

Hesperia Recreation and Park District

Policy Manual of Organization and Operation



Table of Contents

1.00	THE NATURE OF RECREATION	1-1
2.00	PURPOSE OF THE HESPERIA RECREATION AND PARK DISTRICT	2-1
3.00	DISTRICT FACTS	3-1
3.01	Board of Directors.....	3-1
3.02	Staff	3-1
3.03	Population.....	3-1
3.04	Area.....	3-1
4.00	THE BOARD OF DIRECTORS.....	4-1
4.01	Board of Directors.....	4-1
4.02	Board Values	4-1
4.03	Powers and Duties.....	4-1
4.04	Board and Management Travel Reimbursement Policy	4-3
4.05	Meetings.....	4-4
4.06	Officers	4-7
4.07	Committees.....	4-7
4.08	Public Ceremonies	4-8
4.09	Board Member Communication.....	4-8
4.10	Outgoing Board Member Procedure	4-9
4.11	Hesperia Area Recreation District (HARD) Foundation Board Appointment/Reappointment Process	4-9
5.00	CONFLICT OF INTEREST CODE.....	5-10
6.00	RECORDS RETENTION DISPOSAL AND STORAGE POLICY.....	6-1
6.01	Purpose.....	6-1
6.02	Records Retention.....	6-1
6.03	Records Storage.....	6-2
6.04	Records Disposal.....	6-2
7.00	POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION.....	7-1
7.01	Harassment and Abusive Conduct.....	7-1
7.02	Forms of Harassment	7-1
7.03	Reporting Procedures and Investigations.....	7-2
7.04	Federal and State Agencies	7-3
7.05	Discrimination and Equal Opportunity Employment	7-3
7.06	Retaliation.....	7-4
7.07	Training to Recognize and Address Sexual Harassment and Bullying.....	7-4
7.08	Sexual Harassment Training Requirement.....	7-4

8.00	BOARD MISCONDUCT	8-1
9.00	DISTRICT FINANCES AND PURCHASING.....	9-1
9.01	Annual Budget	9-1
9.02	Procedures for District Disbursements and Accounts	9-1
9.03	Expenditures up to \$10,000.00	9-1
9.04	Expenditures in Excess of \$10,000.00 and Less than \$25,000.00	9-2
9.05	Provisions.....	9-2
9.06	Construction Projects	9-2
9.07	Bid Process	9-3
9.08	Procurement	9-3
9.09	Prohibited Purchase and Sales.....	9-3
9.10	Emergency Purchasing	9-4
9.11	Real Property Purchases	9-5
9.12	Participating Purchases.....	9-5
9.13	Financial Reports	9-5
9.14	Fiscal Year	9-5
9.15	Leases/Contracts	9-5
9.16	Special Services and Equipment.....	9-5
9.17	Sole Source Purchases	9-6
9.18	Surplus Property	9-6
9.19	Blanket Purchase Orders	9-7
9.20	Investment Policy	9-7
9.21	Fixed-Asset Capitalization	9-12
9.22	Signers on Hesperia Recreation and Park District, and Hesperia Area Recreation District Foundation Bank Accounts	9-13
10.00	PERSONNEL POLICIES	10-1
10.01	Policy Determination	10-1
10.02	Selection of District Personnel	10-1
10.03	Salary Range and Classification	10-1
11.00	REGULATIONS GOVERNING USE OF PARKS, RECREATION AREAS, AND FACILITIES.....	11-1
12.00	STREET LIGHTING POLICY.....	12-1
12.01	District Goals	12-1
12.02	Priorities	12-1
12.03	The recommended guidelines for street lights are:.....	12.03-1
13.00	GENERAL AND AUTOMOBILE LIABILITY	13-1
13.01	Claims Against the District	13-1
14.00	POLICIES AND PROCEDURES GOVERNING USE OF PARKS, RECREATION AREAS, AND FACILITIES.....	14-1

14.01	Applicability	14-1
14.02	Insurance Requirement for District Facility Use	14-1
14.03	Building Regulations	14-3
14.04	Provide a Cleanup/Damage Deposit	14-4
14.05	Facility Prior Usage	14-5
14.06	Facility Use/Rental Regulations.....	14-5
14.07	Security Requirements	14-5
14.08	Park and Facility Title	14-6
14.09	Class/Program Refunds	14-8
14.10	Trip Refunds.....	14-8
14.11	Authorized Enforcement	14-9
14.12	Violation – Penalty	14-9
14.13	Facility Fees and Charges	14-9
14.14	Park and Facility Areas Designated for Consumption of Alcohol.....	14-9
14.15	Regular User Agreements (Resident User Groups).....	14-10
14.16	Building Capacity Limits.....	14-10
14.17	Use of District Equipment	14-10
14.18	Participant Release Forms	14-12
14.19	Incident Reporting Procedure.....	14-12
14.20	Citizen Concerns.....	14-13
14.21	Exceptions in Policy	14-13
14.22	Storage of Supplies and Equipment.....	14-13
14.23	Entry Fees and Charges	14-14
14.24	Hesperia Lake Refunds.....	14-14
14.25	Cell Phone/2 Way Radio Care and Use	14-15
14.26	Child Abuse Reporting	14-15
14.27	Nonresident Policy	14-16
14.28	Mandatory Fingerprint Policy	14-17
14.29	Fingerprint Policy for District Users.....	14-17
14.30	Media Policy	14-19
14.31	Email Use	14-19
14.32	Social Media.....	14-26
15.00	DISTRICT/PARK RULES.....	15-1
15.01	Attachment E includes the following Posted Rules and Handouts.	15-1
16.00	ATTACHMENTS –	16-1
16.01	List of Attachments	16-1
17.00	APPENDICES.....	17-1
17.01	List of Appendices.....	17-1

18.00	POLICY MANUAL REVISIONS	18-1
1.00	THE NATURE OF RECREATION	18-1
2.00	PURPOSE OF THE HESPERIA RECREATION AND PARK DISTRICT	18-1
3.00	DISTRICT FACTS	18-1
4.00	THE BOARD OF DIRECTORS	18-1
4.11	Hesperia Area Recreation District (HARD) Foundation Board	
	Appointment/Reappointment Process.....	18-1
5.00	CONFLICT OF INTEREST	18-1
6.00	RECORDS RETENTION DISPOSAL AND STORAGE	18-1
7.00	SEXUAL HARASSMENT/HOSTILE ENVIRONMENT	18-1
8.00	ACTIONS REGARDING BOARD MISCONDUCT	18-2
9.00	DISTRICT FINANCES AND PURCHASING.....	18-2
10.00	PERSONNEL POLICIES	18-2
11.00	REGULATIONS GOVERNING USE OF PARKS, RECREATION AREAS AND FACILITIES	18-2
12.00	STREET LIGHTING POLICY	18-2
13.00	GENERAL AND AUTOMOBILE LIABILITY	18-2
14.00	POLICIES AND PROCEDURES GOVERNING USE OF PARKS, RECREATION AREAS AND FACILITIES	18-2
15.00	DISTRICT/PARK RULES	18-2
16.00	ATTACHMENTS.....	18-3
17.00	APPENDICES	18-3

1.00 THE NATURE OF RECREATION

Recreation is a leisure time activity voluntarily engaged in for its own sake which contributes to the physical, mental and moral development of the individual participating therein, and may include any activity in the fields of music, drama, art, handicrafts, science, literature, nature study, camping, aquatics, low organized games, sports and athletics, in addition to activities incorporating informal play. Recreation may be an individual experience or one shared with a small or large group. It may be organized or unorganized, commercial or noncommercial, and under private or public auspices. Recreation is cast today in a greater role than ever before since it is the principal opportunity of many people for active living.

Recreation is a vital and significant segment of living and is essential in a democratic society. It is the prime responsibility of every community to plan an adequate recreation program to meet the needs of all people regardless of age, sex, race, creed, or economic status. Wholesome recreation opportunities provided adequately and attractively throughout the year, contribute to the health, safety, mental development and social adjustment of citizens, are a powerful force in prevention of delinquency; and support the prosperity of the community.

Community recreation, sometimes called public recreation, is the provision by a governmental agency of organized recreation. It is available to all people; is financed primarily by taxation and fees, and includes the establishment, operation, conduct, and maintenance of program services, areas and facilities.

A recreation program must have the assistance of the citizens of the community in the role of leadership, if the full benefits of a worthwhile leisure program are to be attained. Participation by citizens and youth in planning recreation programs is essential.

2.00 PURPOSE OF THE HESPERIA RECREATION AND PARK DISTRICT

The purpose of the Hesperia Recreation and Park District is to provide a well-rounded, wholesome program of leisure time activities for all the people residing within the District. This shall be accomplished by acquisition and development of Recreation and Park Areas and facilities; the development of recreational programs; construction and maintenance of Recreation and Park facilities; and cooperative efforts with other agencies and groups in the area which provide like services.

The District has a secondary purpose to provide street lighting service within the boundaries of the District. This service is provided by funds from the District's Landscaping and Lighting Assessment District No. 1 which was passed by the Board of Directors on July 27, 1989.

3.00 DISTRICT FACTS

3.01 Board of Directors

The Board is responsible for setting policy.

As of the date of this manual, November 9, 2016, the Board Members are as follows:

Bob Chandler

Jose Gonzalez

Jack Hamilton

Michael Limbaugh

Rebekah Swanson

3.02 Staff

Staff carries out Board policy through the General Manager (appointed by the Board) and the Administrative Manager, appointed by the General Manager.

The present General Manager is Lindsay Woods and the Administrative Manager is Shiella Abreo.

3.03 Population

As of the 2010 Census the population is 90,173.

3.04 Area

The District covers approximately 100 square miles.

4.00 THE BOARD OF DIRECTORS

4.01 Board of Directors

The Board of Directors consists of five elected Directors. Each Director shall serve a four (4) year term and be elected by the eligible voting residents of the District. In the event there is a vacancy on the Board and that term of office has not expired, then the vacancy may be filled by appointment by the remaining members of the Board for the balance of the unexpired term.

Two of the Directors terms will run concurrently, which the remaining three Directors terms will run concurrently. Elections are in even years. Election and appointment of Directors shall comply with the Special Districts Election Code and Public Resources Code, State of California.

4.02 Board Values

At the Hesperia Recreation and Park District we believe, and together we will exemplify, the following values:

- (A) We are entrusted to serve the public and are responsible for carrying out the District mission for the benefit of the community.
- (B) We are committed to providing excellent service to all those we serve.
- (C) All individuals are unique and important and will be treated with fairness, dignity, and respect.
- (D) We take pride in our work and are accountable and trusted to carry out our responsibilities safely with honesty and integrity.
- (E) Initiative, leadership, personal development, and training are vital for us to continually improve.
- (F) Open communication, cooperation, and teamwork are shared responsibilities and essential to the successful performance of our work.
- (G) We are committed to creating an inclusive work environment, which reflects and supports the diversity of our community and enriches our perspectives.

4.03 Powers and Duties

- (A) The Board of Directors shall establish policies for the operation of the District. The Board of Directors shall provide for the faithful implementation of those policies which is the responsibility of the employees of the District (Reference Public Resources Code 5784).
- (B) A majority of the total number of Board Members (i.e. 3 of 5) shall constitute a quorum for the transaction of business. The Board of Directors shall act only by ordinance, resolution, or motion, except as otherwise specifically provided to the contrary in this chapter, a recorded majority vote of the total membership of the Board of Directors is required on each action. The Board of Directors shall keep a record of all its acts, including financial transactions.

The Board appoints staff through the General Manager to carry out its policies. In additions to the requirements of state law, the Board of Directors shall adopt rules for its proceedings. (Reference Public Resources Code 5784.13)

- (1) Individual Board Members or a group of Board Members representing less than a quorum of the Board shall not imply nor express any commitment of the Board or District outside of a Board Meeting.
- (2) Directors shall not direct staff nor be involved with day to day operation of the District. If approached by District personnel concerning specific District policy, Directors should direct the inquiries to the General Manager.
- (3) Directors shall not be involved with program supervision or positions that place supervising responsibility of employees or volunteers on them.
- (4) Board Members shall conduct themselves with dignity, shall treat other Board Members and District Staff with courtesy, shall respect the rights of other Board Members to give opinions, shall listen attentively and respond appropriately in a professional manner, give first priority to the needs and best interest of the District, and emphasize the positive. Differing viewpoints are healthy in the decision making process. Directors do not represent a fractional segment of the community, but are rather, a part of the body that represents and acts for the community as a whole. Once the Board of Directors take action, Directors should commit to supporting the collective Board action, and not create barriers to the implementation of said action. Board Members should use the District mission statement and the vision and core values as a general basis and focus when developing and considering future policy.
- (5) Board Members shall focus on the issues not the personalities, respect differing points of view, disagree without being disagreeable, and once the Board has acted, support the action of the Board.
- (6) The needs of the District's constituents should be the priority of the Board of Directors. Board Members shall refer all concerns and complaints directly to the General Manager, report public health and safety concerns immediately to the General Manager, and seek clarification and information from the General Manager on all matters related to the operation of the District.
- (7) Board Members shall respect the confidentiality appropriate to issues of a sensitive nature.
- (8) No Board Members shall violate the confidentiality of closed session items and discussions.
- (9) Directors shall not serve as volunteers for the District.
- (10) As described in #46 of the definition section of the Personnel Manual/Employee Handbook: Persons that assist in one day, or limited programs...are not volunteers of the District...
- (11) The Board President can form a Program Ad-Hoc Committee with a minimum of two (2) Directors to meet, review, and advise with the General Manager or appointee on that program.

- (C) Stipend: The Board of Directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred fifty dollars (\$150.00) for attending each meeting of the Board or a business meeting of a special districts' coordinating group to which the Board of Directors has appointed one of its members. The Board of Directors, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation received for attending meetings of the Board. The maximum compensation in any calendar month shall be one thousand, five hundred dollars (\$1,500.00). For the purpose of this section, a meeting of the Board of Directors included, but is not limited to, regular meetings, special meetings, closed sessions, emergency meetings, Board field trips, District public hearings, meetings of a committee of the Board or special district coordinating group business meetings. (Reference Public Resources Code 5784.15). A member of the Board may determine whether or not to seek compensation. In addition, during some months a Board Member may attend fewer than five (5) meetings.
- (D) Ethics Training: Directors are responsible for arranging for and attending ethics training and for providing evidence of timely completion of such training to the Clerk of the District. As required by AB 1234.
- (E) Sexual Harassment Training: AB 1825 requires employers with 50 or more employees to provide 2 hours of training and education to all supervisory employees every two years. Directors are also responsible for completing AB 1825 training and providing evidence of timely completion of such training to the Clerk of the District.

4.04 Board and Management Travel Reimbursement Policy

Definition of "District-Related Travel": Any District-authorized travel on behalf of the District to attend meetings, trainings, or conferences. District authorized travelers are responsible for being knowledgeable and complying with the following policy.

The District Board of Directors sets the following rates for Lodging and Meals and Incidental Expenses (M&IE) for Board Members engaging in District-related travel. These rates adjust annually and are specific to the area to which the Board Member is traveling. The Board has adopted per diem rates for simplicity of administration.

Notwithstanding anything to the contrary receipts are required to be submitted by all travelers for all District business related reimbursement in compliance with Govt. Code 53232.3.

- (A) Lodging and M&IE Per Diem Rates

- (1) Rates - The District will utilize the per diem rates found on the GSA website for the County and City where the meeting or training is being held, or the closest to that location, US Government General Services Administration (GSA) website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
 - (2) The District representative must use the conference rate at the conference hotel if available. If the conference rate is not available, the General Manager or his/her designee will find a non-conference hotel at a rate as similar as possible to the conference rate. The District will make all lodging arrangements and pay directly for such lodging. The District representative may be required to provide a personal card for incidentals.
- (B) Meals and Incidental Expenses (M&IE)
- (1) The M&IE rates include:
 - (a) Payment only for the District representative's expenses such as meals, non-alcoholic drinks, taxes, and tips.
 - (b) Incidentals - e.g., tips for baggage carriers, bellhops, and room cleaners.
 - (i) Travelers may include the daily incidental amount when determining the maximum M&IE rates. Gratuities for baggage carriers, porters, and hotel staff (bellhops and room cleaners), as well as ATM fees, bank fees, and check cashing fees are included in the daily incidental amount.
 - (2) Pursuant to state law, District Representative(s) will not be reimbursed for:
 - (a) Meal expenses exceeding the maximum meal rate specified in this policy.
 - (b) Any portion of the per diem that covers meals that also are provided as part of the conference fees, unless there is a business or health reason for an alternate meal.
 - (3) Per Diem checks will be issued to the traveler two weeks prior to the date of travel and will be available for pick up at the District during business hours.
 - (4) Travelers must submit all receipts and return unused per diem funds within fifteen business days upon their return.

4.05 Meetings

All meetings of the Board of Directors are governed by the Brown Act (Government Code Section 54950 et. seq.). They shall be open and public, and all persons shall be permitted to attend any meeting of the Board, except as otherwise provided in this manual or specified by law.

- (A) Regular Meetings - Regular meetings of the Board of Directors shall be held on the second Wednesday of each month at 7:00 p.m. at Lime Street Park Community Center, Hesperia, California. If a meeting falls on a holiday, it will be rescheduled.

- (B) Adjournments; Adjourned Meetings – The Board of Directors may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from regular meeting, the Clerk or Secretary of the Board of Directors may declare the meeting adjourned to a stated time and place and she/he shall cause written notice of the adjournment to be given in the same manner as provided in Section 54956, Government Code.
- (C) Special Meetings – A special meeting may be called at any time by the President of the Board of Directors, or by a majority of the members of the Board, by delivering personally or by mail, written notice to each member of the Board and to each local newspaper of general circulation, radio or television station requesting notice in writing.
Such notice must be delivered personally or by mail in the time frame specified by the Brown Act. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings. Attendance at the meeting waives any defect in the notice.
- (D) Closed Sessions – The Board of Directors may conduct a closed session during a regular or special meeting as specified by the Brown Act. Typical examples are: Personnel evaluations, actual or threatened litigation, and real property purchase negotiations.
- (E) Quorum – A majority of the number of Directors shall be necessary to constitute a quorum for the transaction of business, except to adjourn as provided. Every act or decision done or made by a majority of the Board of Directors shall be regarded as the act of the Board of Directors, unless a greater number required by law. A quorum is 3.
- (F) Meeting Business – The order of business at regular, adjourned or special meetings shall be established by the President of the Board. Any matter proposed for the agenda by a Director of the Board to the President shall be placed on the agenda.
- (1) Agenda – an agenda for all meetings will be sent or delivered to the members as specified by the Brown Act.
The regular meeting agenda will be set at noon on Thursday prior to the Wednesday meeting. All persons wishing to place an item on the agenda should contact the District Office prior to the above deadline. All requests should be made in writing and should include as much informational material as possible. The Board of Directors may add to the regular meeting agenda by motion of the Board of Directors and must have a 4/5ths Board approval before adding to the agenda, and the item must be of such nature that it must be acted upon immediately and cannot wait for the next regular meeting.
 - (a) Procedure: The Board President and the General Manager should be notified prior to the beginning of the meeting regarding emergency items to be added, if possible.

- (b) Public Speaking on Agenda Items: A time will be set aside at the meeting for anyone wishing to speak on an item. There is a time limit of 5 minutes per speaker.
 - (c) Public Requests for Agenda: Residents and taxpayers may request a copy of the agenda be sent to them. Request should be made in writing to the District Office pursuant to the Brown Act.
 - (d) Public Requests for Expanded Agenda Information: Courtesy copies of Expanded Agenda Information may be requested by following the procedure outlined in (5).
 - (e) Procedure for receiving Expanded Agenda Information:
 - (i) Make a formal request in writing to the District Office pursuant to the Brown Act.
 - (ii) Following receipt of the written request, the Expanded Agenda will be sent at the time the expanded agenda packets are available to the Board.
- (2) Minutes – A minute book of open session meetings shall be kept and the record must embrace every act done or ordered to be done, the names of the Directors present, and the “ayes” and “noes” on any and all propositions and resolutions. The record may also contain the main points of discussion, pro and con, leading up to the final decision of the Board of Directors. All pertinent information on memos from the General Manager may be added as attachments to the official minutes. The minutes will also show:
 - (a) The time and place of the meeting.
 - (b) Whether the meeting was regular or special. If a special one, its purpose, how it was authorized, and action taken.
The minute record of each meeting may be read at the next meeting. After approval by the Board, it shall be signed by the Secretary of the Board. The approved signed minutes shall be filed in a permanent binder.
 - (c) No minutes of Closed Sessions will be kept.
- (G) Parliamentary Procedure and Rules – Meetings shall be governed by Robert’s Rules of Orders, Revised where not in conflict with these rules and applicable provisions of state law, including but not limited to the Government Code. Notwithstanding any rules of parliamentary procedure, the presiding officer may make motions and vote in the same way as others. District Policy does not supersede Brown Act Law or any other applicable laws.
- (H) District Board Voting Policy – In an effort to accurately maintain the record of District business a roll call vote will be conducted on all action items by the Board. When the roll is called on any motion, any member present who does not vote in an audible voice shall be recorded as “AYE.”
- (I) Action by Consensus – The Board by consensus and without formal action may give directions and instructions to the General Manager. The President shall determine if a Board consensus has been reached and note consensus direction to the Board Secretary. Should any two Board Members challenge the President’s determination of consensus, a voice vote shall be taken. A

formal motion may be made to pace a disputed directive on a future Board agenda or take some other action such as referring the matter to the General Manager for review and recommendations.

- (J) Maintaining Order – No person shall be allowed to disrupt the Board or Committee Meeting. The Board President shall have the authority to bar disruptive persons from giving public comments or to order the removal from the Board Room. Any necessary and reasonable actions may be taken by the Board President to maintain order and allow the meeting to continue.

4.06 Officers

The officers of the Board of Directors shall be President, Vice President and Secretary/Clerk.

- (A) Annual Election of Officers – at the regular meeting of the Board of Directors in December of each year, there shall be elected the officers herein above provided for. Elected officials shall assume their duties immediately following their election.
- (B) President – It shall be the duty of the President to preside at all meetings of the Board of Directors, appoint committees, call special meetings when they may be deemed advisable, execute documents and papers on behalf of the Board of Directors, and act as Liaison Officer for the Board, the President shall carry out the directives, if any, of the Board.
- (C) Vice President – In the absence or disability of the President, the Vice President shall have all his/her duties, and shall call special meetings of the Board if the President refuses to do so.
- (D) Secretary – The Secretary shall keep, or cause to be kept, full and complete records of the proceedings of the Board of Directors. The Secretary of the Board shall also be the Clerk of the Board and shall perform all the duties imposed by law upon the Clerk.
The Secretary may not be a member of the Board of Directors.

4.07 Committees

- (A) Standing Committees – The following standing committees shall be appointed by the President of the Board of Directors in December of each year:

**Personnel
Foundation
Tri-Agency
Safety & Security
Finance**

- (1) Each standing committee shall be chaired and vice-chaired by a member of the Board of Directors.
 - (2) The General Manager *or his designee* shall attend all committee meetings.
- (B) Standing Committee Duties

(1) Personnel:

To study and make recommendations concerning the following:

- (a) Personnel policies on annual salary increases and employee benefits.
- (b) Position descriptions.
- (c) Affirmative Action Policies.
- (d) Employee grievances when necessary.

(2) Foundation:

- (a) To attend Foundation meetings.
- (b) To act as liaison between HARD Foundation and District Board of Directors.

4.08 Public Ceremonies

The President or their designee shall represent the District in public ceremonies.

4.09 Board Member Communication

Routine communication between the District Office and Board Members shall be by fax, email or other agreed and effective means. In general it's expected that Board Members shall communicate with the District via phone or email. Board members should refrain from using any communication method that may result in a violation of the Brown Act.

Board Member Interaction with Staff:

- (A) Communication path - The general path of communication shall be Board to the General Manager then General Manager to staff. The General Manager may delegate the communication directly to the Board member or Staff member for particular issues only.
- (B) Non-Interference with Staff - Individual Board Members shall not interfere with or direct District staff nor use District facilities in such way that the action is unreasonable or interferes with the operation of the District.
- (C) Simple Information Requests - Individual Board members may make simple information requests of staff, through the General Manager. A simple information request is one that would take the General Manager, District staff or counsel one (1) hour or less to complete in the view of the General Manager.
- (D) Substantial Information Request - A substantial information request is made through the General Manager and one that would take the General Manager, District staff, or counsel more than one (1) hour to complete in the view of the General Manager. Individual Board members may place a substantial information request item on any future agenda to request substantial information or to add an item on a future agenda. The request shall be

made during Board Member comments section and shall be done by consensus of the Board.

4.10 Outgoing Board Member Procedure

The procedure for recognizing an outgoing Board Member will be as follows:

Outgoing Board Members will be presented with an 8"X10" plaque at the Member's last meeting in recognition of their service to the District and their Community.

4.11 Hesperia Area Recreation District (HARD) Foundation Board Appointment/Reappointment Process

- (A) All five (5) board positions will serve at the discretion of the Hesperia Recreation and Park District (District) Board of Directors.
- (B) HARD Board Members will be appointed or reappointed prior to the expiration of a regular term so that they are available to serve at the first meeting after the expiration of the prior term.
- (C) Potential HARD Board Member candidates must be prepared to commit to a four (4) year term of office.
- (D) The Board Members shall be designated, selected, and removed by the Board of Directors of the Hesperia Recreation and Park District. At the beginning of each term of a Hesperia Recreation and Park District Director, said Director shall select a candidate from an open pool being that of HARD Foundation Members with expressed continued interest, and members of the public at large. If a Board Director does not have a designated candidate, they may choose to open the selection process with a public notice posted on the District and Foundation website at least fifteen (15) calendar days prior to the date on which appointments will appear on the agenda.
- (E) Notwithstanding, all Members must be domiciled within the boundaries of the Hesperia Recreation and Park District and/or Hesperia Recreation and Park District Sphere of Influence.
- (F) A majority of the total District Board may at any time remove an appointed HARD Foundation Member. The item must be placed on an open session Board Meeting.

5.00 CONFLICT OF INTEREST CODE

The Board of Directors of the Hesperia Recreation and Park District, the General Manager, the District Attorney, the District Treasurer and all other District officials who manage public investments are included in and governed by this Conflict of Interest Code only with respect to its disqualification provisions. For purposes of disclosure, the Board of Directors of the Hesperia Recreation and Park District, the General Manager, the District Attorney, the District Treasurer and all other District officials who manage public investments, as defined by 2 Cal. Code of Regs. 18720, are subject to the statutory conflict of interest provisions of Article 2 of Chapter 7 of the Political Reform Act of 1974 (Government Code Section 87200 et seq.) and must file Form 700 Statements of Economic Interests. (Regs. 18730 (b) (3)). See ATTACHMENT A for the District's current Resolution regarding the District's Conflict of Interest Code

6.00 RECORDS RETENTION DISPOSAL AND STORAGE POLICY

6.01 Purpose

The purpose of this Document Retention Policy ("policy") is to provide guidelines to staff regarding the retention, disposal, and storage of records of the Hesperia Recreation and Park District ("District"); provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

6.02 Records Retention

The District shall retain, store, and dispose of its records in accordance with this policy, the provisions of Government Code sections 60200 through 60203, and local government records management guidelines prepared by the Secretary of State.

- (A) The following records shall be maintained permanently in their original form in the District's files:
- (1) Records that relate to the formation change of organization or reorganization of the District.
 - (2) Ordinances and resolutions of the Board of Directors.
 - (3) Documents received from the San Bernardino County Tax Assessor's office relating to the collection of District taxes, fees and charges.
 - (4) Ballot arguments for and against District bond issues.
 - (5) Results of bond propositions received from canvassing bodies.
 - (6) Results of elections for the office of a member of the Board of Directors received from a canvassing body.
 - (7) Records of and receipts for bank securities.
 - (8) San Bernardino County Employees' Retirement Association (SBCERA), Public Agency Retirement Services (PARS).
 - (9) Records relating to real property in which the District has an interest, such as deeds, easements, dedications, encroachment permits and rights of way, and other documents of title.
 - (10) Maps, surveys, and records showing District boundaries and parcels within the District.
 - (11) Proposition 218 protests and assessment district ballots.
 - (12) Bond and insurance policies insuring District property and assets.

