BPRYCS CAPRA Status

Standard	Assignee	Status
1 - Agency Authority, Role and Responsibility		
1.0 - Agency Authority, Role, and Responsibility		Complete
1.1- Source of Authority		**Complete**
1.1.1– Approving Authority/Policy Body		Complete
1.1.2 – Citizen Advisory Boards/Committees		Complete
1.2 – Periodic Review of Documents		Complete
1.2.1 – Document Approval Authority		Complete
1.3 – Jurisdiction		Complete
1.4 – Mission		**Complete**
1.4.1 – Agency Goals and Objectives	-	**Complete**
1.4.2 – Personnel Involvement		Complete
1.5 – Vision		**Complete**
1.6 – Policies, Rules, Regulations, and Operational Procedures		Complete
1.6.1 – Administrative Policies and Procedures		**Complete**
1.7 – Agency Relationships		**Complete**
1.7.1 – Operational Coordination and Cooperation Agreements		Complete
2 - Planning		
2.1– Overall Planning Function within Agency	Administration	In-Progress
2.2 – Involvement in Local Planning	-	**Complete**
2.3 – Planning with Regional, State, and Federal Agencies	-	Complete
2.3.1 – Community Comprehensive Plan with Park and Recreation Component	-	Complete
2.4 – Park and Recreation System Master Plan	-	**Complete**
2.5 – Strategic Plan	-	**Complete**
2.6 – Feasibility Studies	Administration	Not Started
2.7 – Site Plans		Complete
2.8 – Historical and Cultural Resource Management Plans	Administration	Not Started
2.9 – Community Involvement	-	**Complete**
2.10 – ADA Transition Plan	-	Complete
3 - Organization and Administration		
3.1 – Organizational Structure	-	**Complete**
3.2 – Administrative Offices	-	Complete
3.2.1 – Support Services	-	Complete
3.3 – Internal Communication	-	**Complete**
3.4 – Public Information Policy and Procedure	Policy Committee	**Not Started**
3.4.1 – Public Information and Community Relations Responsibility	Policy Committee	In-Progress
3.4.2 – Community Relations Plan	Policy Committee	In-Progress
3.4.3 – Marketing Plan	Policy Committee	In-Progress
3.4.3.1 – Marketing Responsibility	-	Complete
3.4.3.2- Social Media Policy	Policy Committee	In-Progress
3.5 – Utilization of Technology	Policy Committee	In-Progress

3.5.1 – Management Information Systems	-	**Complete**
3.6 – Records Management Policy and Procedures	Policy Committee	Not Started
3.6.1 – Records Disaster Mitigation and Recovery Plan and Procedures	IT	Not Started
4 - Human Resources		
4.1 – Personnel Policies and Procedures Manual	-	**Complete**
4.1.1 – Code of Ethics	-	**Complete**
4.1.1.1 – Staff Acceptance of Gifts and Gratuities	-	Complete
4.1.2 – Recruitment Process	-	Complete
4.1.3 – Equal Opportunity Employment and Workforce Diversity	-	**Complete**
4.1.4 – Selection Process	-	Complete
4.1.5 – Background Investigation	-	**Complete**
4.1.6 – Employee Benefits	-	Complete
4.1.7 - Supervision	-	Complete
4.1.8 – Compensation Plan	-	Complete
4.1.9 – Performance Evaluation	Learning and Staffing Development Committee	Not Started
4.1.10 - Promotion	-	Complete
4.1.11 – Disciplinary System	-	Complete
4.1.12 – Grievance Procedures	-	Complete
4.1.13 – Termination and End of Employment	-	Complete
4.1.14 – Social Media Policies Regarding Staff Use	Policy Committee	In-Progress
4.2 – Staff Qualifications	-	**Complete**
4.3 – Job Analyses for Job Descriptions	-	**Complete**
4.4 - Chief Administrator	-	**Complete**
4.4.1 – Leadership Succession Procedure	-	Complete
4.5 – Workforce Health and Wellness Program	-	Complete
4.6 – Orientation Program	Learning and Staffing Development Committee	In-Progress
4.6.1 – Employee Training and Development Program	Learning and Staffing Development Committee	In-Progress
4.6.2 – Professional Certification and Organizational Membership	-	Complete
4.7 – Volunteer Management	Policy Committee	In-Progress
4.7.1 – Use of Volunteers	Policy Committee	In-Progress
4.7.2 – Volunteer Recruitment, Selection, Orientation, Training, and Retention	Policy Committee	In-Progress
4.7.3 – Supervision and Evaluation of Volunteers	Policy Committee	In-Progress
4.7.4 – Recognition of Volunteers	Policy Committee	In-Progress

