**Commission for Accreditation of Park and Recreation Agencies**

**Military Visitation Team Report**

Agency Name

Director Name, Director Title

Agency City, State



Visitation Dates

**Visitation Team:**

Visit Chair Name, Chair

Visitor Name

Visitor Name

# - this page intentionally blank -

**- Self Assessment of compliance with Military CAPRA Standards 2009, 4th Edition**

**Commentary for DoD Recreation Agencies Revised June 2010-**

**Introduction**

Include a brief introduction includes the overall context in which the team members approached their task. This might include the types of data gathering processes undertaken, the types of individuals interviewed, and materials reviewed.

**Agency Overview**

Agency Name

Physical Mailing Address

1. **Community Demographics**
	1. Predominant form(s) of government in the tax jurisdiction (i.e., manager, mayoral, commission):

Click here to enter text.

* 1. Population of tax jurisdiction:

Click here to enter text.

* 1. Population of metropolitan service area:

Click here to enter text.

* 1. Age profile of tax jurisdiction:

Click here to enter text.

* 1. Income profile of tax jurisdiction:

Click here to enter text.

* 1. Racial diversity of the tax jurisdiction:

Click here to enter text.

1. **Agency Characteristics**
	1. Operating budget:

Click here to enter text.

* 1. Capital budget:

Click here to enter text.

* 1. Full-time employees:

Click here to enter text.

* 1. Part-time/seasonal employees:

Click here to enter text.

* 1. Parkland acreage:

Click here to enter text.

* 1. Significant agency awards and/or recognitions:

Click here to enter text.

1. **Physical Characteristics**
	1. Geographic size of tax jurisdiction (square miles):

Click here to enter text.

* 1. Describe significant rivers, lakes, mountain ranges, which influence the community:

Click here to enter text.

1. **Cultural Characteristics**
	1. Significant social and/or cultural factors that influence the agency's delivery of service:

Click here to enter text.

**1.0 Agency Authority, Role and Responsibility**

**NOTE: Standards marked with a star (★) are fundamental standards, and are required of all agencies seeking accreditation.**

**1.1 Source of Authority★**

**Standard: The source of authority of, and powers for, the public recreation and park managing authority shall be clearly set forth by legal document.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation:** **[ ]** Met [ ]  Not Met

**1.1.1 Public Authority/Policy Body**

**Standard: The organizational authority structure should provide for one public authority responsible for policy-making functions.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**1.1.2 Citizen Advisory Boards/Committees**

**Standard: There should be citizen advisory boards/committees.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**1.1.3 Responsibilities of Approving Authority, Chief Administrator, and Staff**

**Standard: There should be established guidelines defining the delineation of responsibilities for the policy-making functions of the approving authority and the administrative functions of the chief administrator and staff.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**1.2 Jurisdiction**

**Standard: The specific geographical boundaries of the agency's jurisdiction should be set forth by geographical description and map.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**1.3 Mission★**

**Standard: There shall be an established mission statement, which defines the direction and purpose of the Agency.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**1.3.1 Agency Goals and Objectives★**

**Standard: There shall be established, measurable goals and objectives for the agency and for each organizational component within the agency. Such goals and objectives shall be directed toward accomplishing the agency mission, be reviewed annually, and distributed to all appropriate personnel.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**1.3.2 Personnel Involvement**

**Standard: There should be a process for acquiring and considering input from the various personnel levels within the agency in the development of agency goals and objectives.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**1.4 Policies, Rules and Regulations, and Operational Procedures**

**Standard: A distinction should be made among policies, rules and regulations, and operational procedures and how each is developed and implemented within the agency.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**1.4.1 Policy Manual★**

**Standard: There shall be a manual setting forth the agency policies, which is kept up-to date, reviewed systematically, at least every five years, by the administration, and made available to pertinent administrative and supervisory personnel.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**1.5 Agency Relationships★**

**Standard: There shall be an understanding of the roles of counterpart and complementary organizations through liaison roles with nearby park and recreation agencies, public and social service organizations, and other local government agencies.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**1.5.1 Operational Coordination and Cooperation Agreements**

**Standard: There should be established policies on cooperative use and maintenance of facilities and program operation, facility design, land development, finances, etc., with other agencies or organizations or individuals.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**Category 1: Agency Authority, Role and Responsibility**

**Reviewed By:**

Click here to enter text.

