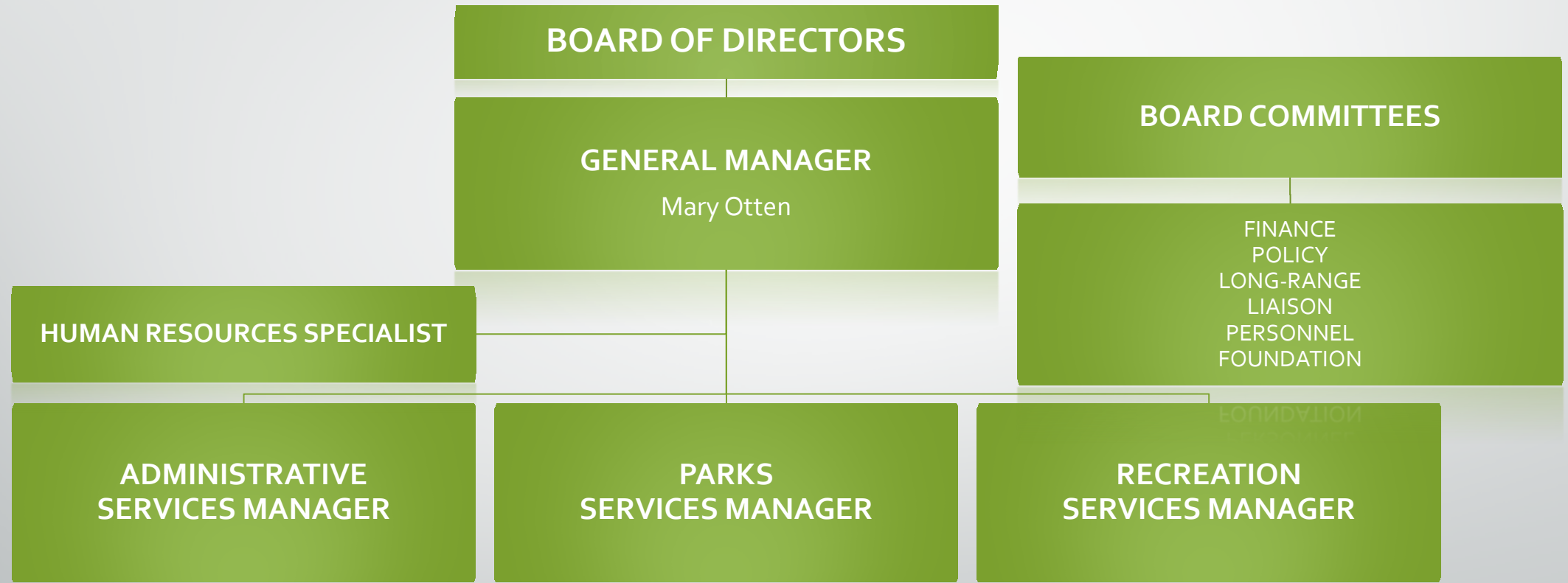


PART TIME SALARY SCHEDULE

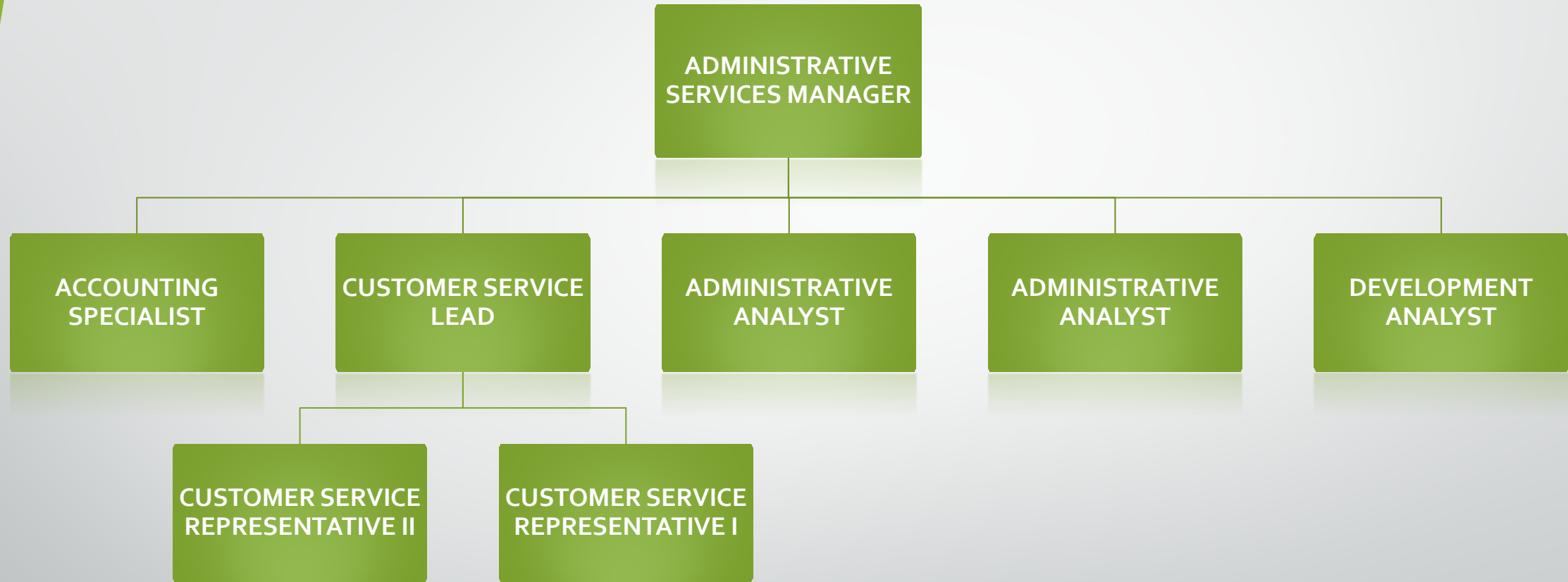
(TEMPORARY, SEASONAL, AND RESTRICTED)

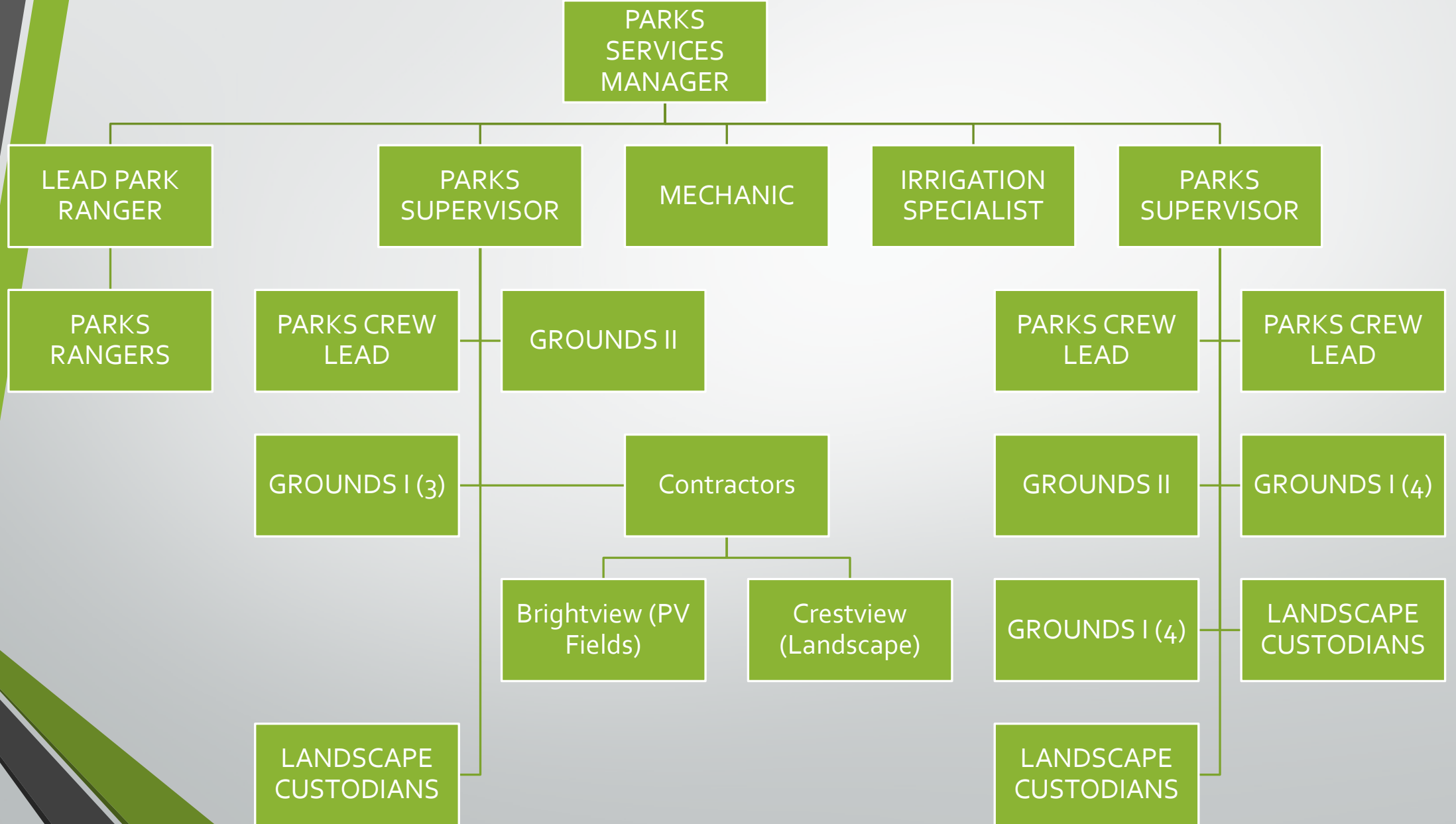
	2022 Proposed Rates	
OFFICE ASSISTANT	\$15.00	\$18.00
HUMAN RESOURCES GENERALIST	\$15.00	\$18.00
ADMINISTRATIVE SERVICE WORKER	\$15.00	\$50.00
RECREATION LEADER	\$15.00	\$18.00
SENIOR LEADER	\$15.75	\$18.90
LIFEGUARD	\$15.75	\$18.90
AQUATIC CENTER ASSISTANT MANAGER	\$17.33	\$20.80
PARK RANGER	\$23.12	\$27.54
LANDSCAPE/CUSTODIAN I	\$15.00	\$18.00
LANDSCAPE/CUSTODIAN II	\$15.00	\$18.00