Except for the categories of records identified above, original documents may be converted to digital or photographic media and the originals destroyed. To the

extent permitted by law, the District shall use technology solutions to minimize the creation of paper files and records and to minimize the future workload in digitizing paper files for archive purposes.

- (B) The District must retain the following records, regardless of any different Records Retention Schedule as to any identified record or records specified below:
 - (1) Any District record that is the subject of a pending request made under the Public Records Act (Government Code §§ 6250 – 6276.48) until the District has either (a) complied with the request, or (b) waited at least two years after the record was withheld and written notice denying the request was provided to the requestor;
 - (2) Documents related to pending public works not accepted by the District or to which a stop notice claim may be legally presented;
 - (3) Documents related to any non-discharged District debt; and
 - (4) Any document that has not yet fulfilled the administrative, fiscal, or legal purpose for which it was created or received by the District.

6.03 Records Storage

All of the records referenced in this policy shall be maintained at the District's administrative offices located at 16292 Lime Street, Hesperia, and Ca 92345 or at such other repository that the District may designate from time to time.

6.04 Records Disposal

The District may dispose of the following records at any time, without maintenance of a copy:

- (A) Duplicates, the original or a permanent photographic record of which is on file;
- (B) Rough drafts, notes and working papers prepared or kept by any employee or accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document, including but not limited to meter books after the contents thereof have been transferred to other records;
- (C) Cards, listings, non-permanent indices, and other papers used for controlling work and transitional files including letters of transmittal and similar records;
- (D) Canceled coupon sheets from registered bonds; and
- (E) Shorthand notebooks, telephone messages and inter-departmental notes.

The District Manager, or his/her designee, may destroy and discard, by any permanent method that protects the confidentiality of any privileged or

confidential information contained therein, any District record after the expiration of the applicable retention period described in the Records Retention Schedule see ATTACHMENT B. The District shall maintain list, by category, of the types of records destroyed or disposed of that reasonably identifies the information captured in the records in each category.

7.00 POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION

7.01 Harassment and Abusive Conduct

- (A) The District does not tolerate any type of harassment against applicants for employment, employees, or independent contractors on the basis of race, gender, gender identity or expression or genetic information, sex, color, religion, ancestry, national origin, age, sexual orientation, marital status, pregnancy, political affiliation, military or veteran status, family care leave status, physical or mental disability, medical condition, or any other category protected by state or federal law ("protected category"). The District also prohibits harassment based on the perception that an employee, applicant, or independent contractor has the characteristics of someone in a protected category or is associated with a person who has or is perceived as having the characteristics of someone in a protected category.

7.02 Forms of Harassment

- (A) Harassment includes, but is not limited to, the following conduct expressly or impliedly based on, motivated by, or related to one or more of the above listed categories, e.g., age, etc.:
- (1) Verbal (oral or written) forms of harassment: Epithets, derogatory statements, comments or slurs, innuendos, jokes, or stereotypical statements based upon a person's age (40 and above), ancestry, color, disability (mental and physical) including HIV and AIDS, marital status, national origin, medical condition (cancer/genetic characteristics), race, religious creed, sex, or sexual orientation of persons.
 - (2) Physical forms of harassment: Assault, impeding or blocking movement, or any physical interference with normal work or movement, destruction or tampering with property, or threats of the same, when directed at an individual or group on the basis of age (40 and above), ancestry, color, disability (mental and physical) including HIV and AIDS, marital status, national origin, medical condition (cancer/genetic characteristics), race, religious creed, sex, or sexual orientation of persons.
 - (3) Visual forms of harassment: Derogatory posters, cartoons or drawings, illustrations, graphics, or display of physical things, based on age (40 and above), ancestry, color, disability (mental and physical) including HIV and AIDS, marital status, national origin, medical condition (cancer/genetic characteristics), race, religious

creed, sex, or sexual orientation of persons.

- (4) Sexual Harassment: The definition and forms of harassment discussed above apply to sexual harassment. Given the sometimes unique nature of sexual harassment, such harassment is additionally defined to include, but is not limited to unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact, leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters, making sexual comments about an individual's body, using sexually degrading words to describe an individual, assault or impeding or blocking movements, and other unwelcome verbal, visual, or physical conduct of a sexual nature when:
- (a) Submission to such conduct is made either an explicit or implicit condition of employment; or,
 - (b) Submission to or rejection of such conduct is used as the basis for an employment decision affecting the harassed employee; or,
 - (c) The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. This includes such things as: sexual innuendos; suggestive comments; sexual oriented teasing or jokes; teasing, jokes, or statements of a negative stereotypical nature based upon sex; suggestive or insulting sounds, jokes or gestures.

7.03 Reporting Procedures and Investigations

- (A) The District treats reports of harassment and sexual harassment seriously. Any individual who believes he or she has been the victim of harassment as described above, whether or not they have chosen to confront the person harassing or discriminating against them and whether or not they have requested that the harassment or discrimination stop, may report the harassing or discriminatory behavior to: 1) his or her Supervisor; 2) if the complaint is against the Supervisor, to the General Manager; 3) at any time to the Human Resources/ Administrative Manager.
- (B) Should an employee or individual not be comfortable with reporting alleged harassment to the above-mentioned individuals, they are encouraged to talk to any supervisor with whom they feel comfortable discussing the situation.
- (C) Prompt action will be taken in the event of alleged harassment. The District will investigate the complaint in the most confidential manner possible. During the investigation, some or all of a complaint may

need to be disclosed to potential witnesses, as well as the alleged offending party, in order to fully evaluate and address the complaint.

7.04 Federal and State Agencies

Anyone who believes he or she has been harassed has the right, in addition to any other rights provided in this policy, to contact the California Department of Fair Employment and Housing (the DFEH) at (800) 884-1684, or (213) 439-6799, or www.dfeh.ca.gov, or the United States Equal Employment Opportunity Commission (the EEOC) at (800) 669-4000, (213) 894-1000, or www.eeoc.gov.

7.05 Discrimination and Equal Opportunity Employment

- (A) The District is an equal opportunity employer and makes employment decisions on the basis of merit. All persons shall be granted the opportunity to seek, obtain, and hold employment without discrimination as provided by state and federal laws. No official or employee of the District shall discriminate on the basis of any of the following categories: race, gender, gender identity or expression or genetic information, sex, color, religion, ancestry, national origin, age, sexual orientation, marital status, pregnancy, political affiliation, military or veteran status, family care leave status, physical or mental disability, medical condition, or any other protected category.
- (B) The District complies with all applicable federal, state, and local laws governing non-discrimination and employment of persons with disabilities. It is the District's policy not to discriminate or allow discrimination against qualified individuals with disabilities or any member of a protected class concerning application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment including, but not limited to: hiring, referral, placement, promotion, discipline, termination, layoff, reappointment, transfer, leave of absence, or compensation.
- (C) An individual who believes he or she has been discriminated against should file a report consistent with the Reporting Procedures for harassment claims identified above.

7.06 Retaliation

It is illegal to harass someone because they have complained about discrimination, filed a charge of discrimination, intend to report a discrimination charge or have participated in an employment discrimination investigation or lawsuit. Whether or not the original claim of discrimination is substantiated, any such retaliation against an employee is a violation of our policy. False reporting of discrimination is also a violation of policy.

7.07 Training to Recognize and Address Sexual Harassment and Bullying

- (A) The state of California requires all political or civil subdivisions, which includes cities and all governmental or quasi-governmental entities, such as boards, commissions, local agencies, and special districts to provide all employees who perform supervisory functions with training designed to instruct them on the prevention of discrimination, sexual harassment, and abusive conduct in the workplace. As of January 1, 2015, “abusive conduct” for training purposes includes conduct which generally would be considered “bullying:” conduct with malice that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests.” Examples of “abusive conduct” include:
 - (1) Repeated infliction of verbal abuse, such as derogatory remarks, insults, and epithets;
 - (2) Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; and
 - (3) Gratuitous sabotage or undermining of a person’s work performance. Such abusive conduct could occur as part of sexual harassment or unassociated with an individual in a protected category.
- (B) Employers are required to provide two hours of training to each supervisory employee, within six months of becoming a supervisor and every two years thereafter.

7.08 Sexual Harassment Training Requirement

See 4.03.E.10

8.00 BOARD MISCONDUCT

The following procedures shall be followed when any member of the Board reasonably believes that another member of the Board has engaged in misconduct or has failed to act in the best interests of the District. The procedures shall not be effective in any case in which non board member seeks redress for alleged misconduct by a Board Member. While the Board has discretion in deciding the actions it may choose to take in response to a complaint, this policy provides definitions and procedures related to three types of actions: admonition, sanction, and censure.

- (A) Admonition is the least severe form of action. An admonition may typically be directed to all members of the Board, reminding them that a particular type of behavior is not in the best interests of the District, and that, if it occurs or is found to have occurred, could make the members subject to sanction or censure. An admonition may be issued in response to a particular action or actions, although it would not necessarily have to be triggered by a complaint of misconduct. An admonition may be issued by the Board prior to any findings of fact regarding any complaint, and because it is a warning or reminder, would not necessarily require an investigation or separate public hearing to determine whether a complaint is true.
- (B) Sanction is the next most severe form of action. Sanctions should be directed to a particular member of the Board based on a particular action (or set of actions) that is determined to be misconduct but is considered by the Board not to be sufficiently serious to require censure. A written action may be based upon the Board's review and consideration of a written complaint. The member accused of such misconduct will have an opportunity to provide a written response to the complaint. A sanction may be issued by the Board, and, because it is not punishment or discipline would not necessarily require an investigation or separate public hearing.
- (C) Censure is the most severe form of action in this policy. Censure is a formal statement of the Board officially reprimanding one of its members. It is a punitive action, which serves as a penalty imposed for misconduct, but carries no fine or suspension of the rights of the member as an elected official. Censure should be used for cases in which the Board determines that the misconduct is a serious offense. In order to protect the overriding principle of freedom of speech, the Board shall not impose censure on any of its members for the exercise of his or her First Amendment right, no matter how distasteful the expression was to the Board of the District. However, nothing herein shall be construed to prohibit the Board from collectively condemning and expressing their strong disapprobation of such remarks.

- (D) Referral to District Attorney – At any point during any of the processes hereinafter described, the Board may refer the matter, as appropriate, to the San Bernardino County District Attorney for investigation. Prior to following such referral, the Board may proceed with any of the actions described in this policy.

9.00 DISTRICT FINANCES AND PURCHASING

9.01 Annual Budget

The General Manager shall submit a preliminary budget to the Board not later than June of each year for the ensuing fiscal year. Committee recommendations shall be submitted to the Board of Directors. On or before July 1 of each year the Board of Directors shall publish a notice, at least one time, in at least one newspaper of general circulation in the District stating: (1) that the preliminary budget has been adopted and is available for inspection at the District office, (2) that on a specified date, not less than two weeks after publication of the notice, the District Board will meet to adopt the final budget, and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items, in accordance with section 5788.1 of the Public Resources Code and section 6061 of the Government Code.

9.02 Procedures for District Disbursements and Accounts

- (A) Payroll – The General Manager shall approve the bi-weekly payroll.
- (B) Operating Account – An operating account shall be used to pay claims on the District for District activities. This account shall have a revolving amount of \$25,000.00. The General Manager shall present a claim for reimbursement from the General Fund to the Board of Directors. This claim is handled in the normal manner for “Claims for Payments – Warrants”.
- (C) “Claims for Payment – Warrants” – All other payments shall be made through the “Claims for Payment” or warrant system of the County of San Bernardino.

Claims under \$500.00 or for Recreation Activities Contractor Instructors may be audited and approved by the General Manager and approval ratified by the Board of Directors.

All other claims shall be prepared and certified by the General Manager and then presented to the Board of Directors for approval.

9.03 Expenditures up to \$10,000.00

The General Manager may purchase materials or supplies or award any contract for a sum not exceeding \$10,000.00 without approval of the Board of Directors, providing such expenditures are within budgetary limitations and are not cumulative in nature.

9.04 Expenditures in Excess of \$10,000.00 and Less than \$25,000.00

The General Manager may purchase materials, supplies or award contracts for a sum in excess of \$10,000.00, in accordance with the following provisions of the Public Resources Code. Expenditures not itemized in the District Budget shall be approved by the Board.

9.05 Provisions

The provisions of this article shall apply to contracts by recreation and park districts as provided in the Recreation and Park District Law, Chapter 4 (commencing with Section 5780) of Division 5 of the Public Resources Code.

9.06 Construction Projects

- (A) All contracts for new construction estimated to cost in excess of twenty-five thousand dollars (\$25,000 to \$100,000.00 informal bidding process approved by the Board, in excess of \$100,000.00 formal bidding process also approved by the Board) shall be let to the lowest responsive bidder after competitive bidding.
- (B) All contracts for alterations, maintenance, or repairs estimated to cost in excess of twenty-five thousand dollars (\$25,000 to \$100,000.00 informal bidding process approved by the Board, in excess of \$100,000.00 formal bidding process also approved by the Board) shall be let to the lowest responsible/responsive bidder after competitive bidding.
- (C) All contracts for materials and supplies not related to new construction, alterations, maintenance, or repairs estimated to cost in excess of twenty-five thousand dollars (\$25,000 to \$100,000.00 informal bidding process approved by the Board, in excess of \$100,000.00 formal bidding process also approved by the Board) shall be let to the lowest responsible/responsive bidder after competitive bidding.
- (D) The District may purchase in the open market without calling for bids, materials and supplies estimated to cost less than twenty-five thousand dollars (\$25,000 to \$100,000.00 informal bidding process approved by the Board, in excess of \$100,000.00 formal bidding process also approved by the Board) for use in the work either under contract or by force account.

9.07 Bid Process

- (A) The District shall publish notice inviting bids for any contract for which competitive bidding is required at least one time in a newspaper of general circulation in the District at least one week before the time specified for receiving bids. The notice shall distinctly state the work to be done.
- (B) In its discretion, the Board of Directors may do any of the following:
 - (1) Reject all bids and re-advertise.
 - (2) By a four-fifths vote, elect to purchase the materials or supplies in the open market.
 - (3) By a four-fifths vote, elect to construct the building, structure, or improvement by force account.
- (C) In the case of an emergency, the Board of Directors may act pursuant to Chapter 2.5 (commencing with Section 22050).
- (D) The Board of Directors may, subject to the provisions of Chapter 7 (commencing with Sections 3247) of Title 15 of Part 4 of Division 3 of the Civil Code, require the posting of those bonds it deems as a condition to the filing of a bid or the letting of a contract.
- (E) The District shall keep cost records of the work pursuant to Chapter 1 (commencing with Section 4000) of Division 5 of Title 1 of the Government Code.

9.08 Procurement

Notwithstanding Sections 20815.1 and 20815.3, a District may use the provisions of the Uniform Public Construction Cost Accounting Act, Chapter 2 commencing with Section 22000). All procurement will be enforced by California Codes.

9.09 Prohibited Purchase and Sales

In accordance with State Law certain items cannot be purchased or used by Special Districts. These purchases generally include items which may be interpreted as gifts of public funds, or items which are beyond the specified powers of the District. More specifically, the items would fall under the following categories:

- (A) Purchases which would be of personal profit to members of the Board of Directors, General Manager or Purchasing Agent.
- (B) Purchases which would be interpreted as a gift of public funds. This would include food served to the public at building dedications, uniforms given and not loaned to sport participants, personal clothing other than protective clothing and retirement gifts to employees and gifts to visiting dignitaries. Modest awards may be given to

participants in Recreation District activities if the existence and availability of the awards is generally known before the event.

- (C) Purchases which memorialize or honor District or community members such as monuments, bronze plaques, flowers for funerals, photographs and portraits to be used to decorate District buildings.
- (D) Purchases to advertise or promote District activities including Christmas tree lights, parade and community exhibits, brochures, except informational brochures.
- (E) Purchasing of materials or donations of money, equipment, or services to be used on a community project. The District cannot participate in community projects unless the District has the power to initiate the projects, under the laws, under which it is organized. Such donation as material, services, and equipment would be considered a gift of public funds for purposes not authorized by the electorate even though the community is heartily in favor of it. As an example, a Lighting District does not have the power to contribute money, materials, or men to help with the community cleanup campaign if such help is beyond cleaning and improving lights.
- (F) Donations of materials or use of money and materials for the benefit of another District or city, unless both agencies have the same powers and each District receives something of equal value for the money, materials, and manpower contributed for the joint project. The District cannot donate its assets to another district unless there is a specific provision in the law that makes it possible to accomplish this purpose. It can, however, cooperate with another District by written agreement if the District has the power to work on such projects and the District receives money, materials, services, or advantages equal to that given. As an example, a park, a county water district, a city can by agreement, contribute to a fire district, as the park, water district, and city have fire powers. However, the fire district cannot donate to the park or water district as it does not have park or water powers. Therefore, the fire district must demand something of equal value for every service or supply given to a water district or park district except for its prescribed purposes of putting out fires.

9.10 Emergency Purchasing

In cases where an actual emergency exists for the preservation of life and/or property, or operation of the District, the General Manager should deal with the situation as is deemed necessary. When expenditures are forwarded, a full explanation and justification shall be attached to the invoice and approval obtained as necessary under Public Contracts Code Section 22050.

9.11 Real Property Purchases

The District may negotiate for real property purchases to obtain increased services for the District. An appraisal must be done unless the property is advertised on the open real estate market. When preliminary negotiations have settled on price and terms, the Board of Directors will authorize the opening of escrow proceedings. A title search and title insurance is required on all property purchased by the District even though the price may be a token one. Escrow proceedings should generally be opened for a minimum of sixty days.

9.12 Participating Purchases

In place of the bid process for supplies, the District may utilize in certain County or other public agency purchase contracts, for automobiles, trucks, gasoline, tires, and batteries. These contracts are awarded to the low bidder, and generally result in substantial savings.

9.13 Financial Reports

An account record of budget expenditures shall be kept and a statement showing the state of the budget funds shall be presented quarterly to the Board of Directors by the General Manager.

9.14 Fiscal Year

The fiscal year of the District shall begin July 1 and end on June 30.

9.15 Leases/Contracts

All leases or contracts entered into by the Board and receiving Board approval shall be signed by the President, or by the Vice President if the President is not available or by the General Manager when specially designated by the Board of Directors, at a duly convened Board of Directors meeting.

9.16 Special Services and Equipment

Notwithstanding the provisions of 9.03 and 9.04 of this Section, or any other provisions of these policies the Board of Directors may negotiate a contract or purchase without the necessity of resorting to bids, whether formal or informal, with any person or firm, for the services and advice, in financial, economic, accounting, engineering, legal, administrative matters, or any other special service determined by the Board. Such persons, firms or agencies must be specially trained and experienced and competent to

perform the special services required or furnish the unique or unusual equipment or supplies not procurable from competitive sources. The determination of the Board as to the advice required and the Board's conclusion to negotiate a contract or authorize purchasing therefore shall be conclusive.

9.17 Sole Source Purchases

A sole source contract implies that there is only one person or company that can provide the contractual services needed, and any attempt to obtain bids would only result in one person or company being available to meet the need.

9.18 Surplus Property

By authorization, the Board of Directors may declare real or personal property owned by the District as a surplus, if it is not required for District purposes, or if it should be disposed of for the purpose of replacement, or because it is unsatisfactory or not suitable for District use, and may order the sale or leasing of any property.

- (A) The authorization shall describe the property proposed to be sold or leased, in such manner as to identify it, and shall specify the minimum price or rental and the terms upon which it will be sold or leased and shall fix a time, not less than three weeks thereafter, for the opening of sealed bids for the purchase or lease of any such property.
- (B) The District shall give notice of the adoption of the authorization and of the time and place of the opening of bids on any such surplus property, by publication once a week for two (2) successive weeks, or by posting a notice in at least three public places in the District for not less than two (2) weeks. No commission shall be paid to anyone in connection with the sale or lease of any such property unless the authorization of the Board specifically provides for the payment of the same. At the time of the opening of sealed bids, oral bids may be made provided that such oral bid must be at least 10% higher than the highest sealed bid submitted. Of the proposals submitted which conform to all terms and conditions specified in the Board's authorization of intention to sell or to lease and which are made by responsible bidders, the District shall accept the bid which nets the highest amount to the District, unless a higher net oral bid is accepted or the District rejects all bids.
- (C) No District Board Member may bid. No District employee involved in the surplus property process may bid.
- (D) Notwithstanding anything contained herein to the contrary, the Board may provide for the disposition of any personal property by

agreement with the County of San Bernardino to dispose of such personal property in accordance with applicable county rules and regulations pertaining thereto.

- (E) The de minimis amount of value for property not subject to this will be \$2,000.00.

9.19 Blanket Purchase Orders

The District may desire to be in a position to periodically obtain the immediate services of an engineer, maintenance crew, craftsman, or similar services without being required to negotiate a separate contract each time a need arises. The General Manager may desire to be in a position to order seasonal supplies without being required to receive authorization for each shipment. The District may issue a "blanket purchase order" for services or supplies, to a maximum amount pursuant to the purchasing provisions set out above. The General Manager and/or Purchasing Agent may purchase up to the amount authorized under the "blanket purchase order". For further details see District Purchasing and Bidding Policies.

9.20 Investment Policy

- (A) Introduction - The purpose of this policy is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities. The investment policies and practices of Hesperia Recreation and Park District (District) are based on state law and prudent money management. All funds will be invested in accordance with the District's Investment Policy, and California Government Code Sections 53601, 53601.1, 53601.5, 53635 and 53635.5. If the District issues bonds in the future, the investment of bond proceeds will be further restricted by the provisions of relevant bond documents.
- (B) Scope - It is intended that this policy cover all funds (except retirement funds) and investment activities under the direction of the District.
- (C) Prudence - Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by the investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers

acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

- (D) Objectives - The primary objectives, in priority order, of the investment activities of the District shall be:
 - (1) Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.
 - (2) Liquidity - The investment portfolio of the District will remain sufficiently liquid to enable the District to meet its cash flow requirements.
 - (3) Return on Investment - The investment portfolio of the District shall be designed with the objective of attaining a market rated of return on its investments consistent with the constraints imposed by its safety objective and cash flow considerations.
- (E) Delegation of District - The management responsibility for the investment program is hereby delegated to the General Manager who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The District may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.
- (F) Ethics and Conflict of Interest - Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.
- (G) Ineligible Investments
Any security type or structure not specifically approved by this policy is hereby specifically prohibited. Security types which are thereby prohibited include, but are not limited to:
 - (1) Range notes, dual index notes, inverse floaters, leveraged or de-leveraged floating-rate notes, or any other complex variable-rate note.
 - (2) Interest-only strips that are derived from a pool of mortgages, or any security that could result in zero interest accrual if held to maturity.

(H) Permitted Investment Instruments

- (1) Government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- (2) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- (3) Taxable California Municipal Obligations, which are insured and rated "AAA" by at least one of the nationally recognized statistical-rating organizations (NRSO). The purchase of such obligations will be restricted to a maximum of 30% of the portfolio.
- (4) Repurchase Agreements used solely as short-term investments not to exceed 30 days.
 - (a) The following collateral restrictions will be observed. Only U.S. Treasury securities or Federal Agency securities, as described in VIII 1 and 2, will be acceptable collateral. All securities underlying Repurchases Agreements must be delivered to the District's custodian bank versus payment or be handled under a tri-party repurchase agreement. The total of all collateral for each Repurchase Agreement must equal, or exceed, on the basis of market value plus accrued interest, 102 percent of the total dollar value of the money invested by the District for the term of the investment. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed on a regular basis.
 - (b) Market value must be calculated each time there is a substitution of collateral.
 - (c) The District or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.
 - (d) The District may enter into Repurchase Agreements with (1) primary dealers in U.S. Government securities who are eligible to transact business with, and who report to, the Federal Reserve Bank of New York, and (2) California and

non-California banking institutions having assets in excess of \$1 billion and in the highest short-term rating category as provided by a NRSRO.

- (e) The District will have specific written agreements with each firm with which it enters into Repurchase Agreements.
 - (f) Reverse repurchase agreements will not be allowed.
- (5) Banker's Acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the highest category by a NRSRO.
 - (a) Purchase of Banker's Acceptances may not exceed 180 days maturity or 40 percent of the District's investment portfolio. No more than 15 percent of the District's investment portfolio may be invested in the Banker's Acceptances of any one commercial bank.
- (6) Commercial paper rated in the highest short-term category, as provided by a NRSRO. The entity that issues the commercial paper shall meet all of the conditions in either paragraph (a) or paragraph (b) below:
 - (a) The entity meets the following criteria:
 - (i) Is organized and operating within the United States as a general corporation.
 - (ii) Has total assets in excess of five hundred million dollars (\$500,000,000).
 - (iii) Has debt other than commercial paper, if any, that is rated "A" or better by a NRSRO
 - (b) The entity meets the following criteria:
 - (i) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - (ii) Has program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.
 - (iii) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Purchase of eligible commercial paper may not exceed 270 days maturity and not represent more than 10 percent of the outstanding paper of an issuing corporation. Purchases of commercial paper may not exceed 25 percent of the District's investment portfolio.
- (7) Medium-term corporate notes, defined as all corporate and depository institutions debt securities, issued by corporations organized and operating within the United States or any depository institutions licensed by the U.S. or any state and operating within the

United States. Medium-term corporate notes shall be rated in a rating category "AA" or its equivalent or better by a NRSRO.

- (8) Purchases of medium-term corporate notes may not exceed 30 percent of the District's investment portfolio.
- (9) The term of the note from date of purchase to maturity may not exceed three years.
- (10) FDIC insured or fully collateralized time certificates of deposit in financial institutions located in California.
- (11) Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank, provided that the senior debt obligations of the issuing institutions are rated "AA" or better by a NRSRO.
- (12) Purchase of negotiable certificates of deposit may not exceed 30 percent of the District's investment portfolio.
- (13) State of California's Local Agency Investment Fund. The LAIF portfolio should be reviewed periodically.
- (14) Insured savings account or money market account.
- (15) Shares of beneficial interest issued by diversified management companies, as defined in Section 23701m of the Revenue and Taxation Code, investing in the securities and obligations authorized by sections a through m of Government Code Section 53601. To be eligible for investment pursuant to this subdivision these companies shall either: (1) attain the highest ranking letter or numerical rating provided by not less than two or the three largest nationally recognized rating services or (2) have an investment advisor registered with the Securities and Exchange Commission with not less than five years' experience investing in securities and obligations authorized by Government Code Section 53601 and with assets under management in excess of \$500,000,000.
- (16) The purchase price of shares shall not exceed 15 percent of the investment portfolio of the District.
- (17) Credit criteria listed in this section refers to the credit of the issuing organization at the time the security is purchased.
- (I) Maximum Maturity - Investment maturities shall be based on a review of cash flow forecasts. Maturities will be scheduled so as to permit the District to meet all projected obligations. The maximum maturity will be no more than three years from purchase date to maturity date, except for U.S. Treasury or Federal obligations which will be no more than five years.
- (J) Reporting Requirements - Monthly investment reports shall be submitted to the District's General Manager. The reports shall

include, at a minimum, the following information for each individual investment:

- Description of investment instrument
 - Interest rate or yield to maturity
 - Purchase date
 - Maturity date
 - Purchase price
 - Par Value
 - Current market value for securities with maturity greater than 12 months
 - Discount or premium, if any
 - Accrued interest paid at purchase, if any
 - Accrued interest to date
 - Portfolio average maturity
 - Overall portfolio yield based on cost
- (K) Safekeeping and Custody - The assets of the District shall be secured through the third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment procedure.