**Unmet Standards:**

Click here to enter the list of unmet standards in this category. List the Standard # and Name.

**Provide clarification for all unmet fundamental standards★:**

Click here to enter text.

**2.0 Planning**

**NOTE: Standards marked with a star (★) are fundamental standards, and are required of all agencies seeking accreditation.**

**2.1 Overall Planning Function within Agency**

**Standard: The agency should have planning functions with established responsibilities, including at least one staff member or consultant with planning capability.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**2.2 Involvement in Local Planning★**

**Standard: The park and recreation agency shall be regularly involved in local planning (community, comprehensive planning, strategic planning, capital improvement planning) that will impact parks and recreation services within their jurisdiction.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**2.3 Planning with Regional, State, Federal and Non-government Agencies**

**Standard: The public park and recreation Agency should have a working relationship with regional, state, and federal agencies as well as non-governmental service providers that impact the services within their jurisdiction.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**2.4 Comprehensive Plan★**

**Standard: There shall be a comprehensive park and recreation system plan, which is basically an inventory of existing conditions and recommendations for future programs and services, acquisition and development of areas and facilities, and administration. The plan shall be officially adopted by the appropriate governing body, updated regularly, be linked with a capital improvement budget and a phased development.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**2.4.1 Trends Analysis**

**Standard: There shall be a system in place to assess societal and local trends over time.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**2.4.2 Community Assessment**

**Standard: A comprehensive community study based on population shifts and changing social and economic conditions shall be conducted regularly.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**2.4.3 Community Inventory**

**Standard: There should be a compiled, complete and current inventory of all agency used and/or managed areas, facilities, programs and services, as well as, alternative providers of such.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**2.4.4 Needs Index**

**Standard: A needs index for determining priorities for development of services within the community should be established within the comprehensive plan.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**2.5 Feasibility Studies**

**Standard: Feasibility Studies shall be conducted to determine the feasibility of proposed facilities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**2.6 Strategic Plan★**

**Standard: An agency shall have a strategic plan, approved by the approving authority, stating how the agency will achieve its mission, goals, and objectives. The strategic plan shall be reviewed annually.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**2.7 Site Plans**

**Standard: There should be site plans to guide the use of existing and the development of future areas and facilities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**2.8 Historical, Cultural and Natural Resource Management Plan**

**Standard: A historical, cultural and natural resource management plan(s) should address all resource-based areas.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**2.9 Community Involvement**

**Standard: The agency should include community involvement in the planning process.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**Category 2: Planning**

**Reviewed By:**

Click here to enter text.

**Unmet Standards:**

Click here to enter the list of unmet standards in this category. List the Standard # and Name.

**Provide clarification for all unmet fundamental standards★:**

Click here to enter text.

**3.0 Organization and Administration**

**NOTE: Standards marked with a star (★) are fundamental standards, and are required of all agencies seeking accreditation.**

**3.1 Organizational Structure★**

**Standard: The agency shall establish a staff organizational structure, specifying the interrelationships within the organization.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.1.1 Statement of Purpose for Each Organizational Component**

**Standard: The agency should have an established purpose statement for each organizational component that is available to all employees.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.2 Administrative Policies and Procedures★**

**Standard: There shall be policies and procedures, encompassing administrative aspects of the organization.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.2.1 Administrative Offices**

**Standard: There should be allocated administrative space and equipment to perform the agency's functions and responsibilities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.2.2 Support Services**

**Standard: Support staff and services should be provided to enable the professional staff to perform their appropriate functions.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.3 Communication System★**

**Standard: A communication system shall be established to ensure the accurate and timely transfer of information, both internal and external.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.4 Process for Public Information, Community Relations, Marketing★**

**Standard: There shall be an established process regarding the integrated role of public information, community relations, and marketing functions of the agency including periodic reporting and evaluation.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.4.1 Public Information Statement**

**Standard: A written statement states that the agency is committed to informing the community and the news media of events within the public domain that are handled by or involve the agency and sets forth policies that govern what information should be released, when it should be released, and by whom it should be released.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.4.1.1 Public Information and Community Relations Responsibility**