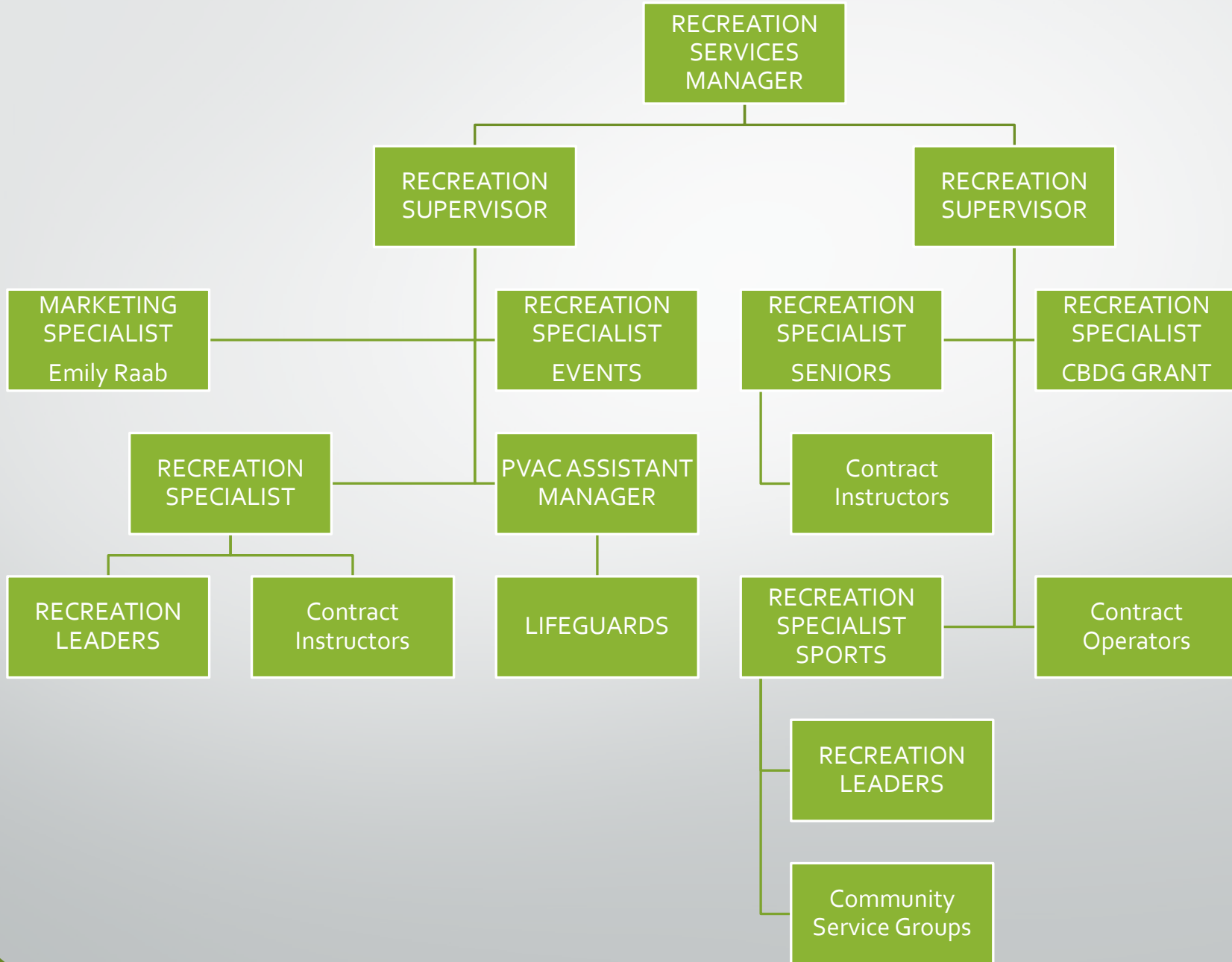
Pleasant Valley Recreation and Park District