9.21 Fixed-Asset Capitalization

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

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

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

- (A) To meet the criteria for a capital expenditure, the purchase should extend the useful life of an asset, increase the quantity of service provided by an asset, or increase the quality of service by an asset.
- (B) Capital expenditures may include the following: additions (enlargements, expansions or extensions of existing assets), replacements and improvements, and rearrangement and/or relocation of an asset. Expenditures for normal repairs and maintenance shall not be considered as capital expenditures.

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

Fixed Asset	Useful Life (years)
General Plant/Structures	50
Vehicles	5
Heavy Equipment (normal – light use)	7-10
Light Equipment (normal – light use)	5-7
Office Equipment	5-10
Office Furniture	10-15
Computer Equipment	5-7

9.22 Signers on Hesperia Recreation and Park District, and Hesperia Area Recreation District Foundation Bank Accounts

Annually, at the December Board of Directors Meeting, after the Board Officer reorganization, the Board shall review and determine which Member of both Boards shall be the signers for all of the District and Foundation Bank Accounts.

- (A) For the Hesperia Recreation and Park District Bank Accounts the signers shall be:
 - (1) General Manager
 - (2) Finance Manager
 - (3) Member of the Hesperia Recreation and Park District Board of Directors
- (B) For the Hesperia Area Recreation and Park District Bank Accounts the signers shall be:
 - (4) General Manager
 - (5) Finance Manager
 - (6) Member of the Hesperia Recreation and Park District Board of Directors
 - (7) Member of the Hesperia Area Recreation District Foundation Board of Directors

10.00 PERSONNEL POLICIES

10.01 Policy Determination

- (A) The Board of Directors, as governing body of the District, shall determine personnel policies under which the District shall operate and are found in the most recent version of the District's Employee Handbook, See ATTACHMENT C.
- (B) Personnel policies for employees of the District may be recommended by the General Manager and/or Personnel Committee for adoption by the Board.

10.02 Selection of District Personnel

- (A) Authority for the selection, layoff and termination of the General Manager is the duty of the Board of Directors.
- (B) The selection, layoff and termination of all other regular full time, contract, extra-help or part-time personnel shall be the responsibility of the General Manager as long as the positions appeared in the approved budget.
- (C) Emergency appointments may be made by the General Manager for extra-help part-time positions not appearing in the approved budget. Such appointments shall be temporary and must be brought to the Board with explanation of the circumstances.

10.03 Salary Range and Classification

As part of the budget process the Board of Directors shall annually adopt salary ranges for all job classifications in the District. The Regular full time employees may designate a representative for wage and benefit negotiations with the Board. Such negotiations shall be open to participation by the employees and/or their representative.

District adopted classifications include but are not limited to the following (Classifications are adopted by the Board):

- (A) General Manager
- (B) Management Employees (Division Heads)
 - (1) Administrative Operations Managers
- (C) Management Employees (Section Supervisors)
 - (1) Park Supervisor and Recreation Supervisors
- (D) Miscellaneous Employees (Regular Full Time)
 - (1) Clerical, Maintenance Workers
 - (2) And Facility Managers
- (E) Extra-Help

(1) Recreation Staff, Park Staff and Clerical Staff

Note: Position Descriptions are available to view in the Personnel Division.

11.00 REGULATIONS GOVERNING USE OF PARKS, RECREATION AREAS, AND FACILITIES

For the Rules and Regulations Governing the Use of Parks, Recreation Areas and Facilities Ordinance see ATTACHMENT D of this document.

12.00 STREET LIGHTING POLICY

Pursuant to Public Resources Code Section 5786 (c), the Hesperia Recreation and Park District has the authority to provide street lighting within the District's Boundaries. The City of Hesperia has deferred street lighting services to the District and so this policy establishes goals and priorities to be adopted by the District Board of Directors.

12.01 District Goals

- (A) The District may provide adequate and aesthetic street lighting within the District boundaries as determined/established by the Board of Directors.

12.02 Priorities

The provision of street lighting shall have the following priorities and shall be subject to funding for such lighting.

- (A) Possibly hazardous intersections and possible dangerous traffic situations as determined by the City of Hesperia or County of San Bernardino based upon traffic counts, accident frequency, safety, or their other criteria.
- (B) District buildings/facilities such as parks and community centers.
- (C) Residential lighting is a requirement of development condition as required by the City of Hesperia. Residents may request to have a street light installed at their expense and as can be accommodated by the lighting provider.
- (D) Commercial, industrial areas, and main arterial street lights, which would expedite traffic and aid in protection of properties. Commercial/industrial lighting may be addressed where completely funded as to installation, maintenance, and electrical use fees.
- (E) Special funding areas may be formed at the request and approval of residents within area(s) in compliance with applicable state law that may require additional lighting as not previously provided. Special funding areas will provide complete funding for installation, maintenance, and electrical use fees as well as formation processes and administration.

12.03 The recommended guidelines for street lights are:

- Streetlights shall be installed at all intersections, knuckles, cul-de-sacs, main arterials and residential streets, and at a minimum of one streetlight

staggered for each 200 linear feet of roadway, plus or minus 20 feet. Lights shall be placed in alternating fashion “staggered” so that the distance on one side of the street is 400’ between lights. Smaller residential streets less than 44 feet in width may use spacing of 300 linear feet, plus or minus 30 feet.

- At intersections without traffic signals, streetlights should be placed near the curb return at a far right approach. On tee intersections, only one light is required. On 4-leg intersections: where two local streets intersect, only one light is required; where a local street intersects a General Plan road, two lights are required on the General Plan road. If new signals are required as part of the improvements, the streetlights shall be coordinated with the signal and lighting plans.
- Electroliers: Unless otherwise specifically permitted by the Director of Transportation, luminaire standards shall be in accordance with the following: (a) Ornamental concrete type shall be considered as the standard street lighting pole type per County Transportation Standard 1000 or 1001. (b) Ornamental concrete type or fiberglass type where a six-foot mast arm is permitted by County standard. Otherwise, poles for street lights shall be concrete Ameron 1C1 octagonal poles (anchor base), or approved equal, with Ameron Contemporary Arm, or approved equal with graffiti coat. If the electroliers are placed on Main St. or Ranchero Rd., they are to have 20 amp, 110 volt outlets installed in the electroiler at four (4) feet from ground level, and also four (4) feet from the top of the pole.
- All installation, ownership, service, liability and maintenance shall be the responsibility of the serving utility company (Southern California Edison) and shall be so defined in a Service Agreement.
- Street lights shall be placed at the beginning of the cul-de-sac, as approaching the bulb in a vehicle, not in the turn-a-round portion. Light placement may be either left or right side approaching the bulb, consistent with spacing and layout design. Do not place a street light at the end of the cul-de-sac.
- The “first light” back from an intersection shall be placed 100’ from the intersection on intersecting street only if the intersection street is lit. Regular 200’ staggered spacing should be used thereafter. If the intersection is signalized, start 200’ from intersection, and if not lit use 200’ from far right return.
- Dark Sky: If the project is located in the area approved by the Board of Supervisors or Planning Commission and designated as “Dark Sky” street lights should be installed per Standard at intersections, end of cul-de-sac and knuckles only.
- Light poles on either side of the street will have a single mast arm. Light poles in medians will have a double mast arm.

- Minimum mounting height for street poles is 25 feet or 30 feet on highways.
- All street light plans will be created and stamped by a licensed civil engineer, working for the proposed developer. A licensed civil engineer working for the City of Hesperia will review and approve the plans, or require changes to the plans as a condition of approval.

Types of street lights:

- All new streetlights will be considered LS-1 (Owned and maintained by SCE).

Street light placement:

- Arterial streets (8 ft. curb and sidewalk) – 18" from curb face to outside edge of pole.
- Non-Arterial streets (12 ft. parkway) – 6" behind back of sidewalk.

13.00 GENERAL AND AUTOMOBILE LIABILITY

13.01 Claims Against the District

The Hesperia Recreation and Park District will follow the following guidelines when handling any and all claims, in accordance with Risk Management.

- (A) A written claim must be presented to a public entity within six months of the date of loss, and must contain specific information containing: Full Name, Full Mailing Address, Date of Occurrence, Place of Occurrence, Description of Loss or Injury, Amount Claimed, Basis of computing Amount, Signature of Claimant or Representative, and Date Delivered.
- (B) Once a claim has been presented, it is the District's responsibility to review the contents of the claim and notify the Claimant if the claim is untimely, insufficient, rejected or accepted. The District has 45 days in which to act on the claim following receipt.
- (C) All sufficient claims will be put on the next Board Agenda.
- (D) All claims will, in accordance with Risk Management, be rejected and referred to the District's insurance carrier.
- (E) Rejection letter and all other correspondence will be mailed using a Proof of Service by Mail form.

14.00 POLICIES AND PROCEDURES GOVERNING USE OF PARKS, RECREATION AREAS, AND FACILITIES

The intent of public leisure services is to provide opportunities for satisfying leisure needs for all segments of the population.

The following policies and procedures have been adopted:

14.01 Applicability

- (A) Persons entering the premises owned, managed or controlled by the District may remain as long as they abide by the rules and regulations, applicable laws and codes of the State, County and local agencies. Persons using District facilities or programs are to abide by these regulations, applicable laws, ordinances and codes of the State, County and City, and lawful instruction of authorized employees of the State, County and City, and lawful instruction of authorized employees of the District. Failure to leave the premises when requested to do so by an authorized employee of the District for violation of these regulations will be a further violation of regulations.

14.02 Insurance Requirement for District Facility Use

Definition of Facility - Facility includes specific building, room, space, area, or field to be used as well as all common areas used to include parking areas, sidewalks, adjacent grounds, or others areas used by the User or its officers, agents, employees, or other participants/ guests.

- (A) Applicability
 - (1) The District Board of Directors has established the following insurance policy requirements as follows:
 - (a) Uses where alcohol will be served
 - (b) Events open to the public
 - (c) Dances
 - (d) Equestrian related events
 - (e) Youth Sports Leagues (insurance already provided for practices and games)
 - (f) Events identified by the District's Joint Powers Insurance Authority or General Manager as a use consisting of high risk activities
- (B) Minimum Scope and Limit of Insurance
 - (1) User shall procure and maintain for the duration of the use period commercial general insurance, specifying the facility used in the certificate of insurance, occurrence based, against claims for injuries to persons or damages to property (including third-parties and their

property and District employees or volunteers and their property) that may arise from or in connection with the use of the District's facilities as defined above and in the Facilities Use Agreement and the activities of the User, their invitees, guests, officers, agents, representatives, employees, or subcontractors, as applicable.

- (2) Coverage shall be at least as broad as Insurance Services Office Form CG 00 01, covering Commercial General Liability (CGL) on an "occurrence" basis, personal injury, with limits no less than \$1,000,000 per occurrence for most uses and no less than \$2,000,000 per occurrence for specific higher risk activities as identified by District's Joint Powers Insurance Authority or General Manager.

(C) Other Insurance Provisions

- (1) The general liability policy is to contain, or be endorsed to contain, the following provisions:
 - (a) The Hesperia Recreation and Park District, the Hesperia Area Recreation District Foundation, the City of Hesperia (only when property is owned by the City), and its/their officers, officials, employees, and authorized volunteers are to be covered as additional insureds.
 - (b) For any claims related to this project, the User's insurance coverage shall be primary insurance as respects the District and any insurance or self-insurance maintained by the District shall be excess of the User's insurance and shall not contribute with it.
 - (c) The User's insurer shall waive all rights of subrogation against the Hesperia Recreation and Park District, Hesperia Area Recreation District Foundation, the City of Hesperia (when required) for losses paid under the terms of any policy covering the facility use or any activities of the User, their guests, agents, representatives, employees, or subcontractors.

(D) Verification of Coverage

- (1) User shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this policy. All certificates and endorsements are to be received and approved by the District *at least 15 calendar days* before User commences activities.

(E) Liquor Liability

- (1) If User will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If User is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If User intends to sell alcohol either the User or vendor providing the alcohol for sale must have a valid

liquor sales license and liquor liability insurance covering the sale of alcohol.

(F) Homeowners Insurance

- (1) In some cases the User's homeowner's liability insurance may provide coverage sufficient to meet these requirements. User should provide these requirements to his or her agent to confirm and provide verification to the District.

(G) Special Risks or Circumstances

- (1) The District, through its General Manager, reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.

(H) Indemnification

- (1) The User also will provide an indemnification which holds the Hesperia Recreation and Park District and the Hesperia Area Recreation District Foundation, individual members thereof, its officers, agents, and employees free and harmless from such loss, damage, liability, cost or expense that may arise during or be caused, in any way by such use or occupancy of District property or property controlled by the District.

14.03 Building Regulations

Each user of indoor facilities is responsible for the set up and cleanup of the building which you use. Whether there is a staff member on duty, however, the following regulations are the responsibilities of the user:

- (A) Access to rooms or facilities other than those approved on user's application is not permitted.
- (B) The person signing the application shall be an adult, responsible for any loss or damage during the use of any facilities.
- (C) Adequate adult supervision must be provided for youth and teens.
- (D) No preparations shall be used on the floors by groups dancing.
- (E) If alcohol is served or amplified music provided, District approved security must be provided at an additional cost to the user. The District will arrange for this service. Amplified Music is defined as any type of music or other entertainment delivered through and by an electronic system. Equipment operating with no amplification other than their internal speakers, and background music systems operated at a low amplification and not intended for entertainment shall not be deemed Amplified Music. Sound levels may be restricted by staff on an as needed basis.
- (F) Setup and cleanup times are to be included in the user's use. They are not to set up before the time scheduled or go after the time the event is

to end. User will be charged an additional hour or hours for any time use before or after arranged on use permit form.

- (G) A park employee will be working in one of the buildings or on the park site during use. User should not leave the facility until the staff member on duty has checked the facility.
- (H) Decorations are allowed only in designated areas with prior approval. Remove all decorations, including tacks, staples or other objects when finished.
- (I) All doorways, hallways and aisles must remain clear of tables, chairs or other objects due to fire safety regulations. A six foot unobstructed walkway must be left running the entire length of the building from all of the doorways, emergency exits and is always to be kept clear of any objects.
- (J) At dusk the park is closed and everyone needs to remain in the building until the event is over.
- (K) Food and Drink may be restricted to certain areas.
- (L) Emergency exit doors must remain closed at all times with the exception of an emergency.
- (M) Motor vehicles are restricted to parking areas.
- (N) No animals are allowed in the buildings, except for registered service animals.
- (O) Amplified music is prohibited except by permit.
- (P) A facility use agreement and application must be completed, at least two weeks prior to the requested date, and the required deposits and rental fees paid. There is a ten percent cancellation fee penalty on deposits and rental fees if cancelled by the user.
- (Q) All rental facilities close at 12:00 midnight. The decorating time, event time and required one hour cleanup time must end by that time.

14.04 Provide a Cleanup/Damage Deposit

- (A) Indoor Facility:
 - (1) \$200.00 for events without alcohol and/or amplified music.
 - (2) \$500.00 for events with alcohol and/or amplified music.
- (B) Outdoor Facility:
 - (1) \$200.00 for events without alcohol and/or amplified music.
 - (2) \$500.00 for events with alcohol and/or amplified music.
- (C) Special Deposits: The General Manager can use discretion in any instance which may be considered higher risk than normal events and raise the cleanup/damage deposit to fit the event.
- (D) If a fee is charged, donation is collected, or the event/activity is open to the general public, the facility rental fee is doubled.

- (E) Resident groups getting the resident fee for using a facility must have 75% or more of the participants residing within the District.

14.05 Facility Prior Usage

All facilities of the District shall be used primarily to serve the regular and special programs of the District. Buildings, portions thereof or other recreation facilities may be used by other organizations by permit, when not in use for regular or special District program activities. Such usage shall be on the following priority:

- (A) District use.
- (B) Cosponsored District group.
- (C) Public School District with a use agreement.
- (D) Recreation oriented nonprofit youth group.
- (E) Recreation oriented nonprofit adult group.
- (F) Private resident group (75% or more residents within the District).
- (G) Private resident commercial or business group.
- (H) Private nonresident group.
- (I) Private nonresident commercial or business group.

14.06 Facility Use/Rental Regulations

- (A) The use of the facilities must be compatible within the established use for facilities.
- (B) A complete application for facility use with deposit hold the date with all fees due and requirements met two weeks prior to the rental.
- (C) A ten (10%) percent cancellation fee penalty is applied to both deposit and use fees.
- (D) Setup and cleanup time is to be included in the hours of your use.
- (E) For fundraising and profit making activities, the facility use fee is doubled.
- (F) Any damage or replacement of supplies, equipment or facilities is the responsibility of the user and to be paid for by the user.
- (G) Any event which is considered as a "high risk" activity by the General Manager may be denied the use of District facilities or property.

14.07 Security Requirements

The District may require security for sponsored, cosponsored and private events, conducted on or in conjunction with District facilities, programs, use or rental. Minimum type (Sheriff or private forces) and number of security personnel as well as any special security rules will be determined

by the General Manager. All security needs will meet the District standards and be from an approved District security organization by the General Manager.

- (A) Events having a low security need;
 - (1) Dances with no alcohol, ending by 6:00 p.m.
 - (2) Special events with alcohol, ending by 6:00 p.m.
 - (3) Sporting events with large crowds.
 - (4) Concerts with no alcohol.
 - (5) Any special event determined by the General Manager to have a low security risk.
- (B) Events having a high security need:
 - (1) Dances with alcohol.
 - (2) Wedding reception with live music and alcohol.
 - (3) Special events with alcohol that conclude after 6:00 p.m.
 - (4) Any special event determined by the General Manager to have a high security risk or a risk that may affect the public or other organization.

14.08 Park and Facility Title

The following are guidelines set by the District when a park or facility is being considered for a title (name).

- (A) Park titles shall be assigned by a District Board resolution using one or a combination of the following guidelines:
 - (1) Titles should reflect the street name at the park entrance. For example, the Lime Street Park was named after Lime Street from which the main parking lot is entered.
 - (2) Titles could reflect a street name other than the one fronting the main entrance. This may be appropriate when the entrance street may be the same as some other facility, causes confusion with other agency facilities, or may not be appropriate.
 - (3) Titles could reflect an area, vicinity or theme. An area such as Oak Hills (Oak Hills Park), The Mesa (Mesa Park), and Hesperia Lake Park are some examples.
- (B) Suitable facility titles shall be assigned by Board resolution. Suitable titles shall be assigned by Board resolution.
 - (1) Community serving facilities:
 - (a) Community Center buildings
 - (b) Swimming pools (generally larger than Lime Street)
 - (c) Group picnic areas (sheltered and self-contained)
 - (2) District serving facilities:

- (a) Gymnasium or sports complex
 - (b) Youth sports game fields (location for official league games)
 - (c) Larger swimming pools (minimum size 25 to 50 meters by 25 meters)
 - (d) Tennis complex (6 courts minimum, with center court and bleachers)
- (3) Regional service facilities:
 - (a) Campgrounds
 - (b) Water parks
 - (c) Stadiums
 - (d) Indoor swimming pools
- (C) Presentations will be made at a Regular Meeting of the District Board of Directors with formal approval requested.
- (D) Location of facility must be deemed appropriate by the District Board of Directors.
- (E) Honorary plaques will be no larger than 20" X 30", or appropriate size, (metal relief or bronze type - no painted signs).
- (F) Park or facility names will conform to present park sign standards and if located on a facility will not be larger than the District logo or name.
- (G) The District logo or name will always appear near, next to, or be part of the plaque or sign.
- (H) Titles shall be chosen from a list of persons approved by the Board of Directors. While the list may be prioritized, names should be chosen to best fit the facility being named. For example, if the first person on the list had a contribution, or love for youth sports, it would be appropriate to wait for the next youth facility, rather than name a senior center after this person. The following is a list of eligibility criteria for name selection:
 - (1) Names have been submitted posthumously.
 - (2) Has had outstanding service to the District for at least 3 Board terms (12 years).
 - (3) Has had outstanding service to the District for at least 2 Board terms (8 years), and 6 years on the District Foundation.
 - (4) Has had outstanding service to the District of 2 Board terms (8 years) and other dedicated service to the District or community for 8 years in some other capacity such as city council, commissions, school board or other services deemed appropriate by the Board of Directors. Years of service could overlap 1990 to 1998 Board of Directors and 1990 to 1998 other service.
 - (5) A person who had contributed multiple years of outstanding service to the community, not necessarily associated with the District, deemed appropriate by the Board of Directors.

- (6) Has qualified because of an outstanding contribution to the District. This is a category that is generally used when a major monetary donation is made; however, it is not limited to this. Some agencies have named or renamed pools after a community resident who has (for example) won a gold medal in the Olympics.
- (I) The following items outline the type of signs to be used when identifying parks or facilities:
 - (1) Street direction signs will meet state requirements mounted on typical steel poles.
 - (2) Park signs on site will have the park name. Special facility signs should be approved as needed. These include cement signs, painted signs, or wrought iron mounted signs for example.
 - (3) Facility identification signs will be all exterior facility signs and show name of facility with the District logo.

14.09 Class/Program Refunds

- (A) There will be no refunds after the class or program has started unless the class is not held due to lack of enrollment or is cancelled by the District.
- (B) All requests for refunds must be made in writing.
- (C) Classes cancelled which are attended will be prorated if a class is cancelled by the District.
- (D) A refund service charge of \$5.00 will be deducted from each refund. Classes cancelled by the District are not subject to the \$5.00 service charge.
- (E) Transfer to another month of the same program will be allowed only if the District is notified prior to the first day of class. A \$5.00 service fee will be charged for a transfer.
- (F) Class fees are not prorated for participants who start after the first of the month or miss a class for any reason.
- (G) Refunds will be processed in accordance with the policy established for the payment procedure of the District.
- (H) The District does not allow class action claims for refunds.

14.10 Trip Refunds

- (A) Refunds for trips, tours and excursions are made only if a cancellation is received ten (10) working days prior to a day trip; twenty (20) working days prior to an overnight trip; thirty (30) working days'

notice for extended trips. Refunds can be made after the deadline if the trip has a waiting list and the seat can be filled from this list.

- (B) All other class and program refund policies apply.

14.11 Authorized Enforcement

District employees on duty are the representatives of the District and are responsible for enforcement and assisting the local law enforcement agencies in the enforcement of these policies, rules and regulations.

14.12 Violation – Penalty

Any person violating any provision of these policies, rules or regulations shall be guilty of an infraction which is punishable by a fine of up to \$100.00.

14.13 Facility Fees and Charges

The General Manager will recommend to the Board of Directors increases or decreases in facility fees and charges if needed to cover the District's direct costs to operate the facility. For fee schedule for facilities see APPENDIX 1.

14.14 Park and Facility Areas Designated for Consumption of Alcohol

- (A) Outdoor Areas:
 - (1) Hesperia Lake Park:
 - (a) Fishing Areas
 - (b) Camping Areas
 - (c) Picnic Day Use Area
- (B) Other Parks:
 - (1) By approval of the General Manager for special events during an exclusive use.
 - (2) At softball fields when a special District tournament is occurring and the District is selling alcohol.
 - (3) Not allowed in any other parks, play areas, or sports areas.
- (C) Indoor Areas:

Permit requirements must be met prior to issuing a permit.

 - (1) Community Centers:
 - (a) Assembly Rooms
 - (b) Multi-Purpose Halls

- (2) Not allowed in any meeting rooms, kitchen, hallways, restrooms, exercise rooms, gyms, offices or any other rooms not designated.

14.15 Regular User Agreements (Resident User Groups)

- (A) Applies to resident nonprofit groups only (75% Residents).
- (B) Users must schedule on a yearly basis for weekly or monthly use.
- (C) Groups must do their own setup and cleanup.
- (D) Sign a Facility Use Agreement.
- (E) Provide a certificate of insurance with an endorsement naming the District as additionally insured.
- (F) Provide a cleanup/damage deposit.
- (G) Follow the building alcohol policy and submit permit requests at least two weeks in advance.
- (H) A volunteer service project must be completed for no less than fifty percent of facility fees.
- (I) Follow all other District policies, procedures and rules for building and park use. Conform with all applicable State, County and local codes, regulations and laws.
- (J) All Regular User Agreements will be approved annually at a Board of Director's meeting.

14.16 Building Capacity Limits

As established by State law and determined by the Fire Department the maximum capacity limits for each facility are not to be exceeded.

- (A) Definitions:
 - (1) Dining is a banquet style setup with tables and chairs for eating purposes.
 - (2) Theatre is a setup of chairs only.
 - (3) Dancing is the room without chairs or tables.
- (B) Fire Lanes:
 - (1) A six foot walkway is required from every doorway making aisles throughout the dining or assembly area.
 - (2) These fire lanes are not to be obstructed in any way by chairs, tables or persons during an event.
 - (3) No objects are to be in hallways, restrooms or meeting rooms.

14.17 Use of District Equipment

- (A) Inside of Buildings:

- (1) Request for equipment to be used during an event in a district building should be listed on the facility request form.
 - (2) No building equipment is to be rented or used by persons which are not renting a building facility.
 - (3) No indoor building equipment is to be used outdoors except when approved by the General Manager.
 - (4) No equipment is to be transferred to another room, building or facility without prior approval.
 - (5) Lost or damaged equipment is the responsibility of the user to pay for repair or replacement.
- (B) Outdoors:
- (1) Request for equipment to be used during an event at a District facility should be listed on the facility request form.
 - (2) No indoor equipment is to be used outdoors except when approved by the General Manager.
 - (3) Outdoor equipment is not to be moved to other facilities without prior approval.
 - (4) Lost or damaged equipment is the responsibility of the user to pay for repairs or replacement.
- (C) Equipment Use (Checkout) Form:
- (1) Equipment checked out to staff, sponsored, co-sponsored, individual or organizations for any purpose will require an Equipment Checkout Form (see APPENDIX 2).
 - (2) These forms will be kept in a folder in the front office.
 - (3) All forms must be completely filled out when checkout occurs and when equipment is returned.
 - (4) Equipment not requiring a Checkout Form:
 - (a) Normal equipment under your supervision used in the course of work or programs.
 - (5) Equipment that requires a Checkout Form from staff (District program use):
 - (a) Equipment checked out from another division.
 - (b) Tables, chairs, office equipment, PA system and any other capital items that are taken from the building or equipment's normal location or use.
 - (6) Equipment requiring General Manager's approval:
 - (a) Any equipment loaned or rented out to individuals or organizations that are not a District sponsored program or event.
 - (7) Equipment that will not be loaned out:
 - (a) Tables, chairs, office equipment PA systems, vehicles, and mechanical equipment (such as saws and trailers).

- (8) District equipment will generally not be loaned out to the public.
Any policy change must have approval by the General Manager.

14.18 Participant Release Forms

- (A) In accordance with our JPA requirements, the following procedures are to be followed:
 - (1) A release and hold harmless agreement is required to be signed by all adult participants, and by the parent/guardian of any minor participant in any district sponsored activity where registration is required.
 - (2) The California Association for Park and Recreation Indemnity "Agreement, Waiver and Release" (see APPENDIX 3) is required to be used as the required release.
 - (3) Participants must be aware of the hazards and dangers of the activity in which he or she is enrolling.
 - (4) Any youth or adult sport or athletic league not sponsored by the District is required to provide proof of general liability insurance coverage and must name the District as an additional insured in the policy endorsement.
- (B) Risk Transfer
Exclusions of Coverage will be identified annually in the California Association for Park and Recreation Indemnity (CAPRI) Memorandum of Coverage.