4.7.5 – Liability Coverage for Volunteers	HR	Not Started
4.8 – Consultants and Contract Employees	Policy Committee	In-Progress
5 - Financial Management		
5.1 – Fiscal Policy	-	**Complete**
5.1.1 – Comprehensive Revenue Policy	-	**Complete**
5.1.2 – Agency Acceptance of Gifts and Donations	-	Complete
5.1.3 – Grants Procedures	-	Complete
5.1.4 – Private, Corporate, and Non-Profit Support Procedures	Policy Committee	In-Progress
5.2 – Fiscal Management Procedures	-	**Complete**
5.2.1 – Authority and Responsibility for Fiscal Management	-	Complete
5.2.2 – Purchasing Procedures	-	**Complete**
5.2.2.1 – Emergency Purchase Procedures	-	Complete
5.3 – Accounting System	-	**Complete**
5.3.1 – Financial Status Reports	-	Complete
5.3.2 – Position Authorization Procedures	-	Complete
5.3.3 – Fiscal Control and Monitoring Procedures	Administration	In-Progress
5.3.4 – Independent Audit	-	**Complete**
5.4 – Annual or Biennial Budget	-	**Complete**
5.4.1 – Budget Development Guidelines	-	Complete
5.4.2 – Budget Recommendations	-	Complete
5.5 – Budget Control Procedures	Administration	Not Started
5.5.1 – Supplemental/Emergency Appropriations Procedures	Administration	Not Started
5.5.2 – Inventory and Fixed Assets Controls	Policy Committee	Not Started
6 - Programs and Services Management		
6.1– Recreation Programming Plan	Program and Evaluation Committee	Not Started
6.1.1 – Program and Service Determinants	Program and Evaluation Committee	Not Started
6.1.2 – Participant Involvement	Program and Evaluation Committee	Not Started
6.1.3 – Self-Directed Programs and Services	-	Complete
6.1.4 – Leader-Directed Programs and Services	-	Complete
6.1.5 – Facilitated Programs and Services	-	Complete
6.1.6 – Cooperative Programming	-	Complete
6.2 – Program Objectives	**Program and Evaluation Committee**	**In-Progress**
6.3 – Scope of Program Opportunities	Program and Evaluation Committee	In-Progress

6.3.1 – Outreach to Diverse Underserved Populations	**-**	**Complete**
6.4 – Community Education for Leisure Process	Health and Wellness Committee	In-Progress
6.4.1 – Community Health and Wellness Education and Promotion	Health and Wellness Committee	In-Progress
6.5 – Code of Conduct	Policy Committee	In-Progress
6.5.1 – Concussion Protocol	Program and Evaluation Committee	In-Progress
7 - Facility and Land Use Management		
7.1 – Parkland Acquisition Procedures	Administration	In-Progress
7.2 – Areas and Facilities Development Policies and Procedures	Policy Committee	Not Started
7.2.1 – ADA Existing Facility and Site Access Audit	Facility Supervisors	Not Started
7.3 – Defense Against Encroachment Procedures	Policy Committee	Not Started
7.4 – Disposal of Lands Procedures	Policy Committee	Not Started
7.5 – Maintenance and Operations Management Standards	**Parks Division**	**Not Started**
7.5.1 – Facility Legal Requirements	Administration	Not Started
7.5.2 – Preventative Maintenance Plan	Parks Division	Not Started
7.6 – Fleet Management Plan	Parks Division	Not Started
7.7 – Agency-Owned Equipment, Materials, Tools, and Supplies Policies and Procedures	Policy Committee	Not Started
7.7.1 – Building Plans and Specifications	-	Complete
7.7.2 – Land and Lease Records	-	Complete
7.8 – Environmental Sustainability Policy and Program		Not Started
7.9 – Natural Resource Management Plans and Procedures	Administration	Not Started
7.9.1 – Recycling and/or Zero Waste Plan	Policy Committee	Not Started
7.10 – Maintenance Personnel Assignment Procedures	Parks Division	Not Started
7.11 – Capital Asset Depreciation and Replacement Schedule	-	Complete
8 - Public Safety, Law Enforcement, and Security		
8.1– Codes, Laws, and Ordinances	**-**	**Complete**
8.1.1– Staff Liaison to Law Enforcement Officers	Administration	In-Progress
8.2– Authority to Enforce Laws by Law Enforcement Officers	**-**	**Complete**
8.3– Law Enforcement Officer Training	-	Complete
8.4– Public Information on Laws, Ordinances, Rules, Regulations, and Policies	Park Sign Redesign Working Group	In-Progress

8.4.1– In-Service Training for Staff on Public Safety and Law Enforcement	Learning and Staffing Development Committee	Not Started
8.4.2– Handling of Disruptive Behavior Procedures	Policy Committee	In-Progress
8.4.3– Traffic Control, Parking Plans, and Crowd Control	Police Department	Not Started
8.4.4– Handling of Evidentiary Items Procedures	Police Department	Not Started
8.5– General Security Plan	**Division Supervisors**	**In-Progress**
8.6– Emergency Management Planning	-	Complete
8.6.1 – In-Service Training for Staff on General Security and Emergency Management	Learning and Staffing Development Committee	In-Progress
8.6.2 – Emergency Risk Communications Plan	Policy Committee	In-Progress
8.6.3 – Care and Shelter Procedures	-	Completed
9 - Risk Management		
9.1– Risk Management Policy	-	Complete
9.1.1– Risk Management Plan and Procedures	**-**	**Complete**
9.1.2– Accident and Incident Report Procedures	Policy Committee	Not Started
9.1.3– Personnel Involvement and Training	Learning and Staffing Development Committee	In-Progress
9.2 – Risk Manager	-	Complete
9.3 – ADA Compliance and Face-to-Face Resolution	-	Complete
10 - Evaluation, Assessment, and Research		
10.1– Systematic Evaluation Processes	**Policy Committee**	**In-Progress**
10.1.1– Responsibility for Evaluation	Program and Evaluation Committee	Not Started
10.1.2– Staff Training on how to Evaluate Programs, Services, and Facilities	Learning and Staffing Development Committee	In-Progress
10.2 – Outcomes Assessment	Program and Evaluation Committee	Not Started
10.3 – Performance Measurement	Program and Evaluation Committee	Not Started
10.3.1 – Level of Service Standards	-	Completed
10.4 – Needs Assessment	-	Completed

10.5 – Program and Service Statistics	Program and Evaluation Committee	Not Started
10.5.1 – Recreation and Leisure Trends Analysis	-	Completed
10.5.2 – Community Inventory	Program and Evaluation Committee	In-Progress
10.5.3 – NRPA Park Metrics	Administration	In-Progress
10.6 – Research Investigation	Administration	Not Started
10.6.1 – Quality Assurance	Program and Evaluation Committee	Not Started