



PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

**BPRYCS CAPRA Status Summary
November 6, 2023**

In alignment with the department’s Master and Strategic Plan, BPRYCS is working towards achieving Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation. The accreditation process requires the agency to adhere to the below standards as evidence of best practice.

Section Review

Section	Not Started	In-Progress	Completed	Total	% Completed
1- Agency Authority, Role and Responsibility	0	0	15	15	100%
2- Planning	2	0	9	11	81%
3- Organization and Administration	3	4	7	14	50%
4- Human Resources	2	9	20	31	64%
5- Financial Management	3	2	15	20	75%
6- Programs and Services Management	3	5	6	14	42%
7- Facility and Land Use Management	12	2	3	17	17%
8- Public Safety, Law Enforcement and Security	3	5	6	14	42%
9- Risk Management	1	1	4	6	66%
10- Evaluation, Assessment, and Research	6	4	3	13	23%

Standard Review

Standards	Not Started	In-Progress	Completed	Required	% Completed
Fundamental	1	4	31	36	86%
Non-Fundamental	34	28	57	106/119	53%

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	-	Complete
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	-	Complete

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	-	Complete
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	In-Progress
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	-	Complete
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