14.19 Incident Reporting Procedure

The following procedure must be followed by Hesperia Recreation and Park District staff:

- (A) Incident Reports (see APPENDIX 4) are to be completed for employee and patron injuries, accidents, vandalism, theft, fire, fight/assaults, violation of rules/laws/code of conduct or any other out of the ordinary situations which arise.
- (B) Incident Reports must be completed and submitted to Administration within 24 hours of the incident. If the incident occurs over a weekend or holiday, the employee reporting the incident should contact their supervisor to make them aware of the incident. The supervisor will then determine if any immediate action should be taken.
- (C) Incident reports are to be reviewed by the reporting employee's supervisor to ensure it is complete and accurate. If the report is found to not be either complete or accurate, the supervisor must have the employee make the corrections within an additional 24-hour period.

Administration must be made aware of the incident and be notified of the delay (a copy of the incomplete Incident Report may be requested at that time). Prior to the supervisor submitting the report to Administration, the supervisor must complete the "For Supervisor Use Only" section on the second page of the Incident Report.

- (D) Copies of Incident Reports may be kept by the supervisor; however, these must be kept in a secure location.
- (E) Administration will review all Incident Reports and take any necessary actions as a result of the Incident Report. Once Administration has reviewed the Incident Report, the reports will be filed in the master files for seven years. After this seven year period, all Incident Reports will be destroyed.

14.20 Citizen Concerns

- (A) A Community Concern Form (see APPENDIX 5) is to be made available to every member/citizen of the community who desires to report a concern or problem. If the citizen concern is regarding a disability related item then a Disability Concern Form (see APPENDIX 6) should be used.
- (B) These reports are to be filled out by the citizen.
- (C) Reports are to be collected by employees and sent directly to the Administrative Office for review and processing.
- (D) Anonymous forms may not be acted upon.

14.21 Exceptions in Policy

No one, except the Board as a whole or the General Manager, is to waive or make any exception to the District policies, procedures or regulations. The General Manager is required to follow these as applicable.

14.22 Storage of Supplies and Equipment

- (A) Outdoor Areas:
 - (1) Parks:
 - (a) No users, group or individual is to store or keep equipment or materials in any park, facility or District property.
 - (b) Areas may be designated for group or organization storage with approval from the General Manager.
 - (c) Storing equipment on District property is at the risk of the group or organization storing material.
- (B) Buildings:
 - (1) Lockers/Cabinets:

Will be assigned to facility users when available in the following priority:

- (a) District sponsored programs
 - (b) Regular Users
 - (c) Regular single users
- (2) Closets:
- (a) Will be primarily for District equipment and will be available for District sponsored storage.
 - (b) Regular and single users with approval may use storage areas with authorization.
 - (c) All items stored will be at the risk of the group or individual storing them.
 - (d) Items must be placed in a safe manner without blocking access to other equipment.
- (3) Other Areas:
- (a) No equipment or materials are to be stored in any other areas except for areas designated for storage use.
 - (b) No employee or user has any expectation of privacy in any stored area or property of the District.

14.23 Entry Fees and Charges

- (A) Fees to enter facilities and buildings are not permitted except for the following locations:
 - (1) Community Centers
 - (2) Sports Facilities
 - (3) Group Picnic Areas
- (B) Parks are to remain open to the public except with the General Manager's recommendation to the Board of Directors for a waiver of this policy.
- (C) Charges for parking will follow this same procedure as entry fees and charges.

14.24 Hesperia Lake Refunds

- (A) Fishing – No refunds.
- (B) Camping – Within one hour of registering for camping refunds may be received.
- (C) Store – A refund will be given for defective merchandise or products which break during normal use within a reasonable time.
- (D) All other refunds will be considered on an individual basis when submitted in writing to the District Office.

14.25 Cell Phone/2 Way Radio Care and Use

- (A) Each employee assigned to a cell phone/2 way radio shall be issued a cell phone/2 way radio, carrying case and charging unit. The charging unit shall be taken to the employee's residence or work station and upon returning home from or leaving work each day the employee shall turn the unit off and place it in the charger. Upon going to work the following day the employee shall remove the unit from the charger, turn the unit on and place the unit on their person.
- (B) Each employee shall treat all equipment with the utmost care making sure that while all the equipment is in his or her possession that it is in a secure and safe position.
- (C) Each employee assigned a unit shall have the unit within earshot at all times while on duty, including during breaks and during the lunch period. If wearing the unit is deemed hazardous during certain work projects, have the unit in a safe place and where it will not be forgotten when leaving the area and within hearing distance by at least one member of the crew.
- (D) There is no expectation of privacy in any use of such equipment, whether for phoning, texting or otherwise.
- (E) Use of equipment must meet all current laws.

14.26 Child Abuse Reporting

Employees of the District are required by State Law to report any suspicions of child abuse.

- (A) Child abuse can be any of the following:
 - (1) Any form of sexual abuse.
 - (2) Any physical injury which appears to be other than accidental.
 - (3) Any act on the part of a child's caretaker which willfully causes or permits the child to suffer unjustifiable physical pain.
 - (4) Any act or omission on the part of a child's caretaker which willfully causes or permits the person or health of the child to be injured or which willfully causes or permits the child to be placed in a situation in which its person or health may be endangered.
 - (5) Neglect or negligent treatment or maltreatment of a child under circumstances indicating harm or threatened harm to the child's health or welfare by the child's caretaker.
 - (6) Severe neglect, the negligent failure to protect a child from severe malnutrition or medically diagnosed nonorganic failure to thrive.

- (7) General neglect, the negligent failure to provide adequate food, clothing, shelter, medical care or supervision where no physical injury occurred.
- (8) Emotional abuse is difficult for anyone other than a trained professional psychologist to determine. Therefore, employees are not required to report such instances.
- (B) It is required by law that if any employee reasonably suspects that abuse has occurred, it must be reported. The employee does not directly have to observe a child or have direct knowledge of the suspected abuse in order to make a report.
- (C) Should an employee not make a required report if child abuse is suspected, the employee may be guilty of a misdemeanor and may be punished by confinement in County Jail for a term not to exceed six months or a fine of not more than \$1,000.00 or both such fine and imprisonment.
- (D) The employee's supervisor or administration will not impede the employee from making the report. However, District procedures to apprise supervisors and the administration of reports can be established provided they are not inconsistent with the provisions of the law.
- (E) Employees can report child abuse to the Hesperia Police Department, the County Social Services Department, County Welfare Department or directly to the Children's Protective Services office. The employee must report the incident immediately by phone and the suspected child abuse report must be submitted within thirty six hours of receiving the information regarding the incident.
- (F) Employees who report a child abuse situation are to follow these procedures and report the incident to their District supervisor within twenty four hours.
- (G) The County reporting forms titled "Child Abuse Reporting" (see APPENDIX 7) and "Suspected Child Abuse Report" (see APPENDIX 8) are to be completed and filed in accordance with reporting procedures.

14.27 Nonresident Policy

The District will maintain Registration Procedures and Nonresident Fees to monitor, and control the impact of Nonresident uses on the District. The Registration Procedures and Nonresident Fees will be included in the appendix of the District's Policy Manual (see APPENDIX 3). The Registration Procedures and Nonresident Fees will be approved by the Board of Directors.

The Registration Procedures and Nonresident Fees will be considered an extension of this policy. They will identify Nonresident Fees as well as what programs are affected by these fees.

This policy is intended to allow for the following:

- (A) Help assure residents will have registration priority when possible.
- (B) Costs of operations can be shared by nonresidents.
- (C) Nonresident's uses can be restricted when it affects quality of resident's uses.
- (D) Costs incurred or required by law due to nonresident uses can be controlled, restricted, or impact reduced.

Policy procedures should be adjusted whenever needed to assure the best quality service and experience by residents.

14.28 Mandatory Fingerprint Policy

The District has approved a mandatory fingerprint policy for the protection of its residents and visitors. The objective is to permanently add protection for our children and young adults. The District will, at a minimum, follow the Public Resources Code Section 5164 (see APPENDIX 9) and will furthermore reserve the right to increase restrictions beyond Public Resources Code Section 5164. The District, while it may increase requirements, will not violate any individual's civil rights.

The District will require the following categories of employees, officials and volunteers to be fingerprinted:

- (A) Board of Directors
- (B) All part time and full time employees.
- (C) All volunteers.
- (D) All contractors in accordance with Public Resources Code Section 5164.
- (E) All user groups in accordance to District Policy 14.15.
- (F) Any person that a child may feel is an authority figure.

14.29 Fingerprint Policy for District Users

This policy will be used as an addendum to a use agreement. It will not be used simply for renters of facilities, although the District always reserves

the right to guard the safety of minors including background check requirements.

- (A) Purpose - The District will provide fingerprinting for such groups when they will be using District parks, playgrounds, recreational facilities and sports fields under an agreement for ongoing use. The purpose of this policy is to implement the provisions of Public Resources Code Section 5164 in order to protect the minors who use District facilities.
- (B) User Group Requirements - As a condition of participation with user group, user group will require that all of its employees or volunteers who will have supervisory or disciplinary authority over minors comply with this policy, commencing with fingerprinting. The user group will not allow an employee or volunteer to participate in such supervisory or disciplinary capacity until such time as he/she has been fingerprinted and received clearance to proceed from the State of California Department of Justice (DOJ).
- (C) District Conduct of Fingerprinting - District will provide equipment for fingerprinting and will conduct or cause to be conducted such fingerprinting. District then will send prints to DOJ for processing through its criminal history database. Such screening shall be only for those offenses identified in Public Resources Code Section 5164 and Penal Code Section 11105.3. Results shall be returned to the General Manager as the person authorized to receive such results. User Groups understand that District is not responsible for the speed, timing or accuracy of DOJ's actions or failure to act.
- (D) Individuals or leagues may at their cost elect to have prints taken at an alternate location providing they use the District's DOJ account number assuring all reports come to only the District and all other conditions of this policy is in effect.
- (E) Handling of Results:
 - (1) No Record Received: When DOJ responds that there is no criminal history (i.e. no record has been received), District will indicate that no record has been received and the user group employee or volunteer may participate in supervising or disciplining minors at user group activities, at District facilities. An ongoing, eligibility list will be maintained allowing volunteers to participate in other programs on District property without additional fingerprinting. If after initial fingerprinting, subsequently a record of the type of violations specified occurs, DOJ automatically will notify District, and the provisions of subsection (2) shall apply. District will retain all records for the time required by law.

- (2) Record Received: The District's goal is to protect the privacy of the person involved while also protecting minors. Therefore, where a criminal history is received, the District will notify the user group and the employee or volunteer that such record has been received and that he/she is thus ineligible for participation in the user group activity.
- (F) Nonparticipation - In the event District discovers that the person is participating, District may instruct user group that the person is not eligible for participation. User group then is responsible for barring participation by its employee or volunteer. In the event user group does not so comply, its use of District facilities and their agreement may be terminated upon 15 days written notice.
- (G) Indemnification - Notwithstanding any other provisions of this policy or agreement, user group indemnifies, defends and holds harmless District, its officers, agents and employees, from and against any and all liabilities, claims or demands (including but not limited to costs and attorney's fees for counsel acceptable to District) arising or alleged to arise from the failure (intentional or negligent) of user group, its officers, employees, agents or volunteers, to comply with the provisions of this policy.

14.30 Media Policy

Effective media relations are important to the District and the Hesperia residents we serve. The General Manager and/or Board President shall serve as the official District spokesperson(s) on all media inquiries related to the District.

Depending on the specific circumstances, the General Manager may designate a Supervisor and the Board President may designate another Board Member to serve as a spokesperson on a particular issue.

In the event of a crisis or emergency situation, the General Manager and/or Board President will handle all contact with the media (defined as television, radio, newspaper, and internet) and will coordinate the information flow from the District to the public. In such situations, all other Board Members and District divisions should refer calls from the media to the General Manager's office.

14.31 Email Use

- (A) Purpose - The purpose of this policy is to establish guidelines for the use of District's Email System.

- (B) Scope/Background - This policy applies to all persons (including employees, appointed and elected officials, contractors, interns, volunteers) who are permitted to use the District's computing or network resources, and particularly the Email functions of the system ("Authorized Users"). "Email" means any Electronic Communication to or from any authorized user using the Email System, including all information, data, and attachments to the communication, "Email System" means the system of devices (including hardware, software, and other equipment) owned and controlled by the District for the purpose of facilitating the electronic transmission.
- (C) Policy - The Email System shall be used for transmission of communications and not storage. The Email System is provided to Authorized Users as a convenient and efficient method of rapidly communicating transitory information in an electronic format. The Email System is specifically intended and designed to be a tool for transmission of information, and not a tool for storage of information.

Communications generated through this system are no District records retained in the ordinary course of business. They are not subject to records retention policies until the communication has been printed and retained or downloaded into a local file folder and specifically recognized as a District record. This is the same manner in which paper mail is managed:

Authorized Users determine what is a record that needs to be retained pursuant to the District's records retention schedule, what records are preliminary drafts, copies or non-records and file, or dispose of the record based upon like criteria.

- (D) Public Record
 - (1) Definition - The definition of public records includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District. Excluded from the definition of public records are "preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business provided that the public interest in withholding those records clearly outweighs the public interest in disclosure." (Govt. Code Section 6254). One purpose of this policy is to clarify which emails are public records and which are not.
 - (2) Confidentiality - Certain communications, such as police investigations, medical information, personnel records, attorney-client privileged communications, and those which may be subject to

the deliberative process privilege, may be confidential or contain confidential information. Transmittal of such topics should be avoided.

If Email is utilized, extreme caution must be exercised since information may be retransmitted. Email, instant messaging and the Internet are unsecured communication mediums and data is not encrypted by default. Contact made over the Internet should not be trusted with confidential information unless a due diligence process has been performed. Information should not be sent using the District's email or the Internet if its misuse or disclosure would violate an individual's or the District's right to privacy or expose the District to financial loss, embarrassment, penalties, damage or is especially sensitive, confidential or proprietary.

If it is necessary to transmit confidential information via Email, "Confidential" must be the first word in the Email to alert the reader to properly manage the Email. Proper management of the Email includes not providing the Email to unauthorized persons. Do not "interfile" Email or other privileged correspondence from the District Attorney's office with public documents (documents that are accessible to the public). These Emails may be subject to the Attorney-Client and or the Attorney Work Product privileges, and the contents should not be disclosed without first checking with the District Clerk.

- (E) Brown Act - Pursuant to the California law known as the Brown Act, all meeting of public bodies shall be open and public. The Brown Act prohibits serial meetings that are conducted through direct communications, intermediaries or technological devices such as Email, for the purpose of developing a collective concurrence as to action to be taken. The District email system may be used to distribute information, schedule meetings and communicate on an individual basis between District staff and members of a legislative body. However, members of a legislative body, such as the Board of Directors, may not deliberate issues of concern to the District through the use of email or poll each other concerning District business. Likewise, District staff may not poll members of the legislative body concerning issues. Meeting notices may be sent via Email, but these exchanges do not substitute Brown Act meeting notice requirements. Traditional methods of public posting must continue as required.
- (F) Privacy – Right to Monitor

The Email System is the property of the District. The District reserves the right to view, capture, monitor and record individual Authorized User and other user computer files as well as Internet, personal file directories, information stored on the computers and email usage, at any time as allowed by the Electronic Communications Privacy Act of 1984. Accordingly, no user shall have any expectation of privacy regarding the content of an Electronic Communications.

- (1) Password - A confidential password does not guarantee privacy nor does it suggest that email is the property right of the Authorized User. Passwords and codes will help secure information, but they do not ensure privacy and security.
 - (2) District Business - All messages transmitted over the Email system should be those which involve District business activities or contain information essential to its employees and officials for the accomplishment of District business-related tasks, any communication directly related to District business, administration, or practices. Authorized Users shall refrain from using personal use of the email system.
 - (3) Termination of Relationship with District - When an Authorized User terminates his or her relationship with the District, they have no rights to the contents of the Email messages and are not allowed access to such systems.
- (G) Penalties - Use of the District's email by any Authorized User is a privilege, not a right, and may be revoked at any time for inappropriate conduct. Any Authorized User found to have violated this policy may have his/her access to Email limited or revoked. Unlawful use of the District's computer resources, including Internet and Email services may result in referral for civil or criminal prosecution. Additionally, consistent with all other personnel rules and regulations of the District, an employee who violates this policy may be subject to formal disciplinary action up to and including termination from District employment.
- (H) PROCEDURE
- (1) Guidelines
Authorized Users and other users should always conduct themselves in a professional manner and should never send anything by way of Internet communications or email messages that should not appear in an official memorandum or letter.
 - (2) Records Management
The Email System is not a permanent storage system and staff is expressly forbidden to use it as such. Email in-boxes and out-boxes shall be emptied on a regular basis, after records have been appropriately saved, as outlined below. Since all Emails are

preliminary drafts, every Authorized user (sending or receiving any Email) shall delete the Email as soon as the information is no longer required or convenient for the discharge of the Authorized User's duties, and the Email shall be automatically purged by the District in accordance with the schedule set forth below.

Because the Email System is not designated for long term storage, Email communications which are intended to be retained as an official record (those that have a material impact on the conduct of the public's business) should be printed out and the hard copy filed in the appropriate subject file, or saved in an electronic file folder. Such saved copies of Email Communications shall be retained in accordance with the District's applicable records retention policy.

Since Email Communications are transitory and not intended to be kept in the normal course of business, and to ensure the reliability of the Districts' Email System, all Email Communications shall not be retained beyond 30 days by District electronic mail applications. The District's Email System is configured to automatically delete all emails after 30 days.

(3) Etiquette

- (a) Chain letters are illegal and may not be transmitted through Email.
- (b) Protect the privacy of others; carefully consider the names on a mailing list as addressees or copies.
- (c) Watch punctuation and spelling. It reflects on the professionalism of the entire District staff. Use automatic spell and grammar checks before sending messages.
- (d) Avoid on-going dialogues. If you need to have a dialogue, use the telephone or meet the person face-to-face.
- (e) Use the "Out of Office" automatic response in a timely manner. If you cannot complete the request immediately, send an acknowledgement that the email was received.
- (f) Authorized Users may subscribe only to list serves and news groups that are relevant to their particular job function. These are strictly for District related business information. Do not post any personal messages. If you survey the group, as a courtesy, post a summary of the results. Do not post any messages anonymously.
- (g) State the subject of your message clearly in the subject line.

- (h) Compose longer Email off-line (as word processing documents) in order to reduce editing frustrations and unnecessary on-line traffic.
 - (i) A salutation after your "subject line" and before your message can be used to convey a sense of personal acknowledgement. Appending your name at the end of the message is also considered good etiquette. It is appropriate to sign your name and include your phone number.
 - (j) Do not be vulgar or offensive. Electronic text allows no context or clues to convey shades of irony, sarcasm, or harmless humor. The District's harassment in the workplace policy applies to Email as well.
 - (k) Do not send personal messages on conferences or bulletin boards. Do not publicly (on bulletin boards or conferences) criticize others.
 - (l) Observe standard copyright restrictions; they are the same as for printed materials.
 - (m) Avoid using capital letters. Using "all caps" is the Email equivalent of SHOUTING!
- (4) Computer Security
- (a) Users are to log off the District network at the end of each workday. As a security measure, and to prevent misuse of their Internet and/or email identification and/or password by others, users are strongly encouraged to log off network or to use a screen lock function if they will be away from their computer terminal for more than a few minutes.
 - (b) New viruses are transmitted every day and the best defense is well maintained virus software. Here are some general guidelines to protect against viruses. If you receive suspect email, do not open it. Instead, delete it and then delete all email in the "deleted items" Email folder. If you have questions, contact the District's information system staff, but do not open the email.
 - (c) All Authorized Users are required to place the following language on all outgoing emails sent from the District's system:
 - (i) THIS EMAIL IS INTENDED FOR ITS RECIPIENTS ONLY. IT IS CONFIDENTIAL AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED UNDER THE CALIFORNIA PUBLIC RECORDS ACT (GOVERNMENT CODE SECTION 6250 ET SEQ.) AND OTHER STATUTES. ANY REVIEW, RELIANCE OR DISTRIBUTION BY OTHERS OR

FORWARDING WITHOUT EXPRESS PERMISSION OF THE SENDER IS STRICTLY PROHIBITED AND MAY BE A VIOLATION OF STATE LAW. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE NOTIFY THE SENDER AND DELETE ALL COPIES."

- (5) Prohibited Usage - It is unacceptable for a user to use, submit, publish, display or transmit on the network or on any computer system any information which encourages the use of controlled substances, uses the system for the purpose of criminal intent or uses the system for any illegal purpose. It is also unacceptable for a user to use network facilities or Internet capabilities of the system to:
- (a) Conduct any non-approved business
 - (b) Solicit the performance of any activity that is prohibited by law
 - (c) Transmit material information, or software in violation of any local, state, or federal law
 - (d) Solicit or persuade others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations
 - (e) Propagate chain letters or send/receive files in violation of copyright laws
 - (f) Compromise the integrity of the District in any way
 - (g) Any purpose which violates federal or state laws and regulations
 - (h) Distribution of threatening, obscene, or inappropriate written or graphic material
 - (i) Interference with or disruption of network users, services, or equipment
 - (j) Unauthorized entry to other computational information or communications devices or resources
 - (k) Propagation of computer worms or viruses
 - (l) Blanket forwarding of messages to parties outside of the District without prior permission
 - (m) Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing sexually explicit, intimidating or defamatory
 - (n) Commercial or personal advertisements
 - (o) Solicitations, promotions, destructive programs, or any other unauthorized or personal use
 - (p) Gambling
- (6) Acknowledgement - Each authorized user of the Email System shall execute the following acknowledgment: "This statement acknowledges that I have received and read a copy of the Hesperia

Recreation and Park District policies and procedures entitled, Email Use Policies and Procedures. I acknowledge, and fully understand the terms of this policy and agree to abide by them. I have no expectation of privacy regarding my use of any computer file, Internet access, or Email message. I further acknowledge that all Internet and Email messages are the property of the Hesperia Recreation and Park District and the District reserves the right to access, audit, and disclose, for whatever reason or purpose, all messages sent through or in storage on the District's computer system. I understand that any violation of this policy could lead to disciplinary action up to and including termination and/or criminal or civil prosecution."

(I) ROLES AND RESPONSIBILITIES

- (a) The District Manager is responsible for administering this policy and procedure.
- (b) All authorized users, including employees, appointed or elected officials volunteers, and interns, are responsible for compliance with this policy and procedure.

14.32 Social Media

This Social Media Policy establishes guidelines for the establishment and use by the Hesperia Recreation and Park District of social media sites (including but not limited to Facebook and Instagram) as a means of conveying Hesperia Recreation and Park District information to the citizens of Hesperia.

- (A) This Social Media Policy establishes protocols, and procedures for the use by both District staff and the public for use of such social media sites, channels, and technology. The District regards social media and any official online and Internet presence as a means of augmenting and enhancing traditional communication methods and to engage, convey information to, and communicate with members of the public in order to meet its missions and goals. This policy applies to all District employees, officers, volunteers, and, as applicable, any consultants, providers, and contractors acting in an official capacity when communicating with the public on behalf of the District through the use of social media.
- (B) The purpose of the District's use of social media is to provide information regarding District events and programs. While District-approved social media sites are to be used for the purposes stated, they are not intended to replace nor serve as the primary means of this District's communication with anyone. The District's official website is and shall remain the primary means of online communication with the

public.

- (C) To the extent possible, District social media sites may contain visual elements/graphics clearly identifying such sites as official District sites and distinguishing them from other non-professional or personal sites. Such identification of official District social media sites may include the use of the District logo(s), as well as contact information including an official District email address, link to the official District website, and links to other District social media sites, as applicable.
- (D) The District intends for its use of any social media sites to relate solely to matters of District business and does not, in any way, intend to nor actually create general or dedicated public forums. The purpose of this policy is to establish and confirm the use of the District's social media platforms as limited public forums.
- (E) The District presently utilizes the following social media platforms: Facebook and Instagram. The foregoing are examples only, and the references are not to be considered a requirement that the District use any of these third-party tools, services, or technologies.
- (F) The District has an overriding interest in protecting the integrity of the information posted on its social media sites and the content that is attributed to the District or its officials while, at the same time, mitigating and/or eliminating associated risks from the use of such technology. As the District changes its direction on social media use with the evolution of such use, this policy will be revised and social media activity shall be adjusted accordingly. Any questions relating to this policy should be directed to the General Manager's office.
- (G) While this policy acknowledges that social media is a way to engage with others, this policy is not intended to require the District, nor any District employee or contractor acting in an official District capacity, to use social media unless otherwise directed to do so. The District periodically will conduct a risk assessment of the use of social media technology and sites and determine whether the use of social media sites is appropriate and whether appropriate risk mitigation controls can be implemented.
- (H) Notwithstanding, as a means of communication with residents and other users of the sites, the District may post emergency information on its social media sites. The District is not required in any way to post

such information nor is it responsible for the posting or failure to post emergency information.

Management of Social Media Sites

Hesperia Recreation and Park District social media sites are to be established and maintained by the Hesperia Recreation and Park District account administrator and his/her duly authorized designee(s). The District General Manager is responsible for the overall administration of the District's social media sites, enforcement of this policy, and for securing protection of District information and technology assets against potential destructive technical incidents in the context of social media use. Approval of District social media sites shall be made by the General Manager.

- (A) The account administrator shall maintain a current list of all of the District's social media sites that are approved and operating. Social media sites may be established only with a District email address.
- (B) The account administrator shall regularly monitor all its sites, including timely review and approval of all content, and removal of content after the records retention period, or otherwise according to this Policy.
- (C) As described in the Content and Comment Moderation Policy, the District reserves the right to refrain from posting or to remove any content that is not consistent with this and other District policies or that is in violation of applicable law(s).
- (D) Technology, social media capabilities and scope, and online behaviors are changing constantly. Because of this constant adjustment and adaptation, the District reserves the right to change, modify, or otherwise amend all or part of this Policy at any time.
- (E) District social media sites shall be managed consistent with federal and state law and regulations, including but not limited to the Brown Act, the Political Reform Act, and the California Elections Code, as those may be amended from time to time, as well as the requirements of this Policy. As required by the Brown Act, elected and appointed members of the District shall not respond to any published postings, nor use any social media site or any form of electronic communication to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate,

or express opinions on any issue within the subject matter jurisdiction of the body, or for any political purpose.

- (F) District social media sites are subject to the California Public Records Act. Any content maintained on an official District social media format that is related to District business, including posted communications, and communications submitted for posting, may be considered a public record and subject to public disclosure. California Public Records Act requests for the production of social media site content shall be referred to the District Clerk for review and further handling. The originals of such public records shall be retained for two years or as otherwise provided by the applicable District records retention policies.

15.00 DISTRICT/PARK RULES

The following are the latest approved posted District/Park Rules used for enforcement (see ATTACHMENT E).