Pleasant Valley Recreation and Park District







PVRPD Abbreviated Staff Assignments

Management Staff

General Manager

- Administers the District's parks and Recreation programs.
- Directs through subordinates the planning, scheduling, and coordination of all District activities.
- Develops, implements and maintains strategic, fiscal and capital improvement plans for the District.
- Prepares and monitors budgets and prepares special reports as required.
- Formulates and interprets policy and procedures for Board review and approval.
- Coordinates the activities of the District with those of other public and private jurisdictions.
- Develops policies, procedures and priorities to meet established goals and objectives, as set by the Board of Directors.

Administrative Services Manager

- Supervise the administrative functions of the District by selecting, overseeing, and evaluating various administrative employees.
- Prepare new budget files for District, communicate expectations, provide budget restrictions, review draft budgets, make recommendations, monitor budget appropriations throughout the year, prepare Administration Division budget, present budget amendments for Board approval, schedule budget workshops, and help prepare annual District Budget and related charts.
- Provide District Financials to staff and the Board of Directors on regular basis and report on the investment portfolio of the District.
- Review the risk management and insurance programs, administers investment and cash flow management programs, including District petty cash fund.
- Supervise accounting, accounts payable, payroll operations, purchasing, maintaining general ledger, protects financial security by following internal accounting controls and reports employee counts to the US Department of Labor on a monthly basis.
- Develops policies, procedures and priorities to meet established goals and objectives, as set by the Board of Directors.
- Coordinate the District's business management functions, acting as liaison with Board members, co-workers, supervisors, other governmental agencies, elected and appointed officials, community groups and the public-at-large.

Parks Services Manager

- Plans, directs and coordinates the alteration, repair, and maintenance of buildings, grounds, open space operations and the enforcement of District ordinances.
- Develops and recommends long-range operations and maintenance programs to include evaluation of capital plans.
- Analyzes and determines future materials and human resource needs for capital projects and determines types, methods and cost of repairs to existing sites.
- Makes recommendations for building or repair projects and coordinates the implementation of new construction or park improvement projects, interpreting building plans and specifications to do so.
- Prepares annual budget, requests for the funding of buildings and grounds maintenance, and controls expenditures.
- Maintain records of work requests, projects scheduled and all phases of project work.
- Ability to provide policy-level consultation on District Parks matters. Ability to exercise considerable judgment in planning for future parks development.

Recreation Services Manager

- Supervises the admin functions of the Recreation Department.
- Oversee, Review, and Evaluate programs, activities, special events, within the District.
- Develop and implement market driven initiatives, District policies and procedures, and recommend board of directors initiatives.
- Oversee/prepare calendar of events, including newsletters, activity guides, newsletters, public relations announcements.