**Standard: A specific position in the agency should be designated to direct the public information and community relations functions.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.4.2 Community Relations Plan**

**Standard: The agency should establish a community relations plan.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.4.3 Marketing Plan**

**Standard: The agency should have an established marketing plan, based on market research that includes an annual evaluation.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.4.3.1 Marketing Position Responsibility**

**Standard: A specific position should be designated to direct the marketing function.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.5 Management Information Systems★**

**Standard: The Agency shall have a management information system, including statistical and data summaries of agency activities, such as daily, monthly, and annual reports.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.5.1 Application of Technology**

**Standard: The application and use of technology should enable the agency to operate efficiently.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.6 Records Management Policy and Procedure**

**Standard: The agency should have established policy and procedures for control, maintenance, and retention of records.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**3.6.1 Records Disaster Mitigation and Recovery**

**Standard: There should be an established Records Disaster Mitigation and Recovery plan and procedures.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**Category 3: Organization and Administration**

**Reviewed By:**

Click here to enter text.

**Unmet Standards:**

Click here to enter the list of unmet standards in this category. List the Standard # and Name.

**Provide clarification for all unmet fundamental standards★:**

Click here to enter text.

**4.0 Human Resources**

**NOTE: Standards marked with a star (★) are fundamental standards, and are required of all agencies seeking accreditation.**

**4.1 Personnel Policies and Procedures Manual★**

**Standard: There shall be established policies, which govern the administration of personnel procedures for both professional and nonprofessional employees that are reviewed annually.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.1 Code of Ethics★**

**Standard: There must be an established statement of ethical principles for agency personnel.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.2 Recruitment Process**

**Standard: There should be a comprehensive recruitment process to attract qualified personnel.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.3 Equal Opportunity Employment and Workforce Diversity★**

**Standard: There shall be an established policy regarding diversity for all employment practices and evidence that it is being implemented.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.4 Selection Process**

**Standard: There should be comprehensive procedures for the process of hiring personnel.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.5 Background Investigation**

**Standard: Personnel hiring should include procedures for background investigation prior to appointment, including verification of a candidate's qualifying credentials, review of a candidate's civil and criminal record, particular attention to drug and child/adult-abuse records, and driving record for employees assigned to operate motor vehicles.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.6 Employee Benefits**

**Standard: There should be an established employee benefits plan.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.7 Supervision**

**Standard: There should be constructive and effective supervision of all personnel to help them grow professionally and improve programs and services.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.8 Compensation**

**Standard: There should be an established compensation plan that is reviewed annually that establishes equity of compensation among units within the agency.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.9 Performance Evaluation**

**Standard: There should be a fair and systematic procedure for annual appraisal of job performance.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.10 Promotion**

**Standard: There should be an established statement available to all employees defining the promotion process and the agency's role.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.11 Disciplinary System**

**Standard: There should be a disciplinary system based on the code of conduct and performance.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.12 Grievance Procedures**

**Standard: A grievance procedure, available to all employees, should be established.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.1.13 Termination and End of Employment**

**Standard: There should be established policies and procedures for termination and end of employment.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.2 Staff Qualifications★**

**Standard: The agency shall employ professional staff qualified to develop and operate programs and services.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.3 Job Analysis and Job Descriptions★**

**Standard: Established job descriptions for all positions shall be based on the job analysis and include, at a minimum: duties, responsibilities, and tasks of each position; and minimum level of proficiency necessary in the job-related skills, knowledge, abilities, and behaviors.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.4 Chief Administrator★**

**Standard: There shall be a professionally-qualified administrator who is responsible to the approving authority for the management, direction, and control of the operations and administration of the agency, and who shall have authority to perform such responsibilities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.5 Physical Examination**

**Standard: There should be an established policy governing the provision of physical examinations for employees.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.5.1 Workforce Health and Wellness**

**Standard: There should be an employee health and wellness program(s) within the agency.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.6 Orientation Program**

**Standard: There should be an orientation program for all personnel employed by the Agency.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.6.1 In-Service Training Function**

**Standard: There shall be an in-service training function within the agency that is evaluated, updated, and reviewed annually.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.6.2 Employee Development**