15.01 Attachment E includes the following Posted Rules and Handouts.

- (A) Posted Rules
 - (1) Park Rules (Posted)
 - (2) Malibu Park Rules (Posted)
 - (3) Swimming Pool Rules (Posted)
 - (4) Hesperia Golf & Country Club Rules (Posted)
 - (5) Hesperia Golf & Country Dress Code (Posted)
 - (6) Tennis/ Pickleball Court Rules (Posted)
 - (7) Power Play Center Facility Rules (Posted)
 - (8) Special Event Rules (Posted)
 - (9) Hesperia Lake Park Rules (Posted)
 - (10) Arena Rules and Riding Etiquette (Posted)
 - (11) Dog Park Rules (Posted)
 - (12) Skate Plaza Rules (Posted)
 - (13) Hesperia Civic Plaza Park Rules (Posted)
- (B) Handouts
 - (1) Hesperia Lake Park Rules (Handouts)
 - (2) Hesperia Lake Park Fishing Rules (Handouts)
 - (3) Hesperia Lake Camping Rules (Handouts)
 - (4) Hesperia Lake Equestrian Camp Rules (Handouts)

16.00 ATTACHMENTS –

These attachments may be replaced by approval of the District Board without amending the entire Policy Manual:

16.01 List of Attachments

- (A) Resolution of Adopting Conflict of Interest
- (B) Resolution of Adopting Records Retention Schedule and Records Retention Schedule
- (C) District's Employee Handbook
- (D) District Ordinance 2 (Revised)
- (E) District/Park Rules



Post Office Box 401055 • Hesperia, California 92340-1055 • (760) 244-5488

RESOLUTION NO. 18-06-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HESPERIA RECREATION
AND PARK DISTRICT ADOPTING AN AMENDED CONFLICT OF INTEREST CODE
APPENDIX A PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

WHEREAS, the Legislature of the State of California has enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interests which potentially affect all officers, employees and consultants of the Hesperia Recreation and Park District (the "District") and requires all public agencies to adopt and promulgate a conflict of Interest Code; and

WHEREAS, the regulations implementing the Act provide that the District may adopt the terms of 2 Cal. Code of Regulations Section 18730 in order to adopt a conflict of interest code which will be self-updating as the regulations are updated; and

WHEREAS, the District must also adopt an updated designation of employees and disclosure categories as set out in the Appendices attached to this Resolution adopting Section 18730 by reference; and

WHEREAS, the District has been updating the list of positions covered by its Conflict of Interest Code and has worked with the Fair Political Practices Commission staff regarding such code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of the District Board meeting and of consideration by the District Board of the proposed amended Conflict of Interest Code was provided each designated employee and publicly posted for review at the offices of the District Secretary/Clerk.

NOW THEREFORE, BE IT RESOLVED that the Hesperia Recreation and Park District Board of Directors hereby adopts by reference the provisions of 2 Cal. Code of Regulations Section 18730 along with the Appendix containing an updated designation of employees and disclosure categories as its Conflict of Interest Code, a copy of which is attached hereto and available for inspection to the public;

BE IT FURTHER RESOLVED that the said amended Conflict of Interest Code shall become effective 30 days after its adoption.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2018.



Board President
Hesperia Recreation and Park District



District Secretary
Hesperia Recreation and Park District

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO) ss.

HESPERIA RECREATION AND PARK DISTRICT)

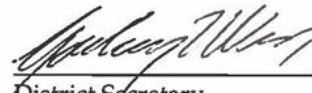
I, Lindsay Woods, District Secretary of the Hesperia Recreation and Park District, County of San Bernardino, State of California, do hereby certify that the foregoing Resolution No. 18-06-04 was regularly adopted by the Board of Directors of said Hesperia Recreation and Park District at a regular meeting of said Board of Directors held on the 13th day of June, 2018 by the following vote:

AYES: Limbaugh, Chandler, Hamilton, Gonzalez

NOES: None

ABSENT: Gregg

ABSTAINED: None



District Secretary
Hesperia Recreation and Park District

Appendix "A"

Resolution No. 18-06-04

The Board of Directors of the Hesperia Recreation and Park District, the General Manager, the District Attorney, the District Treasurer and all other District officials who manage public investments are included in and governed by this Conflict of Interest Code only with respect to its disqualification provisions. For purposes of disclosure, the Board of Directors of the Hesperia Recreation and Park District, the General Manager, the District Attorney, the District Treasurer and all other District officials who manage public investments, as defined by 2 Cal. Code of Regs. 18720, are subject to the statutory conflict of interest provisions of Article 2 of Chapter 7 of the Political Reform Act of 1974 (Government Code Section 87200 et seq.) and must file Form 700 Statements of Economic Interests. (Regs. 18730 (b) (3)).

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are other District officials who manage public investments:

DESIGNATED POSITIONS

Designated Employees
Title or Function

Disclosure Categories Assigned

General Manager
Finance Manager
General Counsel

All Applicable Forms
All Applicable Forms
All Applicable Forms



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RESOLUTION NO. 16-11-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE HESPERIA
RECREATION AND PARK DISTRICT
ADOPTING A REVISED RECORDS RETENTION
POLICY AND SCHEDULE**

The Board of Directors of the Hesperia Recreation and Park District (hereafter referred to as the "Board of Directors") does resolve as follows:

WHEREAS, a records retention schedule establishes minimum retention periods for the various types of District records, and

WHEREAS, Government Code Section 60201(b)(2) provides that the legislative body may, by resolution, adopt and follow a records retention schedule that complies with guidelines provided by the Secretary of State pursuant to Govt. Code Section 12236, that classifies all the District's records by category, and that establishes a standard protocol for destruction or disposition of records; and

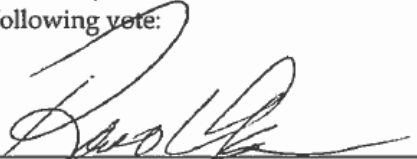
WHEREAS, on September 11, 1991, the Hesperia Recreation and Park District (the "District") adopted Resolution No. 91-9-1, setting forth a policy and schedule for retention and destruction of District records (the "91-9-1 Policy"). The 91-9-1 Policy was adopted pursuant to Sections 60200 through 60203 of the Government Code of the State of California (the "Code"), which governs the destruction or disposition of public records, including the records of the District; and

WHEREAS, subsequent to the District's adoption of the 91-9-1 Policy, the California Legislature enacted Assembly Bill 474 making substantive amendments to Sections 60201 through 60203 of the Code.

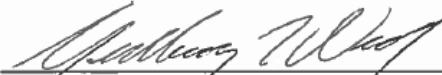
WHEREAS, the District's Board of Directors finds it timely and necessary to update the 91-9-1 Policy in response to the Legislature's amendments to Code Sections 60201 through 60203.

NOW, THEREFORE BE IT RESOLVED that the Hesperia Recreation and Park District Board of Directors hereby officially adopts the Record Retention Policy and Schedule for the management and destruction of the records in the District's possession.

PASSED, APPROVED AND ADOPTED this 9th day of November, 2016 by the following vote:



Board President
Hesperia Recreation and Park District

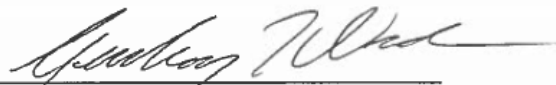


District Secretary
Hesperia Recreation and Park District

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss.
HESPERIA RECREATION AND PARK DISTRICT)

I, Lindsay Woods, District Secretary of the Hesperia Recreation and Park District, County of San Bernardino, State of California do hereby certify that the foregoing Resolution No. 16-11-01 was regularly adopted by the Board of Directors of said Hesperia Recreation and Park District at a regular meeting of said Board of Directors held on the 9th day of November, 2016 by the following vote:

AYES: Limbaugh, Gonzalez, Chandler, Hamilton, Swanson
NOES: None
ABSENT: None
ABSTAINED: None



District Secretary
Hesperia Recreation and Park District

Hesperia Recreation & Park District Records Retention Schedule



2016

LEGEND

Records Retention

AC = Active	AD = Adoption
AU = Audit	CL = Closed/Completion
CU = Current Year	DOB = Date of Birth
E = Election	L = Life
P = Permanent	S = Supersede
T = Termination	

CITATIONS

B&P	Business and Professions
CAC	California Administrative Code
CCP	Code of Civil Procedure
CCR	Code of California Regulations
CEQA	California Environmental Quality Act
CFR	Code of Federal Regulations
EC	Election Code
EVC	Evidence Code
FC	Financial Code
FMLA	Family & Medical Leave Act, (federal and CA)
GC	Government Code
H&S	Health and Safety
HUD	Housing and Urban Development
OMB	Office of Management and Budget
OSHA	Occupational Safety & Health Act
PC	Penal Code
UFC	Uniform Fire Code
USC	United States Code
VC	Vehicle Code
WC	Welfare & Institutions Code

Program Records:

There are no typical retention periods for program records because they are unique to the individual department/division or office. These records represent the reason the office exists and their retention is usually specified in some statute or regulation that established the office or program (if any). A few program records may be identified for permanent retention however most will be retained for a specific number of years, or as perpetual records with an "Active" period, such as the administrative records.

Most program records are large in volume and may be required much longer than administrative records. As with administrative records, program records should be retained only as long as they have some administrative, fiscal or legal value. Once there no longer is any value to the record, they should be disposed of in accordance with an approved Records Retention Schedule.

ADMINISTRATION			
Record Series	Retention	Citation	Descriptor
COMMUNITY SERVICES:			
Libraries	CU +2	GC34090 GC60200 et seq.	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	CU +5	GC60200 et seq.	Historic Value
Sports Organization	S +2	GC60200 et seq.	
ELECTIONS:			
Applications, Absentee Ballots and Envelopes	E +.5	EC17505;EC17302 GC60200 et seq.	From date of election
Assisted, Challenged, Voters List	E +.5	EC17304 GC60200 et seq.	From date of election
Ballots	E +.5	EC17302 GC60200 et seq.	From date of election; ballots submitted to precincts/District Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots - Prop. 218 (Assessment Districts)	P	California Constitution Article XIII GC60200 et seq.	Property related fees (Assessment Ballot proceeding)
Calendar	E +2	GC34090 GC60200 et seq.	
Canvas	P	GC 22932; EC17130; EC2653 GC60200 et seq.	Notifications and Publications of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certification of Election	T +4	GC81009(a)(d) GC60200 et seq.	Certificates of election; Original reports and statements
Charter - Amendments/ Measures	P	GC34458-60; GC34090 GC60200 et seq.	Charter designations by Secretary of State following adoption of voters
Fair Political Practices:			
Administration/ Campaign Statements and Conflict of Interest	CU +5	GC60200 et seq.	FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) GC60200 et seq.	FPPC Filings
Campaign disclosure, Not Elected	E +5	GC81009(b) GC60200 et seq.	FPPC Filings
Campaign disclosure, Unsuccessful (all other committees)	E +7	GC81009 GC60200 et seq.	FPPC Filings
Candidate Statements	E +4	GC60200 et seq.	Sample Ballot retained permanently

History	P	GC34090 GC60200 et seq.	History of Elections, sample ballots, certificates of destruction, other resolutions re: elections
ADMINISTRATION (Continued)			
Record Series	Retention	Citation	Descriptor
Fair Political Practices (Continued):			
Statement of Economic Interest - Elected Officials	T +7	GC81009(b) GC60200 et seq.	FPPC Filings
Statement of Economic Interest - Not Elected	E +7	GC81009(b) GC60200 et seq.	FPPC Filings
Lobbyist Registration	P	EC81009(b) GC60200 et seq.	Statements
Maps, Precincts/Voter Information	E +2	GC34090; EC17501;EC17301 GC60200 et seq.	
Nomination Papers - Successful - Unsuccessful	E +4 E +2	EC17100; GC81009(b) GC60200 et seq.	
Notification and Publications	E +2	GC34090 GC60200 et seq.	Proof of publication or posting; certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T +6	GC34090; 29 USC 1113 GC60200 et seq.	Elected Officials
Petitions	.75	EC17200, 17400; GC7253.5, 3765.8; EC14700 GC60200 et seq.	From date of filing or election; initiative
Precinct Records	E +.5	EC 17503 GC60200 et seq.	From date of election: Precinct official material; declaration of intention, precinct board member application, orders appointing members of precinct boards and designating polling places. Includes notice of appointment of office and record of service
Roster (of Voters)	E +5	EC 17300 GC60200 et seq.	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL +5	EC 17000 GC60200 et seq.	
Voter Registration Signature Copy	CU +5	EC 17000 GC60200 et seq.	Fire, special or school district
GENERAL SUBJECT:			
Classifications & Appointments	P	GC34090; GC12946; 29 CFR	Includes supplemental Personnel records. Wage rate tables 2 years

		516.6(2); 29 CFR 1602.4 GC60200 et seq.	
ADMINISTRATION (Continued)			
Record Series	Retention	Citation	Descriptor
GENERAL SUBJECT (Continued):			
Correspondence/ Originating Department	CU +2	GC34090(d) GC60200 et seq.	If not attached to agreement or project file
Goals and Objectives	CU +2	GC34090 GC60200 et seq.	Departmental - District goals & objectives
Policies & Procedures, Departmental	S +5	GC34090(d) GC60200 et seq.	Retain while current
Promotional Marketing	CU +5	GC60200 et seq.	
Reports - Departmental	CU +2	GC34090 GC60200 et seq.	Special/or final summary, review or evaluation
Reports - Staff	CU +2	GC34090 GC60200 et seq.	Non-agenda related, includes supporting documentation
Special Projects	CU +2	GC34090 GC60200 et seq.	
Support Services	CU +2	GC34090 GC60200 et seq.	Reproduction; printing; posting/mailling services; other internal resources
Travel Records	CU +2	GC34090 GC60200 et seq.	
GRANTS:			
CDBG	T +4	GC34090; 24 CFR 570.502 24 CFR85.42 GC60200 et seq.	Applications, reports, contracts, supporting documents; OMB Cir. A-102; A-110; A-128
Federal and State	CL +5	GC34090 GC60200 et seq.	Refer to grant application close- out procedure
Financial Records	CL +5	GC34090 GC60200 et seq.	Refer to grant application close- out procedure
Unsuccessful	CL +2	GC34090 GC60200 et seq.	Applications not entitled
HUMAN RESOURCES:			
Benefit Plan Claims	P	GC6250 et seq.; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174* GC60200 et seq.	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance. *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113.
Benefits Plan Enrollment, Denied	CL +4	GC34090; OMB A- 128 GC60200 et seq.	
Employee Handbook	S +2	GC34090 GC60200 et seq.	General employee information including benefit plans

Employee Programs	CL +2	GC34090; GC12946 GC60200 et seq.	Includes EAP and Recognition
ADMINISTRATION (Continued)			
Record Series	Retention	Citation	Descriptor
HUMAN RESOURCES (Continued):			
Employee Rights - General Employees Safety	T +7 T +7	GC12946; 29 CFR 1602; 29 USC 211(e); 203(m); 207(g) GC60200 et seq.	May include Arbitration, grievance, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions.
Hourly Employees	T +7	GC12946; GC34090* GC60200 et seq.	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603 GC60200 et seq.	I-9's
Medical Leave	CL +7	FMLA 1993 US OSHA; 29 CFR; 1910.20* GC60200 et seq.	May include Family Leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;
Motor Vehicle Pulls (DMV)	CL +7	GC12946* GC60200 et seq.	*CA 91009; 8 USC 1324(a)
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g) GC60200 et seq.	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Non-Safety Employees	T +7	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq.; 29 CFR; GC12946, 34090* GC60200 et seq.	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations; pre-employee medicals; fingerprints; identification cards (IDs) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq.; 45 CFR 1068.6(a)
Personnel Records (copies)	CU +2	CG34090; GC6250 GC60200 et seq.	Attendance; evaluations; drafts; worksheets; postings
Social Security, Retirement, SSI	P	29 CFR 1627.3(2); GC12946, 34090 GC60200 et seq.	EEOC/ADEA
Recruitment	CL +3	Reference: GC12946; GC6250 et seq.;	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination

		29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3 GC60200 et seq.	materials; examination answer sheets; job bulletins; eligibility; electronic database
ADMINISTRATION (Continued)			
Record Series	Retention	Citation	Descriptor
HUMAN RESOURCES (Continued):			
Reports	CU +2	GC34090 GC60200 et seq.	Employee statistics, benefit activity; liability loss
Safety Employees	T +7	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4;* GC60200 et seq.	Police, fire, emergency employees may include: Release Authorizations; Certifications Reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations; pre-employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq.; 45 CFR 1068.6(a)
Surveys and Studies	CU +2	GC12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14 GC60200 et seq.	Includes classifications, wage rates
Training Records	CU +7	GC6250 et seq. GC60200 et seq.	Employee applications, volunteer program training, class training materials, internships
Personnel (by name)	T +7	GC34090 GC60200 et seq.	Paperwork documenting officers internal and external training
Safety	T +7	GC34090 GC60200 et seq.	Certifications/designations
Vehicle Mileage Reimbursement Rates	S +2	GC34090 GC60200 et seq.	Annual mileage reimbursement rates
INFORMATION SERVICES:			
Internet, Web	S +2	GC34090 GC60200 et seq.	Management policies; supporting documentation
Inventory, Information Systems	S +2	GC34090 GC60200 et seq.	Hardware/Software inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU +4	GC34090; CCP 337.2; 343 GC60200 et seq.	Configuration maps and plans
Program Files and Directories	CU +2 CU +2 (2 mos.) CU +1 CU +.5	GC34090; GC34090.7 GC60200 et seq.	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU +2	GC34090 GC60200 et seq.	System Generation
LEGAL/LEGISLATIVE:			
Agendas	CU +2	GC34090 GC60200 et seq.	Original agendas and special meeting notes, including

			certificates of posting, original summaries, original communications and action agendas for Board, and Board Committees.
ADMINISTRATION (Continued)			
Record Series	Retention	Citation	Descriptor
LEGAL/LEGISLATIVE (Continued):			
Agenda Reports (Master, Subject Files)	CU +2	GC34090(d) GC60200 et seq.	Documentation received, created and/or submitted to Council
Appeals, Civil	CU +3	CCP 583.320(a)(3); GC 34090 GC60200 et seq.	
Applications, Boards, Commissions, Committees	CL +2	GC34090 GC60200 et seq.	Not Selected
Applications, Boards, Commissions, Committees	CL +2	GC34090 GC60200 et seq.	Selected
Articles of Incorporation	P	GC34090; CCP 337.2 GC60200 et seq.	
Case Log	CL +7	CCP 337.2; 343 GC60200 et seq.	From close of cases listed; chronological listing of cases
Case Records - (High Profile)	P	GC6254 GC60200 et seq.	Significant cases which have importance and/or set legal precedence. Includes logs, complaints, police reports, court orders motions, notes, briefs
Case Records	CL +7	42 USC s1983 GC60200 et seq.	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements - Excluding Capital Improvement - Including Capital Improvement	T +5 P	CCP 337.2, 343; B&P7042.5* 2.08.110; * GC60200 et seq.	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066 Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254 GC60200 et seq.	Including notations on activities related to case
Legal Advertising	CU +4	CCP 343 349 et seq.; GC911.2; GC34090 GC60200 et seq.	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 4	GC34090 GC60200 et seq.	Service request, summaries of monthly requests
Minutes	P	GC34090(d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee

		GC60200 et seq.	
Notices, Meeting	CU +2	GC34090.7, 54960.1(c)(1) GC60200 et seq.	Special meetings
Opinions	S +2	C34090;GC6254 GC60200 et seq.	Confidential
ADMINISTRATION (Continued)			
Record Series	Retention	Citation	Descriptor
LEGAL/LEGISLATIVE (Continued):			
Ordinances	P	GC34090(d); 40806 GC60200 et seq.	Charter amendments; municipal code
Petitions	CU +1	GC50115; GC6253 GC60200 et seq.	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801 GC60200 et seq.	Legislative actions
Audio Recordings	40 days	GC34090.7 GC54953.5(b) GC60200 et seq.	When used for minute preparation
BOARD CLERK:			
Assessment Districts	P	GC34090 GC60200 et seq.	Original documentation
Public Records Request	CL +2	GC34090 GC60200 et seq.	
Records Management	CL +2	GC34090 GC60200 et seq.	Document includes retrieval, transfers - inactive
Records Management Disposition Authorization	P	GC34090 GC60200 et seq.	Documentation of final disposition or records
Records Retention Schedules	S +4	CCP 343 GC60200 et seq.	
POLICIES & PROCEDURES:			
General Administrative	S +2	GC34090; 40801 GC60200 et seq.	All District policies and procedures
Policy, Board Proclamations	S +2	GC34090 GC60200 et seq.	Policies, directives rendered by Board not assigned a resolution or ordinance number
PUBLIC INFORMATION:			
Brochures, publications, newsletters, catalogs, bulletins	CU +7	GC34090 GC60200 et seq.	
District Calendar	CU +2	GC34090 GC60200 et seq.	
Media Relations	CU +2	GC34090 GC60200 et seq.	Includes cable, newspaper, radio, message boards, presentations
RISK MANAGEMENT:			

ATTACHMENT B

Bonds, Insurance	P	CCP 337.2; 343 GC60200 et seq.	Bonds and insurance policies insuring District property and other assets
Claims, Damage	CL +7	GC34090; GC25105.5 GC60200 et seq.	Paid/Denied
ADMINISTRATION (Continued)			
Record Series	Retention	Citation	Descriptor
RISK MANAGEMENT (Continued):			
Incidents Reports	- CL +2 - Non-injury - CL +2 - Injury - CL + until minor reaches 18 yrs. old + 2 - Injury (minors) - P – molestation/sexual incidents (minors)	29 CFR 1904.2; 29; *GC34090 GC60200 et seq.	Theft, arson, vandalism, property damage, patron injury , emergency call outs, or similar occurrence (excluding fire/law enforcement)
Insurance, CAPRI Joint Powers Agreement	P	GC34090 GC60200 et seq.	(Authority - California Joint Powers Insurance Association) MOU's/ Agreements/Agendas
Insurance, Certificates -District Issued -Received	P CL +7	GC34090 GC60200 et seq.	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance Liability/Property -District Issued -Received	P CL +7	GC34090 GC60200 et seq.	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20 GC60200 et seq.	Indemnity; working files - originals with Administrator
Liability Releases	P	GC34090 GC60200 et seq.	
Photographs, Negatives, Film	Follow Incident Reports retention schedule	GC34090 GC60200 et seq.	
Risk Management Reports	CL +5	OMB 1220-0029; 29 CFR 1904.4; GC 34090 GC60200 et seq.	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies
Worker's Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6 GC60200 et seq.	Claim Files, Reports, Incidents (working files) originals filed with Administrator
DEVELOPMENT			
ADMINISTRATION:			
Bids & Proposals (unsuccessful)	CU +2	GC34090(d) GC60200 et seq.	
Bonds		CCP 337.5	Housing; Industrial Development

ATTACHMENT B

- Development - Security	CL +2 CL +2	GC34 GC60200 et seq.090	Documentation created and/or received in connection with the performance of work/services for the District, or for parcel maps and subdivision work
Contractor	CU +2	GC34090(d) GC60200 et seq.	Current listing
DEVELOPMENT (Continued)			
Record Series	Retention	Citation	Descriptor
ADMINISTRATION (Continued):			
Correspondence	CU +2	GC34090(d) GC60200 et seq.	Working documentation
Development Conditions	L	GC34090 GC60200 et seq.	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090; 4 8 CFR 4.703 GC60200 et seq.	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090(a) GC60200 et seq.	Landscape mediums, parkway landscape, development, public works construction
Drawings, Project Plan	CU +2	GC34090(d)	Does not includes those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090* GC60200 et seq.	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU +2	GC34090(d) GC60200 et seq.	Internal working files including correspondence
Grants, CDBG	CL +2	24CFR 570.502(b)(3); 241 CFR 85.42 & OMB Cir. A-110, Attach. C; * GC60200 et seq.	Project files, contracts, proposals, statements, reports, sub-recipient dockets, environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090(d) GC60200 et seq.	Historic structures and landmarks
Land Uses, nonconforming	P	GC34090(a) GC60200 et seq.	Building or site usage which does not conform to current standards
Logs	CU +5	GC60200 et seq.	Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility

ATTACHMENT B

Maps & Plats	P	GC34090(a) GC60200 et seq.	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, base maps, etc.
DEVELOPMENT (Continued)			
Record Series	Retention	Citation	Descriptor
ADMINISTRATION (Continued):			
Master Plans, Annual	S +2	GC34090 GC60200 et seq.	Special or long range program plan for District; coordination of services; strategic planning
Permits, Construction	P	GC34090(a); H&S19850; 4003; 4004 GC60200 et seq.	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL +2	GC34090(d) GC60200 et seq.	Alterations, encroachment, excavations, road, street sidewalks, swimming pool drainage, temporary uses, etc.
Photographs	S +2	GC34090(d) GC60200 et seq.	Aerial photographs
Projects, Not Completed or Denied	CL +2	GC34090(d) GC60200 et seq.	Building, engineering, planning
Reports	CU +2	GC34090 GC60200 et seq.	Activity, periodic
Studies, Special Projects & Areas	CL +2	GC34090(d) GC60200 et seq.	Engineering, joint powers, noise, transportation
Surveys	P	GC34090(a) GC60200 et seq.	Recording data and maps
BUILDING:			
Blueprints, Specifications	CL +2	GC34090(d) GC60200 et seq.	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090(a) GC60200 et seq.	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090(a); 4003; 4004; H&S 19850, 19853 GC60200 et seq.	New construction, tenant improvements including security bonds
Inspection	CL +2	GC34090(d) GC60200 et seq.	Correspondence, fees, appeal requests, reports
Permits	P	GC34090(a); H&S 19850;4003;4004 GC60200 et seq.	Plans, building, signs, grading, encroachment permits
ENGINEERING:			
Capital Improvement Projects	CL +10	CCP337.15 GC60200 et seq.	Supporting documents including bidders' lists, specifications,

			reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CCP337.15 GC60200 et seq.	Assesses value of real property
Flood Control	CL +2	GC34090(d) GC60200 et seq.	Storm Drains
Special Districts	P	GC34090(d) GC60200 et seq.	Supporting documents re: improvement, lighting, underground utility; bonds, taxes, & construction
DEVELOPMENT (Continued)			
Record Series	Retention	Citation	Descriptor
ENVIRONMENTAL QUALITY:			
Air Quality (AQMD)	CU +7	CCP 338(k); GC34090 GC60200 et seq.	Participants/voucher logs; Total Daily Mileage Survey; various local authorities; commute alternative
Asbestos	P	GC34090(a) GC60200 et seq.	Documents abatement projects, public buildings
(CEQA) California Environmental Quality Act	P	GC34090(a) + CEQA Guidelines GC60200 et seq.	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU +2	GC34090(d) GC60200 et seq.	Ride sharing, trip reduction
Environmental Review	CL +2	GC34090(d) GC60200 et seq.	Correspondence, consultants, issues, conversation
Pest Control	CU +2	GC34090(d) GC60200 et seq.	Pesticide applications, inspections & sampling, documents
Soil	CL +2	GC34090(d) GC60200 et seq.	Analysis, construction recommendations
Soil Reports	P	GC34090(d) GC60200 et seq.	Final Reports
MUNICIPAL FACILITY:			
Capital Improvements, Construction	P	2.083110; GC34090(a); 4004; H&S 19850; GC34090(a) GC60200 et seq.	Contains records re: planning, design, construction, conversion or modification of District-owned facilities, structures & systems.
Facility rentals/use	CU +2	GC34090 GC60200 et seq.	Permits, contracts, diagrams, schedules, insurance binders
Maintenance Operations	CU +2	GC34090(d) GC60200 et seq.	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PLANNING:			

ATTACHMENT B

Case files, Planning & Zoning	P	GC34090(a); H&S 19850; 4003; 4004 GC60200 et seq.	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot-line adjustments or other planning-related matters brought before District Board.
DEVELOPMENT (Continued)			
Record Series	Retention	Citation	Descriptor
PLANNING (Continued):			
Certificates	L	GC34090 GC60200 et seq.	Retain during life of structure
Flood Records	CU +2	GC34090 GC60200 et seq.	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7 GC60200 et seq.	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans.
PROPERTY:			
Abandonment	P	GC34090(a) GC60200 et seq.	Buildings, condemnation, demolition
Acquisition, Disposition	CL +10	GC34090(a); GC6254 GC60200 et seq.	Supporting documents re: sale, purchase, exchange, lease or rental of property by District.
Annexation Case Files	P	GC34090(a) GC60200 et seq.	Reports, agreements, public notices
Appraisals	CL +2	GC34090; GC6254(h) GC60200 et seq.	Exempt until final acquisition or contract agreement obtained.
Deeds & Promissory Notes	P	GC34090(a)* GC60200 et seq.	*24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, District Boundary	P	GC34090(d) GC60200 et seq.	Recorded maps, surveys, monuments
FINANCE			
ACCOUNTING:			
Accounts Payable	AU +7	GC34090 GC60200 et seq.	Invoices, check copies, supporting documents
Accounts Receivable	AU +7	GC34090 GC60200 et seq.	
Applications	CL +2	GC34090 GC60200 et seq.	Utility connections, disconnects, registers, service
Assessment Districts Community Facilities Districts	P	GC34090 GC60200 et seq.	Collection information; Original documentation files with District Clerk