Administrative Staff

Administrative Analyst

- Serves as Clerk of the Board, publishes administrative records such as resolutions, ordinances, board minutes, agendas.
- Prepares Requests for Proposal, representing the district, analyzes bid results.
- Conducts studies relating to the activities and operation of district; conducts surveys, research and statistical analysis.
- Write and prepare grants; manage funds, track expenditures, complete grant required reports.
- Assist in the budget development process and budget monitoring activities, collect and analyze financial data.
- First line Information Technology support for district staff.

Development Analyst

- Develop and manage district marketing strategies and promotions campaigns; coordinate district wide understanding of mutual marketing and advertising.
- Collaborate with the Foundation for Pleasant Valley Recreation and Parks.
- Represents district/foundation when requesting donations, funds or support from businesses.
- Develop and lead the fund development, marketing strategies to meet the goals and objectives of both the Pleasant Valley Recreation and Park District as well as the Foundation.
- Build collaborative relationships and maintain communication to develop an understanding of the operational needs and expectations of key departments, the District's role in the community at large, and the goals of the individual program areas.

Accounting Specialist

- Prepare and process payroll.
- Perform accounts payable functions from receipt of invoice through the release of payment.
- Participates and assists in the preparation of comprehensive reports to assist the Administrative Manager with the preparation of yearly budgets.
- Complete all tax paperwork associated with payroll and independent contractors.
- Prepare and/or audit bank reconciliations.

Human Resources Specialist

- Ensure compliance with applicable federal, state and local employment laws.
- Perform accounts payable functions from receipt of invoice through the release of payment.
- Recruitment of personnel, including publishing, tracking applications, and on-boarding of new hires.
- Benefit administration; represent the district when working with insurance brokers; maintain enrollment compliance; assist employees with enrollment.
- Produce/maintain district employment policies and procedures; interpret, apply and explain policies and procedures to employees or members of the public
- Labor management; represent the district in negotiations, grievances, disciplinary actions, one of the points of contact for personnel attorneys.

Customer Service Representative

Lead

- Plan, organize and review the work of CSR's.

- Attend Board meetings, serve as recording secretary, maintain meeting minutes and agendas.
- Handles the more difficult and complex procedural problems at the front counter.
- Ensure CSR staff is up to date on current district practices, policies and procedures.

CSR I/II

- First point of contact for public providing appropriate information and directing customers to the appropriate area/individual.
- Take payments for classes, events, sports and other district related transactions; verify daily transactions, receipts, checks, and cash; prepare daily bank deposits.
- Perform general clerical duties for district staff; assist in gathering information for public records requests.

Recreation Staff

Recreation/Aquatic Supervisor

- Supervise assigned employees and volunteers, interview and train new employees; address employee complaints and resolve personnel issues, including monitoring and providing statistics on staff productivity.
- District representative for all recreation related topics; maintain relationships with staff, community service groups, board of directors, general manager.
- Advocate and work closely with citizens and other service providers.
- Plan, implement, schedule and evaluate special events and activities; analyze funding and participation in these events.
- Prepare and provide input into district policies and procedures including research, preparing board reports and presenting to the board for approval.
- Prepare and maintain budget for assigned departments.

Recreation Coordinator

- Initiate, direct, coordinate and supervise a variety of recreational activities.
- Plan, prioritize, assign, supervise and review the work of assigned staff responsible for providing recreation programs; provide responsible staff assistance to the division supervisor; prepare and present staff reports and other necessary correspondence.
- Procure equipment and supplies as required for assigned program; coordinate with management and other public and private agencies in procuring materials and equipment for program use.
- Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.

- Coordinate various recreation programs; develop event schedules and supply appropriate staffing levels; attend scheduled events and assess program fulfillment of community needs.
- Plan, organize and supervise a variety of age-specific recreation activities and special events; solicit sponsorships for various special events; follow-up with potential supporters as appropriate.

Recreation Specialist

- Under supervision assures that areas of responsibility are performed within the budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determine work procedures, prepares work schedules for part-time staff, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Develop and conduct assigned programs and activities to achieve goals within available resources; trains, motivates and evaluates assigned part-time staff, reviews progress and recommends changes as needed.
- Interpret recreation service to public and participates in community meetings and organizational planning.
- Promote interest and provides information regarding programs to community officials, other recreation officials, community service groups, other departments/divisions, and the general public.