**Standard: There should be a program of employee development, available for employees throughout the agency, based on needs of individual employees and future organizational needs.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.6.3 Succession Planning**

**Standard: Agencies should formulate a succession plan to ensure the continued effective performance of the organization by making provisions for the development and replacement of key people over time.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.6.4 Professional Organization Membership**

**Standard: Professional personnel should be active members of their professional organization(s).**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.7 Volunteer Management**

**Standard: There should be a volunteer management function within the agency, including a comprehensive Volunteer Management Manual.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.7.1 Utilization of Volunteers**

**Standard: Volunteers should be utilized by the agency in a variety of positions.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.7.2 Recruitment, Selection, Orientation, Training, and Retention**

**Standard: There should be an on-going function within the agency for the recruitment, selection, orientation, training and retention of volunteers, including procedures on background screening.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.7.3 Supervision and Evaluation**

**Standard: Agency volunteers should be monitored, should receive supervisory visits and conferences, and be evaluated regarding performance.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.7.4 Recognition**

**Standard: There should be a function within the agency for the recognition for volunteers.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.7.5 Liability Coverage**

**Standard: Agency volunteers should be covered for negligence liability by the agency.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**4.8 Consultants and Contract Employees**

**Standard: The agency should have policies and procedures regarding the use of consultants and contract employees.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**Category 4: Human Resources**

**Reviewed By:**

Click here to enter text.

**Unmet Standards:**

Click here to enter the list of unmet standards in this category. List the Standard # and Name.

**Provide clarification for all unmet fundamental standards★:**

Click here to enter text.

**5.0 Financial Management**

**NOTE: Standards marked with a star (★) are fundamental standards, and are required of all agencies seeking accreditation.**

**5.1 Fiscal Policy★**

**Standard: Fiscal policies setting guidelines for management and control of revenues, expenditures, and investment of funds shall be set forth clearly in writing, and the legal authority must be clearly established.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.1.1 Fees and Charges★**

**Standard: There shall be an established policy on the type of services for what fees and charges may be instituted and the basis for establishing the amount of such fees and charges.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.1.2 Acceptance of Gifts and Donations**

**Standard: The agency should have an established policy for the acceptance of gifts and donations.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.1.3 Governmental Grants**

**Standard: Where feasible and appropriate, regional, state and federal grants should be used to supplement agency funding through an established procedure to research, coordinate and implement grants.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.1.4 Private, Corporate, and Non-Profit Support**

**Standard: Where feasible and appropriate, private, corporate, and non-profit support should be used to supplement agency funding through a established procedure to research, coordinate and implement alternative funding.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.2 Fiscal Management Procedures★**

**Standard: There shall be established procedures for the fiscal management of the agency.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.2.1 Authority and Responsibility for Fiscal Management**

**Standard: The agency's chief administrator should be designated as having the authority and responsibility for the fiscal management of the agency.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.2.2 Purchasing Procedures**

**Standard: Agencies should have established procedures for the requisition and purchase of agency equipment, supplies and services.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.2.2.1 Emergency Purchase Procedures**

**Standard: There should be established procedures for emergency purchases within the agency.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.3 Accounting System★**

**Standard: The agency shall have a comprehensive accounting system.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.3.1 Financial Status Reports**

**Standard: The agency should utilize monthly financial status reports.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.3.2 Position Authorization**

**Standard: There should be established procedures for maintaining control over approved positions in relation to budget authorizations.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.3.3 Fiscal Control and Monitoring**

**Standard: There should be established procedures used for collecting, safeguarding, and disbursing funds.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.3.4 Independent Audit ★**

DOES NOT APPLY TO MILITARY

**Standard: There shall be an independent audit of the agency's fiscal activities conducted annually.**

**5.4 Annual Budget★**

**Standard: There shall be an annual operating and capital improvements budget(s), including both revenues and expenditures.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.4.1 Budget Development Participation**

**Standard: The heads of major agency components within the agency should participate in the development of the agency's budget.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.4.2 Budget Recommendations**

**Standard: Agency components should provide recommendations, based on operational and activity analysis, for use in the development of the agency's budget.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.5 Budget Control**

**Standard: There should be procedures for budget control within the agency, including an allotment system, accounting system, frequent reporting of revenues and expenditures, and continuous management review.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**5.5.1 Supplemental/Emergency Appropriations**

DOES NOT APPLY TO MILITARY

**Standard: There should be established procedures for requesting supplemental or emergency appropriations and fund transfers.**

**5.5.2 Inventory and Fixed Assets Control**

**Standard: There should be established procedures for inventory control of agency property, equipment, and other assets.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**Category 5: Financial Management**

**Reviewed By:**

Click here to enter text.