ATTACHMENT B

Bank Reconciliation	AU +7	GC34090; 26 CFR 16001-1 GC60200 et seq.	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU +7	GC34090 GC60200 et seq.	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget (working papers)	AU +7	GC34090 GC60200 et seq.	
Budget adjustments, journal entries	AU +7	GC34090 GC60200 et seq.	Account transfers
Checks	AU +7	GC34090; CCP 337 GC60200 et seq.	Includes payroll, canceled & voided checks
FINANCE (Continued)			
Record Series	Retention	Citation	Descriptor
ACCOUNTING (Continued):			
Deposits, Receipts	AU +7	GC34090; CCP 337 GC60200 et seq.	Checks, coins, currency
Invoices	AU +7	GC34090 GC60200 et seq.	Copies sent for fees owed, billing, related documents
Journals - Utility Billing	CU +7	GC34090 GC60200 et seq.	Billing including monthly activity
Ledger, General	P	GC34090; * GC60200 et seq.	*CCP 337
Voucher	AU +7	GC34090; CCP 337 GC60200 et seq.	Account postings with supporting documents
Taxes, Receivable	AU +7	CCP 338 GC60200 et seq.	
Warrant Register	AU +7	GC 34090.7 GC60200 et seq.	
ADMINISTRATIVE RECORDS:			
Budget Operating (copies)	S	GC34090 GC60200 et seq.	Departmental Reference
Budget - Proposed Budget - Adopted	CU +2 P	GC34090 GC60200 et seq.	Presented to Board of Directors
FIXED ASSETS:			
Inventory	AU +7	GC34090; 26 CFR 301 65-1(F) GC60200 et seq.	Reflects purchase date, cost, account number
Surplus Property - Auction - Disposal	AU +2 AU +4	GC34090 GC34090; CCP 337 GC60200 et seq.	Listing of property Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC9900 et seq GC60200 et seq.	Title transfers when vehicle sold
LICENSE:			
Business	T +7	GC34090; CCP 337 GC60200 et seq.	Paid & Reports

PAYROLL:			
Adjustments	AU +7	GC34090 29 CFR 516.5-516.6 GC60200 et seq.	Audit purposes
Employee Time Sheets	AU +7	GC34090; 29 CFR 516.2* GC60200 et seq.	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
Retirement Employee Deduction Reports	T +7	GC34090; CAC 22-1085-2 GC60200 et seq.	Records of deductions
FINANCE (Continued)			
Record Series	Retention	Citation	Descriptor
PAYROLL (Continued):			
Register	P	GC34090; GC37207 GC60200 et seq.	Labor costs by employee & program
Salary Records	T +7	GC34090; 29 CFR 516.2 GC60200 et seq.	Deduction authorization, beneficiary designations, unemployment claims, garnishments.
PURCHASING:			
Bids, RFQ, RFPs - Successful - Unsuccessful	AU +4 AU +5 CU +2	GC34090; CCP 337; * GC60200 et seq.	Requests for Qualifications; Requests for Proposals regarding goods and services *GC 25105-1; GC34090
Requisitions			
- Purchase Orders - Stores	AU +7 CU +2	GC34090; CCP 337 GC60200 et seq.	Original documents Completed forms for ordering
Vendor Register	P	GC34090 GC60200 et seq.	Alpha vendor listing of purchase orders, invoices, account numbers and check date
REPORTS:			
Audits	P	GC34090 GC60200 et seq.	
-Hearing or Review	AU +4	GC34090 GC60200 et seq.	Documentation created or received in connection with an audit hearing or review
Deferred Compensation	T +7	GC34090; 26 CFR 16001-1* GC60200 et seq.	Records of employee contributions and District payments *29 CFR 1627.3(2)
Federal and State Tax	AU +7	GC34090; 29 USC 436* GC60200 et seq.	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2); R&T
Financial, Annual	AU +7	GC34090.7 GC60200 et seq.	
Investment Transactions	P	GC34090; CCP 337; GC53607 GC60200 et seq.	Summary of transactions, inventory & earnings report

ATTACHMENT B

Labor Distribution	AU +7	GC34090 GC60200 et seq.	Costs by employee and program
TREASURER:			
Bank Statements	AU +7	FC3368, 30210; GC43900 et seq. GC60200 et seq.	Financing authority
Bonds - Account Statements - Administration	CL +10 CL +10	GC34090; CCP 337.5 GC60200 et seq.	Monthly statement of transactions and Final bond documentation Supporting documents
Bonds and Coupons	CL +2	GC34090; 53921 GC60200 et seq.	Paid/Cancelled
PUBLIC SAFETY – LAW ENFORCEMENT			
Record Series	Retention	Citation	Descriptor
ADMINISTRATION:			
Claim Files	CL +6	PC 832.5 GC60200 et seq.	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Park Rangers filed by citizens
Department Manual	S	GC60200 et seq.	Changes to manual are recorded in the General Orders (permanent)
Equipment -Communication	T +2	GC34090 GC60200 et seq.	Retained until termination of equipment use; Manuals, instructions, procedures
-Inventory	S +2	GC34090 GC60200 et seq.	Listing of equipment assigned to division, to whom it is assigned
Reports -Activity	CU +2	GC34090 GC60200 et seq.	Weekly/monthly/quarterly/annual activity/statistical reports by division. Retain only one form for retention period
INVESTIGATIONS:			
Administrative/Internal	CL +5	PC832.5;EVC1045 GC 12946 PC 801.5; 803(c) VC 2547 GC60200 et seq.	Initiated by citizens' complaints or internally initiated; includes complaint, reports, findings
Asset Forfeiture - Investigations/Proceedings Case File	CL +2	GC34090 GC60200 et seq.	
Notifications	CU +2	GC34090 GC60200 et seq.	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file
Case Books, Investigative	CL +2	GC34090 GC60200 et seq.	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
Case files	P	PC 799	

ATTACHMENT B

-Homicide -Investigator's file		GC60200 et seq.	
-Narcotics (No arrest, Narcotics Cases)	CL +2	GC34090 GC60200 et seq.	Retained by division until no longer useful for investigative purposes
-Officer Involved Shootings	CL +25	GC34090 GC60200 et seq.	
-Sign-in logs	CU +2	GC34090 GC60200 et seq.	Logs officers' names, time in/out for court appearances
Tracking System Records	CU +2	GC34090 GC60200 et seq.	Database records subpoena number, officer names, case number, defendant name, district attorney name, court information disposition
PUBLIC SAFETY – LAW ENFORCEMENT			
Record Series	Retention	Citation	Descriptor
INVESTIGATIONS (Continued):			
Evidence, Disposition Forms		GC60200 et seq.	Attach to duplicate Property Report, file w/DR in Records Division
Inked/Palm Cards	AC +20	GC60200 et seq.	Persons booked into detention facility; (copies distributed to county, state, federal agencies)
Records Latents	See Descriptor	Approp. PC section GC60200 et seq.	1)Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST GC60200 et seq.	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Informant Files	T +10	GC60200 et seq.	Legal notifications, identification information, payment information, activities information
Logs -Daily Activity	CU +2	GC34090 GC60200 et seq.	
-Officer	CU +2	GC34090 GC60200 et seq.	Daily activity of incidents not reported by use of official report
-Report Summary	CU +2	GC34090 GC60200 et seq.	Report numbers, type , names, dates retained for research value
-Investigative (Pre-Arrest)	CL +10	GC34090 GC60200 et seq.	Retained by division until cases are suspended and closed
-Juvenile Detention	CU +2	GC34090 GC60200 et seq.	Logs document juvenile processing per CYA

ATTACHMENT B

-Property Control	CU +2	GC34090 GC60200 et seq.	Logs items coming into and going out of property room
-Subpoena	CU +2	GC34090 GC60200 et seq.	Subpoenas received/served daily
Photographs	See Descriptor	GC60200 et seq.	Crime scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association
-Daily Report (Negatives)	T	GC34090 GC60200 et seq.	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
PUBLIC SAFETY – LAW ENFORCEMENT			
Record Series	Retention	Citation	Descriptor
INVESTIGATIONS (Continued):			
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S section 11360 (b) violations (Occurring after January 1, 1196)	2 (Mandatory destruct from date of conviction or date of arrest with no conviction	H&S 11361.5 (c) GC60200 et seq.	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357€, the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Crime - Felony Crimes with or without arrests	See descriptor	PC 800 PC 801 GC60200 et seq.	Prosecution for an offense punishable by imprisonment in state prison for 8 years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 – Tolling/Extension of time periods; Appeals process and “Three Strikes” also considerations in assigning retention.
-Misdemeanor/Infractions	CL +2	GC34090 GC60200 et seq.	No arrests, identifiable property or missing persons Note: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing: 1. They do not relate to an un-adjudicated arrest except for H&S 11357 or H&S 11360 violations; 2. They do not relate to unserved warrants; 3. They do not involve identifiable items which have not

ATTACHMENT B

			been recovered; 4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants; 5. They do not relate to violations listed in PC sections 799 & 800; 6. The cases are not presently involved in either a civil or criminal litigation.
-Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC799 GC60200 et seq.	No statutory limitation for prosecution. Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Narcotics	P	GC60200 et seq.	
PUBLIC SAFETY – LAW ENFORCEMENT			
Record Series	Retention	Citation	Descriptor
INVESTIGATIONS (Continued):			
Disposition of Arrest/Court Action		GC60200 et seq.	Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
Non-Criminal Occurrences	CU +2	GC34090 GC60200 et seq.	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges
Property Original	Until case is adjudicated/disposition determined	GC60200 et seq.	Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (by POST)
Reports	CU +2	GC34090 GC60200 et seq.	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic violence; FBI include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp; Officers Killed or Assaulted; Original to FBI – DOJ; Uniform Crime reports
Research Project Files	CL +2	GC34090 GC60200 et seq.	May include request forms, background materials, staff reports, final project reports and supporting data
Use of Force Supervisory Review Files	CU +2	GC34090 GC60200 et seq.	Includes review forms, arrest report copies, logs

ATTACHMENT B

Warrants -Felony	Recall after 10 years. Exception Murder/Escape	GC60200 et seq.	Recommended by the California Law Enforcement Warrant Officer's Association
-Misdemeanor Criminal	Recall after 5 years	GC60200 et seq.	Recommended by the California Law Enforcement Warrant Officer's Association
-Served	CU	GC60200 et seq.	Includes Warrant Service Information Card, alpha index card
-Unserved (Local)	Until served, recalled, or purged	GC60200 et seq.	
PATROL:			
Cards -Dispatch	CU +2	GC34090 GC60200 et seq.	
-Field Interview	CL +2	GC34090 GC60200 et seq.	
Citations -11357 (e) Juvenile	CL +2	11361.5 H&S GC60200 et seq.	
-11357b H&S, 11357c H&S, 11360b H& S violations	CL +2	11361.5 H& S* GC60200 et seq.	*CA Admin Code, Chapter 1 Title II, Sec. 708
-Cite and Release	CL +2	GC34090 GC60200 et seq.	
PUBLIC SAFETY – LAW ENFORCEMENT			
Record Series	Retention	Citation	Descriptor
PATROL (Continued):			
-California Vehicle Code Infractions (Duplicates)	CU +90 days	GC34090 GC60200 et seq.	Original is forwarded to court
-Parking/Traffic, Duplicates	CU +2	GC34090.7 GC60200 et seq.	Original is forwarded to court after agency processing; includes citations electronically created
-Transmittals	CU +2	GC34090 GC60200 et seq.	Listing of citations forwarded to court, filed for reference
Reports -Accident	CL +2	GC34090 GC60200 et seq.	Non-Jury
Warrants -Parking	Recall after 1 year	GC60200 et seq.	Recommended by the California Law Enforcement Warrant Officer's Association
-Traffic	Recall after 5 years	GC60200 et seq.	Recommended by the California Law Enforcement Warrant Officer's Association
SERVICES:			
Grievance Files	CL +2	GC34090 GC60200 et seq.	Grievance filed by employees, supporting documentation
Investigations, -Background (Non hired)	CL +2	GC34090 GC60200 et seq.	
-Background (Hired)	P	GC60200 et seq.	Include original reports re: PC 832.5 Investigations
Concealed Weapons	CL +2	GC34090 GC60200 et seq.	
Photographs -Personnel	S +2	GC34090 GC60200 et seq.	

ATTACHMENT B

Property Files	CU +2	GC34090 GC60200 et seq.	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Reports -Dealer of Gun Sales, Duplicate	CU +6 mos.	GC34090.7 GC60200 et seq.	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)	GC60200 et seq.	Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired
Rosters (Divisional)	S +2	GC34090 GC60200 et seq.	Personnel assigned to division
Schedules -Daily	CU +2	GC34090 GC60200 et seq.	Schedules of Officers on duty
-Watch Assignment/Timekeeping Records	CU +2	GC34090 GC60200 et seq.	
Training -Bulletins	P	GC60200 et seq.	
PUBLIC SAFETY – LAW ENFORCEMENT			
Record Series	Retention	Citation	Descriptor
SERVICES (Continued):			
-Event Files	CU +2	GC34090 GC60200 et seq.	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
-Lesson Plans, Range	CL +15	GC60200 et seq.	Scope, content, time period of courses
-Personnel (by name)	T +7	GC34090 GC60200 et seq.	Paperwork documenting officers' internal and external training
-Schedules, Range	CU +2	GC34090 GC60200 et seq.	Volunteers' identification, contact information
PUBLIC WORKS			
PARKS:			
Inventory, Equipment	AU +7	GC34090 GC60200 et seq.	Warranties and purchase orders
Landscape	CU +2	GC34090 GC60200 et seq.	Drawings, contracts, complaints, specifications, photos, reports, plants, trees maintenance, work orders
Maintenance/Operations	CL +2	GC34090 GC60200 et seq.	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090 GC60200 et seq.	Irrigation, plot plans, etc.
Photographs	S +2	GC34090 GC60200 et seq.	

ATTACHMENT B

Plans, Proposed	CU +2	GC34090 GC60200 et seq.	Future plans, new sites, expansions
Policies and Procedures	S +2	GC34090 GC60200 et seq.	Includes rules and regulations
Reports - Others	CL +2	GC34090 GC60200 et seq.	
Reports - Studies	CL +2	GC34090 GC60200 et seq.	Future sites, expansions
Schedules, Classes & Events	CU +2	GC34090 GC60200 et seq.	Enrollment, evaluations, attendance, fliers
Lighting	CU +2	GC34090 GC60200 et seq.	Maintenance, work orders
Hazardous Waste Disposal	CU +10	CAL OSHA; 40 CFR 122.21 GC60200 et seq.	Documentation re: the handling and disposal of hazardous waste
Inventory, Vehicle Ownership and Title	L +2	GC60200 et seq.	Owner's manual, warranty documents, Dept of Motor Vehicle title and registration, related documents.
Vehicle Assignment	CU +2	GC34090 GC60200 et seq.	Log books, request forms, lists

DISTRICT'S EMPLOYEE HANDBOOK

<http://www.hesperiaparks.com/handbook>

ORDINANCE NUMBER 2 (REVISED)

AN URGENCY ORDINANCE OF THE HESPERIA RECREATION AND PARK
DISTRICT BOARD OF DIRECTORS ESTABLISHING RULES AND
REGULATIONS GOVERNING USE OF PARKS, RECREATION AREAS AND
FACILITIES

The Board of Directors of the Hesperia Recreation and Park District ordains as follows:

Section 1 Findings: The Board of Directors of the Hesperia Recreation and Park District ("District") finds as follows:

- A. These rules and regulations are necessary for the administration, government and protection of its property, improvements and facilities.
- B. The intent of public leisure services is to provide opportunities for satisfying leisure needs for all segments of the population.
- C. Rules and Regulations are necessary to preserve such opportunities.
- D. This Ordinance must take effect immediately to be available for consistency and application over spring breaks and holiday periods in order to protect public health, safety and welfare within the District

Section 2 Applicability

- A. The rules and regulations set out here apply to all persons using any park or recreation park or facility owned, managed or controlled by the District, hereafter "District facilities".
- B. Persons entering District facilities may remain as long as they abide by the rules and regulations, applicable laws and codes of the State, County and local agencies. Persons using District facilities or programs are to abide by these regulations, applicable laws, ordinances and codes of the State, County and City, and lawful instruction of authorized employees of the District. Failure to leave the premises when requested to do so by an authorized employee of the District, for violation of these regulations, will be a further violation of regulations and of Penal Code 602, as applicable.

Section 3 Use of District Parks

- A. Hours of use. Except for District employees and contractors in the performance of their duties, it is unlawful for any person to be or remain in any District park between the hours of dusk to dawn or at such time as the park has been closed. For special events approved for extended hours, it is unlawful for any person to remain in that area of the park approved for the special event longer than one half hour after the activity concludes.
- B. In addition to authorized District personnel and Park Rangers, the Police Chief (Sheriff's Captain) and/or Fire Chief or either of their designees, are

authorized to close any District park whenever, in their best judgment, it is necessary for the health, safety and welfare of the community. It is unlawful for any person to be or remain in any District park after having been informed that such park has been closed by order of the Chief of Police and/or Fire Chief or his or her designee.

- C. No one is to camp, lodge or remain overnight in or on District facilities unless he or she is in a place designed for this purpose and written permission or permit has been granted in advance to that person or group to do so.

Section 4 Use of Restrooms; Urination and Defecation Prohibited Except in Restrooms

- A. It is a violation of these rules for any person to urinate or defecate in or on District facilities except in a proper receptacle in a rest room or bathroom in an enclosed structure.
- B. It is a violation of these rules for a person to cut, deface or make any writing or marking on the walls of any toilet facility or structure within any District facilities.

Section 5 Consumption of Alcohol

No person possessing an open container containing an alcoholic beverage shall consume such alcoholic beverage within a District facility except as follows:

- A. Conditions for Alcohol Permit:
 - 1. No alcohol conditions:
 - a. No alcohol during hours when District facilities are open to the general public.
 - b. No alcohol in hallways, rest rooms, food service or dining areas, common work area, lobbies, hearing or conference rooms, public assembly areas, classrooms, activity rooms and outside park areas at any time.
 - c. No alcohol in public schools, theatres, auditoriums, gyms and other buildings which are used by the District and are open for general public use.
 - d. No alcohol in public transportation under the authority of the District.
 - e. No alcohol at children's or teen events or activities when the emphasis of the events is for children under the age of 21 years old.
 - 2. Alcohol may be permitted only under all of the following conditions:
 - a. With the General Manager's written approval by permit obtained at least thirty days (30) days in advance of any

- event and satisfaction of any terms and conditions of such approval.
- b. With such approval during hours when the Hesperia Recreation and Park District indoor facilities are open for special events and not for general business.
- c. With such approval during private rentals
- d. Alcohol is only permitted in the main rooms and not in the halls, lobbies, kitchen, rest rooms or any other rooms.
- e. That all State, County, Local and District policies, procedures, codes, rules and laws that apply are followed and obeyed.
- 3. Terms and Conditions:
 - a. Approved District security/law enforcement officers must be provided and paid for by the renter. The District will arrange these officers at the user's cost.
 - b. The required deposit must be paid during the permit procedure that must be completed thirty (30) days in advance of any event.
 - c. A certificate of insurance must be provided which meets the District's insurance requirement at least two weeks in advance of any event.
- 4. Selling alcohol is not permitted except:
 - a. With the General Manager's prior written approval during the permit procedure.
 - b. Selling and consuming alcohol is permitted only in areas approved and designated.
 - c. A State alcohol license is required and local police permission.
 - d. That all State, County, Local and District policies, procedures, codes, rules and laws that apply are followed and obeyed and terms and conditions under A3 are met.

Section 6 Littering in Parks

- A. No person shall throw or deposit litter in any District facility except in public receptacles and in such a manner that the litter will be remain in the receptacle. Where public receptacles are not provided, all such litter shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere. "Litter" includes discarded handbills.
- B. District parks are not intended as traditional or limited public forums. No person shall display, deposit, offer, distribute or place on or in any vehicle any commercial or noncommercial handbill.

Section 7 Posting Notices Prohibited; Handbills

- A. No person shall post or affix any notice, poster or other paper or device to any District facility, including but not limited to lampposts, tree, poles, fences or other improvements. Such notices may be posted on appropriate bulletin boards provided by the District.

Section 8 Indoor Facility Smoking

Smoking includes smoking, using, carrying or holding of a lighted pipe, cigar or cigarette of any kind, or any lighted smoking equipment or the lighting or emitting or exhaling the smoke of a pipe, cigar or cigarette of any kind. Smoking is prohibited in all District facilities, vehicles and within 50 feet of public building doorways and on the premises of any play areas or within 50 feet of such premises.

Section 9 Protection of District Property and Resources

- A. Natural Resources and District Property.
 - 1. No person may remove any wood, turf, grass, soil, rock, sand, or gravel from any park except a duly authorized District employee in the performance of his or her duties. (Penal Code Section 602)
 - 2. No person shall remove, destroy, injure, mutilate or cut any tree, plant, shrub, bloom, flower, wild animal of any kind or any other natural or wildlife resource except a duly authorized District employee in the performance of his or her duty. (PC 602)
 - 3. No person shall frighten, chase, set snare for catch, injure or destroy any wild quadrupeds or birds; or destroy, remove or disturb any of the young or eggs of same, or to injure or maltreat any domestic or wild animals.
- B. Protection of Property:
 - 1. No person is to cut, break, deface, mark, graffiti or disturb any rock, building, monument, sign, fence, structure, apparatus, equipment or property except a duly authorized District employee in the performance of his or her duties.
 - 2. No person shall throw rocks or trash in unauthorized places.
 - 3. No person is allowed to bathe or wade or otherwise pollute the waters of any pond, stream, lake, fountains or pool unless wading or bathing are allowed in the designated streams or pools or portions thereof.

Section 10 Tennis Courts Rules

- A. Tennis Court rules:
 - 1. Wear tennis shoes, no hard or black sole shoes.
 - 2. Do not hang or sit on nets.
 - 3. Maximum time use while others are waiting is posted at each court area.

4. No private lessons allowed.
5. District recreation programs have priority.
6. Courts are not to be used for any activity except tennis play.
7. No skateboards or other wheeled vehicles allowed inside fenced court areas.
8. One (1) person cannot hold a court while others are waiting to play.
9. Courts open at sunrise and curfew is 10:00 p.m. daily or as posted.

Section 11 Disrupting the Public Peace

- A. No person shall engage in boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior tending to a breach of the peace and interfering with the enjoyment of other persons on the premises.
- B. No person over the age of 4 shall appear unclothed or in such attire, costume or clothing as to expose to public view the female breast or any part of the male or female pubic or anal region or genitalia, except in the normal and customary use of authorized dressing rooms, rest rooms or locker room areas.

Section 12 Duplicating Keys Prohibited

- A. No person shall duplicate keys used by the District for padlocks, door locks or locks of any type unless authorized by the General Manager.

Section 13 Animals

- A. Dogs must be on a leash not to exceed six (6) feet and have current license tags. Owners are responsible for muzzling dogs as necessary.
- B. No animals other than dogs and horses, burros, donkeys or ponies are permitted in District facilities. No cats, snakes, birds, reptiles without prior written consent of the General Manager.
- C. Animal owners are responsible for the clean up of droppings created by their animal.
- D. No person is allowed to ride or have a horse, burro, pony or donkey in any park except in equestrian areas designated for them.
- E. No person shall permit cattle, sheep, goats, horses or other livestock or animal to graze on the park premises.
- F. No animal not on a leash or lead.
- G. No animals may be left in cars or other vehicles.

Section 14 Amplified Music Prohibited

- A. To cause the amplification of sound at a level that disturbs public peace except pursuant to an exclusive use permit issued under the following conditions;

1. The location of any bandstand and the position of each loudspeaker shall be specified by the General Manager so as to allow the least amount of amplified sound to be audible in any adjacent residential neighborhoods.
2. Amplified sound shall not exceed a decibel level determined by the General Manager.

Section 15 Group Picnic/Park Use Permit Required

- A. Groups, clubs, organizations, families and others with fifty (50) or more people or those with over 20 people conducting a sporting contest are required to obtain a park use permit prior to an event in the times and manner specified by the District for such permits
- B. Groups may use only those facilities designated for group picnic or day use. It is not permitted for any person to use or attempt to use or interfere with the use of any table, space or facility which at the time is reserved for any other person or group which has received a permit for such use.

Section 16 Motor Vehicles Restricted to Parking Areas

- A. Registered and licensed motor vehicles are permitted in designated parking areas only. No motor vehicles of any type are allowed within the confines of any park area except in designated areas and parking lots, except for Park District employees performing their duties and other vehicles permitted to do so due to repair or maintenance of facilities, as well as, loading and unloading of supplies and equipment by District employees, in the discharge of their duties. As used, here, "motor vehicles" means cars, motorized bikes, motorcycles, scooters, and ATV's.
- B. Vehicles utilizing camping areas and other overnight facilities if they have a permit and abide by the camping rules and regulations.
- C. No off road vehicles are allowed within the confines of any District facilities except on a trailer or walked in or parked without the motor on.

Section 17 Activities Not Permitted

Any activity which the park or facility is not designed for is prohibited. Activities which are not permitted in parks or public areas not designated for such use include:

- A. Off road vehicles
- B. Bicycle riding
- C. Skates
- D. Skateboards
- E. Golf
- F. Model airplanes
- G. Tackle football
- H. Go carts
- I. Mini bikes

- J. Model crafts
- K. Model rockets
- L. Additional activities or uses posted as prohibited or restricted to certain areas.

Section 18 No Open Fires, Firearms or Fireworks Permitted

- A. No open fires are allowed in District facilities except in stove, barbecues or designated rings at Hesperia Lake. Charcoal is not allowed. These open fires must be within the confines of the fire rings with no wood hanging outside the fire rings.
- B. No one is to possess a firearm in any park with the exception of law enforcement officers in the performance of their duties. No person shall discharge or shoot any firearm, air gun, slingshot or bow and arrow in, at or from any District facility except in a designated archery facility.
- C. No one is allowed to bring fireworks into a park or to be discharged except for pyrotechnical shows that are discharged by a certified person and are approved by the District and the City Fire Department.

Section 19 No Collecting Admission or Selling Items

- A. No one shall collect admission or sell items at any park without the prior written approval of and a permit from the District.
- B. No one shall solicit, vend or charge fees for any service of any kind without the prior written approval of and a permit from the District.

Section 20 Food in District Facilities

Individuals and families may bring picnics into District facilities. However, any individual, business or group or organization of any type who serves or provides food to its members or the general public must follow, abide and be permitted by any State, County and Local codes, ordinances, and regulations which apply prior to the time of obtain any required district permit for use.

Section 21 Reward for Assistance in Enforcement

The Hesperia Recreation and Park District may pay up to \$200.00 as a reward to any individual who assists the District in the successful citation or arrest, prosecution and conviction of any person or group violating any part of this ordinance. No reward payment shall be made to an employee of the District, City, County, State or Federal government that is responsible for enforcement or prosecution of violators of this Ordinance or to any persons involved in violation of this Ordinance.

Section 22 Authorized Enforcement

- A. District employees on duty are the representatives of the District and are responsible for assisting the local law enforcement agencies in the enforcement of ordinances, rules, policies and regulations. Facility and

park users must comply with all requests of District employees, or officials.

- B. In order to protect property, improvements, facilities, or parks and recreation programs under its management or belonging to the District and to preserve the peace within such parks, the District Board confers, on uniformed park employees who are designated, the authority to issue citations for misdemeanors and infraction violations of State law, City or County ordinances, or District regulations or ordinances, when the violation is committed within a District park and in the presence of the employees issuing the citation. Such citations shall be issued in accordance with the provisions of Chapter 5C (commencing with Section 853.5) of Title 3 of Part 2 of the Penal Code.
- C. Authorized District employees also may enforce these rules and regulations by utilizing administrative citations adopted pursuant to Govt. Code Section 53069 and the applicable District Ordinance.