Parks Staff

Park Supervisor

- Supervise assigned employees and volunteers, interview and train new employees; address employee complaints and resolve personnel issues, including monitoring and providing statistics on staff productivity.
- District representative for all parks related topics; maintain relationships with staff, community service groups, board of directors, general manager.
- Advocate and work closely with citizens and other service providers.
- Negotiate contracts and purchase orders for price, delivery, payments and warranty.
- Prepare and provide input into district policies and procedures including research, preparing board reports and presenting to the board for approval.
- Prepare and maintain budget for assigned departments.

Park Maintenance Lead

- Lead, plan, train, and review the work of a crew responsible for maintaining park grounds and recreational facilities.

- Supervise the use of and operate a variety of tools and equipment; perform general maintenance duties including refueling, changing oil, and lubricating parts, make minor adjustments and conduct equipment inspections as necessary.
- Plan, direct, and participate in a variety of plant maintenance and landscape duties including trimming shrubs, pulling weeds, mowing and edging lawns, raking recreation areas, watering the plants and sweeping.
- Oversee and schedule the maintenance and installation of park irrigation systems.
- Oversee the application of herbicides, pesticides and fertilizers; ensure compliance with the established safety procedures.
- Oversee the inspection and ensure the safety of various park facilities including, playgrounds, soccer fields, buildings, tennis courts, and ball fields.

Grounds Facilities I/II

- Performs general grounds and landscape maintenance functions such as mowing, edging, watering, weeding, fertilizing, sodding, raking and cultivating; maintains flowers and shrubs; performs pesticide and herbicide spraying as assigned; ball field prep (draft and line fields); manually waters brick dust infields to provide suitable surface for play.
- Operates construction and maintenance equipment and power tools such as a dump truck, tractor, mowers, edgers, weed whips, chainsaws, pruners and blowers; maintain hand and power tools and assigned equipment; conduct equipment inspections and perform preventive maintenance on equipment.
- Maintain the cleanliness of assigned District buildings; empty trash receptacles; dust and clean offices, clean interior and exterior windows and glass doors; disinfect and clean restroom areas; sweep, scrub, strip, wax, seal and buff floors, vacuum and shampoo carpets.
- Perform maintenance on park facilities; including touch-up painting, minor carpentry, plumbing and other repair activity.

Irrigation Specialist

- Installs, maintains and repairs automatic and manual irrigation systems.
- Maintains and repairs decorative fountains, drinking fountains and associated pumps, motors and filters.
- Inspects new and proposed park and facility developments to ensure proper layout of irrigation system; as required make recommendations to Park Supervisor and /or Park Superintendent for modifications and/or changes.
- Performs maintenance and repair on sprinkler heads, valves and related equipment.
- Maintains and conducts minor repair on electronic controller boxes to ensure proper functioning; may be required to lay conduit and connect wiring from main source to controller.
- Maintains tools and equipment as required.

- Operates mechanical and manual equipment incidental to the installation and maintenance of irrigation systems.

Mechanic

- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- Perform skilled maintenance and repair duties involving repairs to gasoline and diesel powered automotive, heavy and light construction, and other power-driven equipment.
- Diagnose, repair and/or replace components including generators, distributors, relays, lights, switches, and high voltage light systems; repair, adjust and replace brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors, hydraulic and air brakes.
- Inspect, diagnose and locate mechanical difficulties on a variety of gasoline or diesel-powered District vehicles and equipment, using state of the art electronic equipment.
- Diagnose, maintain and repair electrical systems components, ignition systems, computers, alternators, high voltage power generators, starters and batteries.
- Diagnose, maintain, repair and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears, chain drives and propeller shafts.
- Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.

Lead Park Ranger

- Responsible for compliance with Ordinance 8, District policies and procedures. In conjunction with the Park Services Manager, in reference to responsibility of the security and safety within the Park Patrol Program ability to analyze security and safety practices and procedures and to alert staff of any changes
- Explains and interprets rules and other applicable regulations to patrons of the District's park and recreational facilities; and ensures compliance with those rules and regulations.
- Lead, plan, train and review the work of subordinate personnel; assist and add input to evaluations of park rangers.
- Protects park patrons and park employees against unruly elements.
- Investigates and takes the necessary action on disturbances, violations of park rules and other applicable regulations, and investigates accidents and injuries and hazardous conditions.
- Works with other law enforcement agencies where a situation is beyond the Park Patrol's control or expertise (i.e., drug violations), and works with police agencies in

other areas of law enforcement that occur in the parks and facilities where assistance is required.