**Unmet Standards:**

Click here to enter the list of unmet standards in this category. List the Standard # and Name.

**Provide clarification for all unmet fundamental standards★:**

Click here to enter text.

**6.0 Programs and Services Management**

**NOTE: Standards marked with a star (★) are fundamental standards, and are required of all agencies seeking accreditation.**

**6.1 Recreation Programming Plan★**

**Standard: The agency shall utilize a recreation programming plan that includes both a long-range plan covering 3-5 years or more that is periodically reviewed and a current-year implementation plan.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.1.1 Program and Service Determinants**

**Standard: The programs and services provided by the agency shall be based on the conceptual foundations of play, recreation, and leisure; constituent interests and needs; community opportunities; agency philosophy and goals; and experiences desirable for clientele.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.1.2 Participant Involvement**

**Standard: The agency’s development of programs and services should involve participants.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.1.3 Self-Directed Programs and Services**

**Standard: The agency should offer self-directed recreation opportunities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.1.4 Leader-Directed Programs and Services**

**Standard: The agency should offer leader-directed recreation opportunities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.1.5 Facilitated Programs and Services**

**Standard: The agency should offer facilitated recreation opportunities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.1.6 Fee-Based Programs and Services**

**Standard: The agency should offer programs and services for a fee.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.1.7 Cooperative Programming**

**Standard: There should be cooperative programming among the public, commercial, and nonprofit entities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.2 Objectives★**

**Standard: There shall be specific objectives established for programs or services.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.3 Program Evaluation**

**Standard: Programs shall be evaluated regularly and systematically based on stated program objectives.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.4 Outreach to Underserved Populations★**

**Standard: The agency shall proactively extend programs and services to residents who may be underserved in the community.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.5 Scope of Program Opportunities**

**Standard: The agency's programs shall provide opportunities in all program fields for various proficiency levels, ability, socio-economic levels, racial and ethnic backgrounds, ages, and gender in accordance with the agency's statement of mission.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.6 Selection of Program Content**

**Standard: The selection of program content, specific activities, and opportunities shall be based upon an understanding of individual differences and the culture of the community.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.7 Community Education for Leisure**

**Standard: The agency should have a function to educate the community on the benefits, values, and impacts of leisure services.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**6.8 Program and Service Statistics**

**Standard: The agency should collect statistics on its programs and services for evaluation and future program and service development.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**Category 6: Programs and Services Management**

**Reviewed By:**

Click here to enter text.

**Unmet Standards:**

Click here to enter the list of unmet standards in this category. List the Standard # and Name.

**Provide clarification for all unmet fundamental standards★:**

Click here to enter text.

**7.0 Facility and Land Use Management**

**NOTE: Standards marked with a star (★) are fundamental standards, and are required of all agencies seeking accreditation.**

**7.1 Acquisition of Park and Recreation Lands**

DOES NOT APPLY TO MILITARY

**Standard: The agency should have established policies and procedures for the acquisition of lands for park, recreation, conservation, and historical-cultural purposes.**

**7.2 Development of Areas and Facilities**

**Standard: The agency should have established policies and procedures for the development of park and recreation land and facilities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**7.3 Defense Against Encroachment**

DOES NOT APPLY TO MILITARY

**Standard: The agency should have procedures for protecting park and recreation lands and facilities from encroachment.**

**7.4 Disposal of Lands**

DOES NOT APPLY TO MILITARY

**Standard: The agency should have established procedures regarding the disposal of park and recreation lands.**

**7.5 Maintenance and Operations Management Plan★**

**Standard: There shall be an established maintenance and operations plan for management of the agency's park and recreation areas, facilities, and equipment.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**7.5.1 Facility Legal Requirements**