Section 23 Violations – Penalty

- A. The first violation of any rule or regulation set out here or otherwise adopted by the District is an infraction punishable by a fine set out in the resolution adopting the Hesperia Recreation and Park District's Administrative Fine Schedule.
- B. Further violation of any rule, regulation or ordinance adopted is a misdemeanor punishable by a fine according to the attached Hesperia Recreation and Park District's Ordinance Number 2 Administrative Fine Schedule or by imprisonment in the county jail for a period not to exceed one month or by both such fine and imprisonment.
- C. In addition to any administrative or criminal citation, those violating these rules may be expelled from District facilities and repeat violators may be barred from reentry for a period of time.

Section 24 Effective of Revised Ordinance

On its effective date, this Ordinance supersedes all the provisions of previous Ordinance No. 2. Notwithstanding, this Ordinance does not affect the validity of actions taken under previous Ordinance No. 2

Section 25 Effective Date

This Ordinance shall take effect immediately as necessary to protect public health, safety and welfare within the District.

Section 26 Posting

The General Manager shall post this Ordinance within 15 days of its adoption and shall certify the posting of this Ordinance as required by law.

PASSED, APPROVED AND ADOPTED this 8th day of April, 2009 at a regular meeting of the Board of Directors by the following vote:

AYES: Hamilton, Swanson, Chandler, Lupton, Limbaugh
NOES: None
ABSENT: None
ABSTAIN: None

Attest:



CAL CAMARA/Sec/Clerk to the Board

Approved as to Form:



Elizabeth Martyn, General Counsel



PARK RULES

1. Dogs must be on a 6 foot leash, be restrained at all times, and have a current license.
2. Amplified music prohibited (except by permit).
3. Group picnic reservations required for 25 or more people.
4. Motor vehicles restricted to parking areas.
5. Off-road vehicles, bicycle riding, skates, or skateboards not allowed.
6. No open fires, firearms, or fireworks permitted.
7. Horses are prohibited (except in equestrian areas).
8. No alcohol allowed (except by permit). Alcohol is allowed at Hesperia Lake Park.
9. No collecting admission or selling items without approval and permit.
10. No camping, lodging, or remaining overnight in or on District facilities without permit.
11. Parks are open during daylight hours only, from dawn to dusk, except for special events. Park closes immediately after such events end.
12. Parking and use of park facilities are at your own risk.
13. All other District, state, and local regulations apply.

PLEASE FOLLOW PARK RULES AND HAVE FUN AT HESPERIA PARKS.

**HESPERIA RECREATION AND PARK DISTRICT
MALIBU PARK RULES**

1. Pets must be restrained at all times and have all required licenses.
2. No amplified music.
3. Motor vehicles restricted to parking areas.
4. No off road vehicles, bicycle riding, skates or skateboards.
5. No open fires, firearms or fireworks permitted.
6. No horses are allowed (except in equestrian areas).
7. No alcohol allowed.
8. No collecting admission or selling items without approval and permit.
9. No golfing, model rocketry, use of radio controlled air planes, helicopters or vehicles.
10. No camping, lodging, or remaining overnight in or on District facilities without permit.
11. Parks and paseos are open during daylight hours only, from dawn to dusk except for special events. Park closes immediately after such events end. Ball fields are not accessible during school hours. Vehicles left in parking areas after hours will be locked in the parking lot until dawn the following day. No trespassing after hours PC 602.
12. Parking and use of park facilities at your own risk.
13. All other District, State and Local codes, rules and laws apply.

PLEASE FOLLOW THESE FEW RULES AND HAVE FUN AT HESPERIA PARKS.



Pool Rules

1. No diving in red deck zone areas.
2. No running, pushing, splashing or other horseplay.
3. No foul language or misbehavior.
4. No eating or drinking in the pool deck area.
5. No smoking.
6. No hanging or playing on the pool rope.
7. No swimming equipment or floatation devices allowed. Goggles are permitted.
8. Swim attire only in the pool.
9. No radios or electrical equipment allowed.
10. All children under 48" must be accompanied and supervised by an adult.
11. The lifeguard's decision is final.

Wading Pool

1. No children over six (6) years of age allowed in this pool.
2. Children must be accompanied and supervised by an adult.
3. No jumping or diving in the wading pool.

Diving Area

1. No flips or back dives allowed.
2. Make sure diving area is clear before diving.
3. Do not dive until the person before you reaches the ladder.
4. Swim out of the diving area immediately after diving.

**We reserve the right to refuse admittance to anyone.
We are not responsible for lost or stolen articles.**



Welcome to Hesperia Golf and Country Club

Managed by the Hesperia Recreation and Park District

- Registered golfers only allowed on course.
- Authorized vehicles and carts only on course.
- Offensive language or behavior will not be tolerated.
- Collared shirts required. No t-shirts or tank tops allowed.
- No outside alcohol allowed (except by permit).
- No camping, lodging or remaining overnight in or on District facilities without permit.
- No Dogs allowed.
- U.S.G.A. rules apply.
- Course is open during daylight hours only, from dawn to dusk.
- Use of facility is at your own risk.
- No personal ice chests allowed.
- Hesperia Recreation and Park District Code of Conduct enforced.
- All other District, state and local regulations apply.

17970 Bangor Avenue, Hesperia, CA 92345
Telephone (760) 244-9301
HesperiaParks.com



DRESS CODE

**Appropriate Golf Attire required.
Clothing must be clean, neat, and free from excessive
wear.**

No ripped or tattered clothing.

Items not considered Appropriate Dress Attire.

- Sweat pants, sweat shorts. Or muscle shirts.
- Cut -off shorts, sport shorts, or sports jerseys.
- No tank tops. No halter tops or tube tops for women. Sleeveless tops for women must have straps at least 1.5 inches wide.
- No offensive pictures or printing on hats or clothing. Clothing should be clean and neat.
- No metal spikes.
- Staff decisions will be final.

**PLEASE FOLLOW PARK RULES AND HAVE FUN AT
HESPERIA PARKS.**

All regulations subject to change without notice.



Tennis/Pickleball Court Rules

1. Wear tennis shoes, no hard or black soled shoes.
2. Do not hang on or sit on nets.
3. Maximum time use while others are waiting **is one (1) hour**.
4. No private lessons allowed.
5. District recreation programs have priority.
6. Courts are not to be used for any activity except tennis/pickleball play or District program activities.
7. No skateboards or other wheeled vehicles allowed inside fenced court areas.
8. One (1) person cannot hold a court while others are waiting to play.
9. Courts open at sunrise and close as follows:
 - May – September at 10:00 p.m. daily or as posted.
 - October – April at 8:00 p.m. daily or as posted.
 - Hours are subject to change.

POWER PLAY CENTER FACILITY RULES

- SKATE AT YOUR OWN RISK.
- POWER PLAY CENTER IS A NON-SMOKING FACILITY.
- NO IN & OUT PRIVILEGES OR LOITERING PERMITTED.
- IF YOU LEAVE THE FACILITY YOU MUST LEAVE THE PROPERTY.
- CLOTHING MAY NOT BE OFFENSIVE TO OTHER PATRONS OR STAFF.
- YOU MUST BE PICKED UP NO LATER THAN 15 MINUTES AFTER SESSION ENDS.
- FOUL LANGUAGE OR PROFANITY WILL NOT BE TOLERATED.
- HORSEPLAY IS PROHIBITED.
- NO PERSONAL ELECTRONIC SOUND EQUIPMENT.
- GUM CHEWING IS NOT PERMITTED IN THIS FACILITY.
- NO OUTSIDE FOOD OR DRINKS.
- POWER PLAY CENTER OR HESPERIA RECREATION & PARK DISTRICT WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.
- WE RESERVE THE RIGHT TO INSPECT ALL BAGS UPON ENTERING AND LEAVING THE FACILITY.
- INTOXICATED INDIVIDUALS WILL NOT BE PERMITTED ON PREMISES.
- POWER PLAY CENTER STAFF RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE FOR ANY REASON.
- ALL PATRONS MUST ABIDE BY THE DISTRICT'S CODE OF CONDUCT.

WELCOME
TO OUR SPECIAL EVENT
PLEASE FOLLOW THESE FEW RULES AND HAVE FUN!

- 1) Bicycles, skates, skateboards, scooters or off-road vehicles are prohibited.
- 2) Alcohol is not allowed at this event (except by permit).
- 3) Smoking is only allowed in designated areas.
- 4) Pets must be restrained on a 6 foot leash at all times and have all required licenses.
- 5) Unacceptable behavior will not be tolerated.
- 6) Soliciting is not allowed at this event (except by permit).
- 7) Do not loiter or block access to any event area.
- 8) Swimming or wading in the fountains, streams or ponds is prohibited.
- 9) No camping, lodging or remaining overnight in or on District facilities without permit.
- 10) Parking and use of park facilities is at your own risk.
- 11) Guests must comply with requests of District or City officials.
- 12) Violation of any of the rules may result in the expulsion of the guest from the event.
- 13) All other District, Local and State codes, rules and laws apply.

**HESPERIA RECREATION AND PARK DISTRICT
HESPERIA LAKE PARK RULES**

1. Pets must be restrained at all times and have all required licenses.
2. No amplified music (except by permit).
3. Group picnic reservations required for 25 or more people.
4. Motorized vehicles restricted to parking areas.
5. Off road vehicles, bicycle riding, skates, skateboards, or scooters not allowed.
6. No open fires, firearms or fireworks permitted.
7. Horses are prohibited (except in equestrian areas).
8. No alcohol allowed (except by permit).
9. No collecting admission or selling items without permit.
10. No golfing, model rocketry, use of radio controlled airplanes, helicopters, or vehicles.
11. No camping, lodging, or remaining overnight in or on District facilities without permit.
12. Parks are open during daylight hours only, from dawn to dusk except for special events. Parks close immediately after such events end. Vehicles left in parking areas after hours will be locked in the parking lot until dawn the following day. No Trespassing after hours PC 602.
13. It is the responsibility of the Permit or Reservation holder to have proof available upon request.
14. Parking and use of park facilities at your own risk.
15. All other District, State and Local codes, rules and laws apply.

PLEASE FOLLOW THESE FEW RULES AND HAVE FUN AT HESPERIA'S PARKS.



ARENA RULES AND RIDING ETIQUETTE

ARENA RULES

1. Arena is available on a first come first serve basis and is open from dawn to dusk.
2. Organized group use by permit only. Permitted use will have priority.
3. Corrals are available for rent. Corral renters are responsible for the safety of the corral and horse and are responsible for cleanup.
4. All riders are encouraged to wear a helmet.
5. Never ride alone or unsupervised.
6. Use of equestrian facilities is at your own risk. You must thoroughly inspect the facilities you intend to use before use.
7. Dogs must be on a 6 foot leash, be restrained at all times and have a current license.
8. No smoking within 25 feet of arena. (CA. H & SAFETY CODE Section 104495)
9. Pick up your horse manure and trailer debris in corrals and parking areas before leaving.
10. Park speed limit is 5 MPH.
11. Arena users are to park in the area provided to the north and south of the arena.
12. Keeping the gates closed at all times ensures that horses will not bolt out of the arena. If gateways are small, it is a good idea for riders to dismount and lead their horses through the gate.
13. The California State Vehicle Code is enforced within park boundaries. All other District, local, and state regulations apply.
14. Equestrian day use, camping, and corral use must adhere to Equestrian Camp Rules.

Park District employees have the right to refuse service to anyone and remove patrons for violating rules.

RIDING ETIQUETTE

1. Always give yourself plenty of space, at least one and a half horse lengths behind the rider in front of you.
2. Horse should always be reverse to the inside (away from the rail), with a quick look over your inside shoulder (shoulder facing the center of the arena) to make sure the way is clear.
3. When passing another horse in the same direction, always pass to the inside. You may say "passing". Come away from the rail and pass the horse reasonably quickly, return to the rail only after giving yourself at least one and a half horse lengths in front of the horse you've just passed. You should in no way interfere with the horse on the rail.
4. When passing a horse going in the opposite direction, you should always be left shoulder to left shoulder. This means you will be going past on the right.
5. Do not stop on the rail to talk or to ask questions or gather in the middle of the arena. Exit the arena if you wish to talk.
6. The middle of the arena may be used to work circles, practice stops, work figure eights, practice backing, etc.
7. If you must make a tack adjustment, exit the arena.
8. Always be aware of your surroundings and the other riders around you.
9. Be considerate and patient of other riders and horses.



HESPERIA RECREATION AND PARK DISTRICT DOG PARK RULES

- Dog Park is open from sunrise to sunset.
- All dogs must be accompanied by owner or a responsible person 16 years of age or older. **Owners are legally responsible for their dog(s) and any damage and/or injury caused by their dog(s).**
- Owners must carry a leash for each dog at all times and leash and unleash dogs only inside the double-gated area.
- Dogs are allowed off-leash when accompanied by, and under positive control of the person bringing the dog into the park.
- Dogs must wear a collar with license.
- Please pick up after your dog(s) and dispose of waste in provided receptacles.
- No more than two (2) dogs per adult are permitted in the park.
- Dogs in heat are not allowed in the park.
- Designated Areas: The small dog area is for dogs less than 25 pounds and the large dog area is for dogs 25 pounds or larger. Owners may take small dogs into the large dog area but do so at their own risk.
- Dogs under 4 months of age are prohibited in this off-leash facility. All dogs must be current on their vaccinations and free of contagious diseases, conditions, and parasites.
- Dogs showing aggression toward people or other dogs must be immediately removed from the park by the owner/guardian.
- All food, dog and human, is prohibited.
- Bringing equipment, obstacles, or apparatus into the Dog Park is prohibited.
- Children under the age of 14 must be supervised by an adult.
- Special events, contests, or commercial enterprises are by District permit only.
- All other District, State, and Local codes, rules, and laws apply.

PLEASE FOLLOW THESE FEW RULES AND HAVE FUN AT HESPERIA PARKS.



DOG PARK ETIQUETTE

Dog Park etiquette helps to ensure an enjoyable experience for everyone at the Dog Park, hounds and humans alike!

- Never leave your dog unattended and always keep your attention on your dog; accidents and mischief can happen quickly.
- If you see trash, debris, or anything else that's out of place, pick it up or put it back so none of the dogs get injured.
- Keep your dog on-leash until you get to the off-leash area. This is not just respectful to other park users; it's much safer for your dog.
- Close the gate to the Dog Park after entering or exiting.
- If your dog becomes unruly or plays rough, leash him and leave immediately.
- If you must bring children to a Dog Park, supervise them closely.
- Don't smoke or eat while at the Dog Park. Cigarette butts and food wrappers are tempting treats to dogs, but bad for them.
- Don't scold or touch someone else's dog. You wouldn't want them to do that to your dog.
- Be friendly with other dog owners. It's more enjoyable if everyone is nice to each other.
- Always observe all of the rules posted.



SKATE PLAZA RULES

The use of this skate plaza is in an outdoor environment with natural and manmade hazards, risk of injury is inherent. This requires user's constant exercise of caution and prudent judgment.

1. Helmets, knee pads and elbow pads are to be worn as they are intended to be worn and are required to be worn at all times.
2. Skate Plaza is open during daylight hours only, from dawn to dusk. No use of Skate Plaza except during the hours it is open. Only areas authorized for use may be used
3. The user assumes the risk of use of the plaza. Use at your own risk; this is an unsupervised area.
4. Skateboards, roller skates and in-line skates only. No bicycles, scooters or motorized vehicles.
5. Skateboarding or skating on wet or icy surfaces is not permitted.
6. Additional ramps, jumps or obstacles are not allowed in the skate plaza. No modifications to the skating surface or features are allowed.
7. Personal conduct and behavior: The following are prohibited in the park area at all times:
 - Possession or use of drugs or alcohol or being under the influence;
 - Fighting or other violence;
 - Possession or use of firearms, knives, or other weapons of any kind;
 - Smoking or use of tobacco products;
 - No amplified music or other excessive noise;
 - No excessive profanity.
8. Everyone shall treat others with respect and courtesy.
9. All other District, state and local regulations apply.

Any person failing to comply with these rules and District Ordinance will be subject to citation and prohibition of use of the facilities for one year per H.R.P.D. Ordinance 07-13.

PLEASE FOLLOW PARK RULES AND HAVE FUN AT HESPERIA PARKS.

HESPERIA CIVIC PLAZA PARK RULES

1. Pets must be restrained on 6' leash at all times and have all required licenses.
2. No amplified music or sound (except by permit).
3. Motor vehicles restricted to parking areas.
4. No off-road vehicles, bicycle riding, skates or skateboards.
5. No open fires, charcoal BBQ's, firearms or fireworks permitted.
6. No horses allowed.
7. No alcohol allowed (except by permit).
8. No organized activities or events for 25 or more people allowed without permit.
9. No piñatas, bounce houses or equipment allowed.
10. No swimming or wading in fountains.
11. No collecting admission or selling items without approval and permit.
12. No golfing, model rocketry, use of radio controlled airplanes, helicopters, drones or vehicles.
13. No camping, lodging or remaining overnight in or on District facilities without permit.
14. Park is open from dawn until 10 p.m. except for special events. Park closes immediately after such events end. No trespassing after hours, PC 602.
15. Parking and use of park facilities at your own risk.
16. All other District, State and local codes, rules and laws apply.
17. Patrons must comply with requests of Park District or City officials.

PLEASE FOLLOW THESE RULES AND HAVE FUN AT HESPERIA PARKS.



Hesperia Lake Park Rules

1. Group reservations are required for 25 or more people. Reservations can be made at the Lake Store or by phone.
2. Domestic animals are not allowed in the lake, ponds, or stream water. Dogs must have a current license and must be restrained on a leash no longer than six (6) feet.
3. Day use area is open during daylight hours only, from dawn to dusk, except for special events. Day use area closes immediately after such events.
4. No charcoal barbecues, other than the existing group area barbecues are allowed in the park. Propane barbecues are allowed. Campfires are allowed in the campground only in established fire rings. Gathering of firewood is not allowed. Firewood is available for purchase at the Lake Store.
5. Fishing is allowed only during designated fishing hours. Fishing is an additional fee to camping and day use. Check with staff for current fishing hours and prices.
6. Please use the trash receptacles provided. Help us to keep your park clean and safe.
7. No piñatas, bounce houses, swimming pools, or amplified music.
8. Fireworks, firearms, including air guns, and slingshots, (any device which propels a projectile of any kind) are prohibited at the park at any time.
9. Swimming or wading in the lake, stream, or ponds is not allowed
10. All vehicles including licensed golf carts are restricted to designated roads and parking areas. The speed limit is (5) miles per hour throughout the park. Off-road vehicles are not allowed to operate in the park. Violators will be cited.
11. No collecting of admission or selling items without approval and a permit.
12. No camping, lodging or remaining overnight in or on District facilities without permit.
13. Horses are allowed on established equestrian trails and in the equestrian camp only.
14. Parking and use of park facilities is at your own risk.
15. The California State Vehicle Code is enforced within park boundaries. All other District, local and state regulations apply.

Park District employees have the right to refuse service to anyone and remove patrons for violating rules.



Hesperia Lake Park Fishing Rules

1. No fishing license is needed.
2. All persons must register for fishing at the store before entering the lake area.
3. A five (5) fish limit per day or fishing session for each paid person. A two (2) fish limit for children ages 10 and under. Children may pay the adult price, if desired.
4. No fish are to be thrown back in the lake. The monitor must be notified before giving away or trading of fish. Any fish traded will still count toward the five (5) fish limit for both the person giving away and the person receiving the fish.
5. One stringer for each person.
6. Fishing hours are posted. Fishing is allowed only during designated fishing hours. Violators will lose fishing privileges and may be prosecuted. All fish that were caught will be confiscated.
7. A fishing pole is required. No more than two (2) poles may be used at one time, with no more than two (2) hooks per line. No extra rods allowed on lake. The angler must remain within close proximity of his/her poles at all times when the line is in the water. Equipment, ice chests, and carts must be stored behind the fishing area. Ice chests are subject to search.
8. No fish cleaning on the lake. No catch or catch parts from this lake may be used as bait.
9. No fires or camping on lake or bank areas.
10. No swimming or wading in lake or stream areas.
11. Dogs must be on a 6 foot leash, be restrained at all times and have a current license. Dogs are not allowed in the lake, stream water, or on the lake bank.
12. Fireworks and firearms including air guns and slingshots (any device which propels a projectile of any kind) are prohibited.
13. Speed limit is 5 miles per hour and people fishing are restricted to fishing parking lots.
14. Children must be accompanied and closely supervised by an adult when fishing or while in the lake or stream areas.
15. No frog gigging, crayfish catching, snagging fish, hand or net fishing allowed. No trout parts, trout food or corn may be used as bait. Chumming is not allowed.
16. The speed limit within the park is 5 miles per hour. Park in designated parking areas only.
17. Confrontational or verbal abuse toward District employees will result in ejection from the park.
18. All other District, local, and state regulations apply.

**District employees have the right to refuse service to anyone and remove patrons for violating rules. No refunds.
All rules are subject to change without notice.**



Hesperia Lake Camping Rules

1. Camping fees cover a maximum of six (6) people, two (2) vehicles, and two (2) tents or one (1) recreation vehicle (RV or Travel Trailer) and one (1) tent per site. Tents will be allowed in designated sites only. Recreational vehicles (RV or Travel Trailer) with one tent will only be allowed to set up in the designated site. No more than six (6) people total will be allowed per site. No more than 2 pets allowed per site. Camp in assigned campsites only. NO OHV allowed on property. Riding of off-road vehicles is restricted within the City of Hesperia's city limits. City Ordinance Number 2004-21.
2. Keep all campfires in the safe areas provided. No campfires are allowed outside of the fire rings provided or in barbecue pits.
3. Gathering of firewood is not allowed. Firewood is available for purchase at the Lake Store.
4. No person shall remove, destroy or damage park property or natural resources.
5. Obey all fishing rules. Fishing is allowed during designated fishing hours only. Fishing is an additional fee to camping. Fishing fees must be paid at the Lake Store before going to the lake to fish. Check with staff for current fishing prices and hours.
6. Camping, fishing, and picnicking are allowed in designated areas only.
7. Quiet time in the campground is between 10:00 p.m. and 7:00 a.m. No radios or music past 10:00 p.m. and 7:00 a.m. Patrons disturbing others may be asked to leave.
8. Check-in time is between 2:00 p.m. and 30 minutes prior to the store closing. Check with staff for current hours. Checkout time is 12:00 noon. Requests for extended stay must be submitted to the Lake Store by 10:00 a.m. of checkout date. Approved Late checkout is until 2:00 p.m. at an additional charge of \$10.00. Payment is due prior to use. Reservation take priority.
9. Five (5) nights camping is the maximum time allowed in a 30 day period.
10. Dogs are allowed with current license only. They must be restrained on a leash no longer than 6 feet. No dogs are allowed in the lake, pond, or stream. All messes are to be cleaned up by owners. Dogs must be kept in the tent or trailer during night time hours. Patrons may be asked to remove noisy or aggressive dogs.
11. No swimming pools allowed.
12. Parking and use of park facilities is at your own risk.
13. The California State Vehicle Code is enforced within park boundaries. All other District, local and state regulations apply. (Government Code 7582)

Park District employees have the right to refuse service to anyone and remove patrons for violating rules.

Revised 2.2021



Hesperia Lake Equestrian Camp Rules

1. The four (4) Day Use corrals are free and on a first come first serve basis. All other use is fee based. Overnight camping and additional Day Use corral fees can be paid at the Lake Store. Use of campsites ends at 11:00 a.m. unless paying for multiple nights, reservations take priority. Camping fees cover a maximum of four (4) people, one (1) rig and trailer, two (2) corrals, two (2) tents or one (1) recreational vehicle and one (1) tent per site. Group reservations are required for organized groups of 25 or more people. Reservations can be made at the Lake Store or by phone.
2. Domestic animals are not allowed in the lake, ponds, or stream water. Dogs must have a current license and must be restrained on a leash no longer than six (6) feet.
3. Day Use area is open during daylight hours only, from dawn to dusk, except for special events. Day Use area closes immediately after such events.
4. No charcoal barbecues, other than the existing group area barbecue are allowed. Campfires are allowed only in established fire rings. Gathering of firewood is not allowed. Firewood is available for purchase at the Lake Store.
5. Fishing is allowed only during designated fishing hours. Fishing is an additional fee to camping and day use. Check with staff for current hours and prices.
6. Please use the trash receptacles provided. Please dump manure in designated areas only. Help us keep your park clean and safe.
7. Horses must not be left unattended.
8. Fireworks, firearms, including air guns, and slingshots (any device which propels a projectile of any kind) are prohibited in the park at any time.
9. Swimming or wading in the lake, stream or ponds is not allowed.
10. All vehicles including licensed golf carts are restricted to designated roads and parking areas. The speed limit is five (5) miles per hour throughout the park. Off-road vehicles are not allowed to operate in the park. Violators will be cited.
11. No collecting admission or selling items without approval and a permit.
12. Tie horses to hitching rails or trailers only.
13. Quiet time is between the hours of 10:00 p.m. and 7:00 a.m. No music or generators during these hours. Violators may be asked to leave.
14. Horses are allowed on established equestrian trails and in the equestrian areas only.
15. Horse washing is restricted to designated wash racks, use at your own risk.
16. Parking and use of park facilities is at your own risk.
17. The California State Vehicle Code is enforced within park boundaries. All other District, local and state regulations apply.

Park District employees have the right to refuse service to anyone and remove patrons for violating rules.

17.00 APPENDICES

17.01 List of Appendices

- (1) Rental Fee Schedule
- (2) Equipment Check Out Sheet
- (3) Program Registration Form
- (4) Incident Report
- (5) Community Concern Form
- (6) Disability Concern Form
- (7) Child Abuse
- (8) Suspected Child Abuse Report
- (9) Public Resources Code 5614

HESPERIA RECREATION AND PARK DISTRICT
FACILITY FEE SCHEDULE
Internal Use Only- May 2019

Pool Rentals		1.5 Hours Up to 60 People	1.5 Hours 61 to 90 People	1.5 Hours 91-120 People
Effective 10/01/19	Standard Rate	\$135.00	\$162.50	\$200.00
	Discounted Rate	\$108.00	\$130.00	\$160.00
	Business/For Profit	\$270.00	\$325.00	\$400.00

Individual Sports Fields (2 hour min.)		Field Only Hourly Rate	Field with Bases Hourly Rate	Field with Lights Hourly Rate	Field with Lights and Bases Hourly Rate
Multi-field use requires Insurance.	Standard Rate	\$25.00	\$30.00	\$40.00	\$45.00
	Discounted Rate	\$20.00	\$24.00	\$32.00	\$36.00
	Business/For Profit	\$50.00	\$60.00	\$80.00	\$90.00

Sport Field Rentals for Tournaments Require: (4 hour min.)	\$100.00 per field Security/Cleaning Deposit	1 Dumpster per 2 fields, per day	Base Deposit is \$500.00 per set	District Provided Field Prep \$62.50 per field, per requested prep
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HESPERIA RECREATION AND PARK DISTRICT
FACILITY FEE SCHEDULE
 Internal Use Only- May 2019

Hesperia Lake Picnic Areas Available 8 am-12 pm OR 1 pm-5 pm		Picnic Area 1 Capacity 100	Picnic Area 2 Capacity 100	Picnic Area 3 Capacity 50	Equestrian Picnic Area Capacity 100	North Day Use Capacity 500 half, 1,000 full <small>Seating for 90 included, add. restrooms may be required. Certificate of Insurance required.</small>
		Standard Rate				(\$200.00 Deposit)
Full Payment Reserves Picnic Areas.		\$150.00	\$150.00	\$75.00	\$150.00	\$300.00 (1/2) \$600.00 (Full)
North Day Use rates are per day.	Non-Resident	\$120.00	\$120.00	\$60.00	\$120.00	\$240.00 (1/2) \$480.00 (Full)

Hesperia Lake Equestrian Area (8 hour min.)	Hourly Rate	
	Standard Rate	\$365.00
	Discounted Rate	\$210.00
	Business/For Profit	\$500.00

**HESPERIA RECREATION AND PARK DISTRICT
FACILITY FEE SCHEDULE**

Internal Use Only- May 2019

Hesperia Lake Camping		Rate	Capacity
**Also applies to Mojave River Junction Effective 5/17/2021	Standard Overnight Rate	\$40.00	6 People/2 Vehicles/2 Pets
	Discounted Rate	\$35.00	6 People/2 Vehicles/2 Pets
	Late Checkout (until 5:00 pm if available)	\$10.00	
	Day Use/Rental of Campsite (until 5:00 pm if available)	\$15.00	
	Group Tent	\$55.00	20 People/5 Vehicles
	**Equestrian Camping, includes 2 corrals	\$20.00	6 People/2 Small Pets/4 Equestrian Pets/2 Vehicles & 1 Trailer; 2 Corrals Included
	**Day Use of Equestrian campsites, priority to campers	\$10.00 (Currently Free)	6 People/ 1 Rig & Trailer
	**Scouting Use	Service Project	

Percy Bakker Center (5 hour min.)		Without Music/Sound or Alcohol (\$200.00 Deposit) per hour rate	With Music/Sound or Alcohol (\$500.00 Deposit) per hour rate
Certificate of Insurance required. Rentals requesting bar service have an additional \$200 Bar Deposit.	North Room Standard Rate Capacity 230	\$120.00	\$135.00
	North Room Discounted Rate	\$96.00	\$108.00
	Business/For Profit Rate	\$240.00	\$270.00
	South Room Standard Rate Capacity 130	\$69.00	\$88.00
	South Room Discounted Rate	\$55.00	\$75.00
	Business/For Profit	\$138.00	\$176.00

**HESPERIA RECREATION AND PARK DISTRICT
FACILITY FEE SCHEDULE**

Internal Use Only- May 2019

Power Play Center (*2 hour min.) (**3 hour min.)	General Area during Public Skate, Capacity- 40 people. Includes: 8 balloons 2 tablecloths	Small Room during Public Skate, Capacity- 20 people. Includes: 16 balloons 4 tablecloths	Large Room during Public Skate, Capacity- 40 people. Includes: 24 balloons 6 tablecloths	*Private Party, Capacity- 150 people. (\$250.00 deposit). Includes: 24 balloons 6 tablecloths 50 admissions with skate rentals. Limited availability	**Non-Skating Private Use, Capacity- 150 people. (\$250.00 deposit). Limited availability.
All parties (during public skate) include 12 admissions with skate rentals. Additional outside food and drink allowed with party.	Standard Rate \$100.00	Standard Rate \$115.00	Standard Rate \$130.00	Standard Rate \$145.00 per hour	Standard Rate \$113.00 per hour
	Discounted Rate \$80.00	Discounted Rate \$92.00	Discounted Rate \$104.00	Discounted Rate \$116.00 per hour	Discounted Rate \$90.00 per hour
	Business/For Profit Rate \$200.00	Business/For Profit Rate \$230.00	Business/For Profit Rate \$260.00	Business/For Profit Rate \$290.00	Business/For Profit Rate \$226.00
Epicentre Court Area (2 hour min.)	Private Use, Capacity- 150 people (\$200.00 deposit) per hour rate				
Deposit Required	Standard Rate \$100.00				
	Discounted Rate \$80.00				
	Business/For Profit Rate \$200.00				

**HESPERIA RECREATION AND PARK DISTRICT
FACILITY FEE SCHEDULE**

Internal Use Only- May 2019

Lime Street, Rick Novack, John Swisher, Epicentre Community Centers (3 hour min.)	Without Music/Sound or Alcohol (\$200.00 Deposit) per hour rate		With Music/Sound or Alcohol (\$500.00 Deposit) per hour rate
	Standard Rate	\$44.00	\$63.00
	Discounted Rate	\$35.00	\$50.00
	Business/For Profit	\$70.00	\$126.00
Capacities vary and are booked by planned attendance.			

Commercial Properties	Park Center 9594 'I' Avenue	Hercules Complex 17508 Hercules Street	Corona Center 10770 'I' Avenue
	Based on market rates and as negotiated	Based on market rates and as negotiated	Based on market rates and as negotiated

Notes:

- 25% fee for cancellations before 30 days prior to rental. Cancellations within 30 days may not be considered.
- Discounted Rate for: District Residents, Active Military, Veterans, and Standalone Non-Profit Organizations benefitting residents of the District.
- Discounts apply to immediate (dependent) family members only.
- Monday through Thursday rentals are discounted an additional 10%.
- Events with alcohol must have liquor liability coverage.

HESPERIA RECREATION AND PARK DISTRICT
HesperiaParks.com



BANQUET AND HALL RENTAL FEE SCHEDULE AND INFORMATION

Percy Bakker Center 5 hour minimum Plus Deposit Insurance may be required	Without Music/Sound or Alcohol (\$250 Deposit)	With Music/Sound or Alcohol (\$500 Deposit)	
NORTH ROOM - Capacity 230			Rentals requesting bar service have an additional \$200 bar deposit.
Standard Fee	\$120/hr	\$135/hr	
*Discounted Fee	\$96/hr	\$108/hr	
Business/For Profit Fee	\$240/hr	\$270/hr	
SOUTH ROOM - Capacity 130			Rentals requesting bar service have an additional \$200 bar deposit.
Standard Fee	\$69/hr	\$88/hr	
*Discounted Fee	\$55/hr	\$75/hr	
Business/For Profit Fee	\$138/hr	\$176/hr	
Lime Street, Rick Novack, John Swisher Community Centers 3 hour minimum Plus Deposit Insurance may be required			
	Without Music/Sound or Alcohol (\$250 Deposit) per hour fee	With Music/Sound or Alcohol (\$500 Deposit) per hour fee	
Standard Fee	\$44/hr	\$63/hr	Capacities vary and are booked by planned attendance.
*Discounted Fee	\$35/hr	\$50/hr	
Business/For Profit Fee	\$70/hr	\$126/hr	

***Discounted Fee:** District Residents, Active Military, Veterans and standalone Non-Profit Organizations benefitting District residents. Valid identification will be required.

- For more information on rentals, visit www.HesperiaParks.com or call the District Office at (760) 244-5488.
- Rental applications are accepted Monday through Friday, 8:30 a.m. to 4:00 p.m., at the Lime Street Park Community Center, 16292 Lime Street, Hesperia.
- Deposit(s) due at the time the application is submitted. Deposit is not applied to room fee.
- NO ALCOHOL ALLOWED when the emphasis of the event is for minors under the age of 21 years old.
- All rental facilities close at 12:00 midnight. Please include decorating time, event time and required one hour cleanup time in rental hours.
- Fees must be paid in full thirty days prior to date of event or may be subject to a late fee of \$50.00. Any changes within thirty days of event will be charged a \$50.00 change fee plus any additional hours requested.
- Events scheduled Monday through Thursday will receive an additional 10% discount on hourly rate.
- Certificate of insurance may be required; see insurance policy guidelines.

Fees, hours, dates and facilities are subject to change.

ALL FACILITIES ARE NONSMOKING • CA GOVERNMENT CODE CHAPTER 32 SECTION 7597

Revised 7-1-19

HESPERIA RECREATION AND PARK DISTRICT
HesperiaParks.com



Hesperia Recreation and Park District Facility Accommodations

Percy Bakker Center – 9333 E Avenue

North Room Capacity 230	*Tables #20 – 6' Round #6 – 3' x 8' Rectangular	Accommodates 8-10 people per table	*Chairs – 230 Chair Type – Molded Plastic	Kitchen is NOT available for patron use. NO food preparations allowed. Access permitted to: Refrigerator, Oven, Stove, Steam Tables (5 heating units – 2" deep pans), Ice Unit, Small Sink, Dance Floor and Small Stage.
South Room Capacity 130	*Tables #18 – 5' Round #6 – 3' x 6' Rectangular #18 – 3' x 3' Square	Accommodates 6-8 people per table 2-4 people per table	*Chairs – 130 Chair Type – Molded Plastic	Kitchen is NOT available for patron use. NO food preparations allowed. Access permitted to: Refrigerator, Steam Tables (5 heating units – 2" deep pans), Rolling Ice Unit (21" wide x 53" long) and Dance Floor.

Community Centers

Lime Street – 16292 Lime Street

Banquet Capacity 180 Conference Capacity 360	*Tables #20 – 6' Round #6 – 3' x 8' Rectangular	Accommodates 8-10 people per table	*Chairs – 180 Chair Type – Molded Plastic
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Rick Novack – 13558 Palm Street

Banquet Capacity 100 Conference Capacity 200	*Tables #15 – 3' x 8' Rectangular	Accommodates 8-10 people per table	*Chairs – 100 Chair Type – Molded Plastic
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John Swisher – 7500 Arrowhead Lake Road

Banquet Capacity 120 Conference Capacity 150	*Tables #15 – 5' Round #6 – 30" x 8' Rectangular	Accommodates 6-8 people per table 8-10 people per table	*Chairs – 120 Chair Type – Molded Plastic
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*Tables and chairs subject to availability.

HESPERIA RECREATION AND PARK DISTRICT

P.O. Box 401055
Hesperia, CA 92340
(760) 244-5488

EQUIPMENT CHECK OUT SHEET

I THE UNDERSIGNED, HAVE RECEIVED THE EQUIPMENT LISTED BELOW. I AM ACCEPTING FULL RESPONSIBILITY FOR ITS RETURN OR REPLACEMENT IF DAMAGED OR LOST AND ITS RETURN ON THE DATE INDICATED.

EQUIPMENT

	Quantity	Item
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

I AGREE TO BE RESPONSIBLE FOR REPLACING DAMAGED OR LOST EQUIPMENT WHILE SAID EQUIPMENT IS CHECKED OUT TO ME.

Signature - Employee Responsible for Equipment

Name Printed

Home Address

City

Home Phone

Pick Up Date

Location

Return Date

Location

Checked Out By

Date

Received By

Date

HESPERIA RECREATION AND PARK DISTRICT
P.O. Box 401055, Hesperia, CA 92340 (760) 244-5488

PROGRAM REGISTRATION FORM

Participant Name: _____
Address: _____ City: _____ Zip: _____
Phone: _____ Email: _____
Activity: _____ Resident Fee: _____ Nonresident Fee: _____
Location: _____ Class: _____
Day: _____ Time: _____ Session: _____
Check if you have a disability needing special arrangements or assistance _____

AGREEMENT, WAIVER AND RELEASE

I have carefully read the description of program(s) for which I/We are registering and in consideration for being permitted by the Hesperia Recreation & Park District to participate in the (above) activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the Hesperia Recreation & Park District (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in said activity.

PARENTAL CONSENT: (to be completed and signed by parent/guardian if applicant is under 18 years of age)

I hereby consent that my son/daughter, _____, participate in the above activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death or any injury or property damage that said minor may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE HESPERIA RECREATION & PARK DISTRICT AND I SIGN IT OF MY FREE WILL.

Signature **Date**

Name (Printed)

For Official Use Only
Fee Paid: \$ _____ Cash _____ Check _____
Card / Check Number: _____

Received By: _____ Mail _____ Office _____

HESPERIA RECREATION AND PARK DISTRICT REGISTRATION INFORMATION AND PROCEDURES

General Information

- Except where noted, you must be pre-registered prior to attending your first class.
- Registration is not taken in most classes.
- There will be a \$25.00 service charge on all checks returned from the bank.
- Make checks payable to H.A.R.D.
- You must bring your receipt to the first class meeting.

Residency

- A **resident** is anyone living or owning property within the Recreation District.
- A **nonresident** is anyone who does not reside or own property within the Recreation District.
- The **nonresident fee** is to be paid at the time of registration.
- Fees may vary. There may be a flat fee, percentage of enrollment fee or rate per class session or program for nonresidents to enroll. Check with the Recreation office where the program is held. A \$2.00 nonresident fee is the minimum charged.
- Programs exempt from nonresident fee are special events and single drop-in classes.

Waiting Lists

- Once a class is filled, a waiting list is established.
- If we cannot place you during registration, your name is placed on a waiting list.

Class/Program Receipts

- You must bring your class or program receipt to the first class or program meeting.
- Mail-in registration receipts will be returned in your self-addressed, stamped envelope.
- Applicants who do not include a self-addressed, stamped envelope with their registration form will not be mailed receipts, but may pick them up at the Recreation Office.

Cancellations/Refunds

- The Recreation District reserves the right to cancel the program if participation is low and the minimum number is not met.
- Full refunds will be processed should a class be cancelled by the Recreation Office.
- If you are unable to attend a class after you have registered, you may transfer into another class or be transferred to the following month providing the class is available. You may request a refund minus a \$5.00 service charge. All requests must be submitted in writing and received before first class meets.
- Transactions must occur before the first class meeting. Transactions must take place during business hours; Monday through Friday, 8:30 a.m. to 5:00 p.m.
- After the class or program has started, no refunds or transfers are allowed.

Online Registration

- Visit our user friendly website for online registration: www.hesperiaparks.com

Mail-in Registration

- Mail-in Program Registration forms are available at either the Lime Street Park Community Center or the Rick Novack Community Center.
- Mail in a separate check and Program Registration Form for each class session or program sign-up.
- Mail in Program Registration form with your check or money order to:
Hesperia Recreation and Park District • P.O. Box 401055 • Hesperia, CA 92340-1055
- All mail-in registration will be accepted beginning postmarked the 26th of each month prior to the month for which you are registering.
Example: Postmarked December 26th for February classes.
- Resident mail-in registration will be processed the 1st business day of each month.
- Nonresident mail-in registration will be processed the 9th of each month or next business day.
- All mail postmarked after mail-in registration ends will be processed as time permits during walk-in registration.
- Programs which have different mail-in schedules are indicated in the program publication.

Walk-in Registration

- Beginning the 17th day of each month or next business day (or day indicated) walk-in registration will be accepted either at the Lime Street Park Community Center, 16292 Lime Street or the Rick Novack Community Center, 13558 Palm Street.

Sports Team Registration

- A parent/guardian will be required to sign a Code of Conduct and Code of Ethics form for each minor enrolled in each individual sport.
- Each adult who registers for an adult sport will be required to sign a Code of Conduct and Code of Ethics form for each individual sport.
- Sport registrations will be accepted either at the Rick Novack Community Center, 13558 Palm Street or the Lime Street Park Community Center, 16292 Lime Street.

Aquatics Registration

- Visit our website at: www.hesperiaparks.com

Registration, Class or Program Information

- Hesperia Recreation and Park District, (760) 244-5488 or www.hesperiaparks.com

Hesperia Recreation and Park District
P.O. Box 401055, Hesperia, Ca. 92340
(760) 244-5488

INCIDENT REPORT

**Report must be turned in to the District Office within 24 hours of the incident.
This form is for official District use only.**

Date of incident: _____ Time of incident: _____

Facility: _____ Place or Area: _____

Program/Event: _____ Employee in charge: _____

Employee(s) on duty: _____

Type of incident: ☐ Injury ☐ Accident ☐ Vandalism ☐ Theft ☐ Fire ☐ Fight/Assault
☐ Violation of Rules/Laws/Code of Conduct ☐ Other: _____

Authorities contacted: ☐ Police ☐ Fire/Paramedics ☐ Parents ☐ Supervisor: _____
☐ School Official: _____ ☐ Other: _____

Description of incident: _____

Describe type of action taken by staff: _____

(Turn over to complete)

Additional Information: _____

Name: _____ Phone: _____

Address: _____ ☐ Involved ☐ Witness

Name: _____ Phone: _____

Address: _____ ☐ Involved ☐ Witness

Name: _____ Phone: _____

Address: _____ ☐ Involved ☐ Witness

Name: _____ Phone: _____

Address: _____ ☐ Involved ☐ Witness

Report Completed by: _____ Date report completed: _____

For Supervisor Use Only

For Employee Injury:

Supervisor's Report of Injury Submitted: ☐ Yes ☐ No

Employee Directed to Contact Administration Office: ☐ Yes ☐ No

(Date) Original to Administration

(Date) Copy to Maintenance

(Date) Copy to Rangers

Supervisor Signature

Date

For Administration Use Only

Supervisor's Report of Injury submitted on: _____

DWC Form 1 submitted: _____

Property/Liability claim received: _____

Administration Signature

Date

Hesperia Recreation & Park District
P.O. Box 401055
Hesperia, CA 92340
(760) 244-5488

COMMUNITY CONCERN FORM

Date: _____ Time: _____

_____ Phone Call _____ Letter _____ Walk In

Employee Taking Information: _____ Division: _____

NAME: _____ PHONE: _____

ADDRESS: _____

CONCERN (Subject): _____

Referred To (Division): Date: _____ Letter: _____ Phone: _____ Name _____

Acknowledgment Letter Sent: _____ Yes _____ Not Necessary

Field Visit: _____ Yes _____ No Photos: _____ Yes _____ No

Action Taken: _____

Follow Up Contact: _____ Yes _____ No _____ Phone _____ Letter

Hesperia Recreation and Park District
 P. O. Box 401055
 Hesperia, CA 92340
 (760) 244-5488



DISABILITY CONCERN/COMPLAINT FORM

Date: _____ Time: _____

_____ Phone Call _____ Letter _____ Walk In

Employee Taking/Giving Information: _____

NAME: _____ PHONE: _____

ADDRESS: _____

CONCERN/COMPLAINT (Subject): _____

After the above portion of this concern/complaint form is completed by a member of the public or employee, it is to be turned into the Administration Office within 24 hours or the next working day.

Referred To: _____

Division

Supervisor Name

Date of Referral: _____

Acknowledgement Letter Sent: _____ Yes _____ Not Necessary

Field Visit: _____ Yes _____ No Photos Taken: _____ Yes _____ No

Action Taken: _____


Follow-up Contact: _____ Yes _____ No _____ Phone _____ Letter



**Training for
Mandated Reporters
and Others**

Free online training for mandated reporters or other interested citizens about reporting child abuse or neglect is now available—funded by the California Department of Social Services, Office of Child Abuse Prevention. The training can be found at:
www.mandatedreporter.ca.com

California counties' Child Protective Services hotline numbers:
www.childsworld.ca.gov/res/pdf/CPSEmergNumbers.pdf





STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

PUB450 (11/11)

**REPORTING
CHILD ABUSE
AND NEGLECT**

**TRAINING FOR
MANDATED
REPORTERS
AND OTHERS**



Office of
Child Abuse Prevention

Reporting Child Abuse and Neglect

Under California law, child abuse is a crime. In the Child Abuse and Neglect Reporting Act (CANRA), California law defines child abuse as any of the following:

- A child is physically injured by other than accidental means
- A child is subjected to willful physical or mental cruelty or unjustifiable punishment
- A child is abused or exploited sexually
- A child is neglected by a parent or caretaker who fails to provide adequate food, clothing, shelter, medical care or supervision.

Frequently but not always, the abuser is a caretaker who may be a parent, stepparent, relative or child care provider.

The Child Abuse and Neglect Reporting Act (CANRA) is located within the California Penal Code sections 11164-11174.3, and may be viewed at: www.leginfo.ca.gov by selecting California Law, then check Penal Code and insert 11164. The CANRA Act continues until the end of section 11174.3.

Mandated Reporters Required by Law to Report

Mandated Reporters are persons who may come into contact with children during their employment and are required by law, to report reasonable suspicion of child abuse or neglect.

A list of who is a mandated reporter is found in Section 11165.7 of the CA Penal Code.

All mandated reporters should have training to help identify child abuse and neglect and learn the procedures for reporting. Specific paperwork is required to be submitted after making a verbal report to Child Protective Services or law enforcement.

Online training about mandated reporter responsibilities is available free of charge at: www.mandatedreporter.ca.com. General trainings are offered in addition to profession specific modules for educators, law enforcement, mental health professionals, child care providers, clergy, and medical professionals.

Why Report if Not a Mandated Reporter?

A concerned family member, a relative, a neighbor, a babysitter, or any concerned citizen should report if reasonable suspicion exists of child abuse or neglect. It is always better to consult with Child Protective

Services if not sure about a reasonable suspicion. Any child may be victimized. Many families need help and do not know how to get the help they need to keep their children safe and family strong.

Volunteers, while not mandated to report child abuse and neglect are encouraged to take the free online general training offered at: www.mandatedreporter.ca.com to help them understand about identifying child abuse or neglect that they may come across in their volunteer work.

Reporters of child abuse and neglect who are not mandated reporters may remain anonymous. It is against the law to make a false report of child abuse or neglect.

Where to Report, Who to Call

When a child is in immediate danger, call 911. Otherwise, call the county's child protective services hotline available 24 hours a day, 7 days a week.

The contact information for all California counties' child protective services hotlines are listed at: www.childsworld.ca.gov/res/pdf/CPSEmergNumbers.pdf

Questions about a particular situation may be posed to the worker on call in the county.

Questions about reporting procedures may be submitted to Mandated Reporter Training at: www.mandatedreporter.ca.com.

Print

SUSPECTED CHILD ABUSE REPORT

Reset Form

To Be Completed by Mandated Child Abuse Reporters
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY	
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE	
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY			
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)					
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS		Street	City	Zip	TELEPHONE ()
	PRESENT LOCATION OF VICTIM		SCHOOL		CLASS	GRADE
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT OF HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLIGENCE <input type="checkbox"/> OTHER (SPECIFY)	
	RELATIONSHIP TO SUSPECT		PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	
D. INVOLVED PARTIES	VICTIM'S SIBLINGS					
	NAME		BIRTHDATE	SEX	ETHNICITY	
	1. _____		3. _____			
	2. _____		4. _____			
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS		Street	City	Zip	HOME PHONE ()
			BUSINESS PHONE ()			
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS		Street	City	Zip	HOME PHONE ()
			BUSINESS PHONE ()			
SUSPECT	SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS		Street	City	Zip	TELEPHONE ()
	OTHER RELEVANT INFORMATION					
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
	DATE / TIME OF INCIDENT		PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)					

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY- Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://www.leginfo.ca.gov/calaw.html> (specify "Penal Code" and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some of the requested information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes-no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

IV. INSTRUCTIONS (Continued)

- SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.
- SECTION C - VICTIM (One Report per Victim):** Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.
- SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).
- SECTION E - INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

V. DISTRIBUTION

- Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff's department, **blue copy** to county welfare or probation department, and **green copy** to district attorney's office.

ETHNICITY CODES

1 Alaska Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

PUBLIC RESOURCES CODE 5164

5164. (a) (1) A county, city, city and county, or special district shall not hire a person for employment, or hire a volunteer to perform services, at a county, city, city and county, or special district operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over a minor, if that person has been convicted of an offense specified in paragraph (2).

(2) (A) A violation or attempted violation of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or a sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code.

(B) A felony or misdemeanor conviction specified in subparagraph (C) within 10 years of the date of the employer's request.

(C) A felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the employer's request, for a violation or attempted violation of an offense specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense, Section 217.1 of the Penal Code, Section 236 of the Penal Code, an offense specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or an offense specified in subdivision (c) of Section 667.5 of the Penal Code, provided that a record of a misdemeanor conviction shall not be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor convictions, or a combined total of three or more misdemeanor and felony convictions, for violations listed in this section within the 10-year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding 10 years.

(b) (1) To give effect to this section, a county, city, city and county, or special district shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of an offense specified in subdivision (a). The county, city, city and county, or special district shall screen, pursuant to Section 11105.3 of the

Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over a minor, for that person's criminal background.

(2) A local agency request for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. A fee shall not be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.

(3) A county, city, city and county, or special district may charge a prospective employee or volunteer described in subdivision (a) a fee to cover all of the county, city, city and county, or special district's costs attributable to the requirements imposed by this section.

18.00 POLICY MANUAL REVISIONS

1.00 THE NATURE OF RECREATION	Implement/Revision Date

2.00 PURPOSE OF THE HESPERIA RECREATION AND PARK DISTRICT	Implement/Revision Date

3.00 DISTRICT FACTS	Implement/Revision Date

4.00 THE BOARD OF DIRECTORS	Implement/Revision Date
4.02 Powers and Duties	August 12, 2015
4.03 Meetings	October 14, 2015
4.04 Board and Management Travel Reimbursement Policy	July 17, 2019
4.06 Committees	January 8, 2014 September 9, 2015 December 9, 2015 March 8, 2017
4.09 Outgoing Board Member Procedure	January 9, 2013
4.10 Hesperia Area Recreation District (HARD) Foundation Board Appointment/Reappointment Process (applicable to vacancies during a term except as provided in G(3) below and to the regular expiration of the terms)	March 8, 2017
4.11 Hesperia Area Recreation District (HARD) Foundation Board Appointment/Reappointment Process	October 7, 2021 April 18, 2022

5.00 CONFLICT OF INTEREST	Implement/Revision Date
5.00 Conflict of Interest	October 18, 2016

6.00 RECORDS RETENTION DISPOSAL AND STORAGE	Implement/Revision Date
6.01 Purpose	November 9, 2016
6.02 Records Retention	November 9, 2016
6.03 Records Storage	November 9, 2016
6.04 Records Disposal	November 9, 2016

7.00 SEXUAL HARASSMENT/HOSTILE ENVIRONMENT	Implement/Revision Date
7.01 Harassment and Abusive Conduct	November 9, 2016

7.02 Forms of Harassment	November 9, 2016
7.03 Reporting Procedures and Investigations	November 9, 2016
7.04 Federal and State Agencies	November 9, 2016
7.05 Discrimination and Equal Opportunity Employment	November 9, 2016
7.06 Retaliation	November 9, 2016
7.07 Training to Recognize and Address Sexual Harassment and Bullying	November 9, 2016
7.08 Sexual Harassment Training Requirements	November 9, 2016

8.00 ACTIONS REGARDING BOARD MISCONDUCT	Implement/Revision Date

9.00 DISTRICT FINANCES AND PURCHASING	Implement/Revision Date
9.22 Signers on Hesperia Recreation and Park District, and Hesperia Area Recreation District Foundation Bank Accounts	February 13, 2013 March 13, 2013 December 10, 2014 May 9, 2018

10.00 PERSONNEL POLICIES	Implement/Revision Date

11.00 REGULATIONS GOVERNING USE OF PARKS, RECREATION AREAS AND FACILITIES	Implement/Revision Date

12.00 STREET LIGHTING POLICY	Implement/Revision Date
	July 13, 2016
12.03	August 8, 2021

13.00 GENERAL AND AUTOMOBILE LIABILITY	Implement/Revision Date

14.00 POLICIES AND PROCEDURES GOVERNING USE OF PARKS, RECREATION AREAS AND FACILITIES	Implement/Revision Date
14.02 Insurance Requirement for District Facility Use	June 12, 2019
14.32 Social Media	February 8, 2023

15.00 DISTRICT/PARK RULES	Implement/Revision Date
15.01 Hesperia Civic Plaza Park Rules	September 12, 2018

15.01 No Camping Rule (Applied to All Applicable Park Rules)	September 12, 2018
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16.00 ATTACHMENTS	Implement/Revision Date
Attachment A Resolution of Adopting Conflict of Interest	October 11, 2017 June 4, 2018
Attachment E-B3 Hesperia Lake Camping Rules	May 6, 2021

17.00 APPENDICES	Implement/Revision Date
Hesperia Recreation and Park District Facility Fee Schedule	May 8, 2019
Banquet and Hall Rental Fee Schedule and Information	July 1, 2019
Hesperia Recreation and Park District Facility Accommodations	July 1, 2019
Hesperia Recreation and Park District Facility Fee Schedule	May 17, 2021