**Standard: There should be a regular review of legal requirements related to facilities, such as licenses, sanitary regulations, fire laws, and safety measures, and inspections of adherence thereto.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**7.5.2 Preventive Maintenance Plan**

**Standard: There should be a comprehensive preventive maintenance plan, which incorporates a preventative program for each facility that includes regularly scheduled systematic inspections and detailed safety checks.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**7.5.3 Recycling**

**Standard: There should be a recycling program for park and recreation facilities as well as the agency’s administrative offices.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**7.6 Fleet Management Plan**

**Standard: The agency should have an established fleet management plan comprised of an inventory and maintenance schedule of all vehicles and other major equipment, annual inspections, and a replacement schedule.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**7.7 Agency-Owned Equipment and Property**

**Standard: There should be policies and procedures for the management of and accountability for agency-owned equipment and property.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**7.8 Natural Resource Management and Environmental Stewardship★**

**Standard: There shall be environmentally sound policies and procedures that are integral to all operations.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**7.9 Environmental Sustainability**

**Standard: The agency should have an established environmental sustainability policy that addresses energy conservation, environmentally preferable purchasing, water conservation/quality protection and sustainable design/construction of buildings and facilities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**7.10 Maintenance Personnel Assignment**

**Standard: The agency should have procedures for the assignment of competent personnel with clearly defined duties for routine maintenance, repairs and minor improvements, general cleanliness and overall attractiveness of areas, facilities, and equipment.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**7.11 Capital Asset Depreciation and Replacement**

**Standard: The agency should have an established depreciation and replacement schedule for all park and recreation capital assets.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**Category 7: Facility and Land Use Management**

**Reviewed By:**

Click here to enter text.

**Unmet Standards:**

Click here to enter the list of unmet standards in this category. List the Standard # and Name.

**Provide clarification for all unmet fundamental standards★:**

Click here to enter text.

**8.0 Public Safety, Law Enforcement**

**and Security**

**NOTE: Standards marked with a star (★) are fundamental standards, and are required of all agencies seeking accreditation.**

**8.1 Laws and Ordinances★**

**Standard: Public safety and law enforcement within parks and recreation areas and facilities shall be governed by laws and ordinances, some of which may be enacted specifically for the control and management of parks and recreation areas and facilities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**8.2 Authority to Enforce Laws by Law Enforcement Officers★**

**Standard: The authority of Law Enforcement Officers to enforce laws and ordinances pertaining specifically to activity within parks and recreation areas and facilities shall be clearly established to ensure that enforcement actions are upheld.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**8.3 Law Enforcement Officer Training**

**Standard: Law enforcement officers with the authority to enforce laws within areas and facilities under the jurisdiction of the agency must have proper training in order to carry out their roles and responsibilities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**8.4 Public Safety and Law Enforcement Role of Agency Staff★**

**Standard: Agency staff has a role in educating and informing patrons of laws, ordinances, rules and regulations that apply to parks and recreation areas and facilities. This role and level of authority shall be established through policy directive.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**8.4.1 Staff Liaison to Law Enforcement Officers**

**Standard: There should be formalized liaison assignments for agency staff to the official law enforcement officers providing public safety and law enforcement service to the agency.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**8.4.2 Public Safety and Law Enforcement In-Service Training for Staff**

**Standard: Agency staff should understand their role in public safety and law enforcement and relationships with law enforcement officers having jurisdiction within parks and recreation areas and facilities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**8.4.3 Handling of Disruptive Behavior**

**Standard: There should be established procedures prescribed for agency staff for response to disruptive behavior at agency areas and facilities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**8.4.4 Traffic Control, Parking Plans, and Crowd Control**

**Standard: Large-scale events hosted or facilitated by the agency require planning and coordination of traffic, parking and crowd control should be coordinated with the official law enforcement agency having jurisdiction over the affected areas.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**8.4.5 Handling of Evidentiary Items**

**Standard: Procedures should be established that guide agency staff in the preservation and handling of evidentiary items from discovery until transferred to the appropriate law enforcement authority.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**8.5 General Security Plan★**

**Standard: The agency shall have a comprehensive general security plan addressing all major areas, buildings and facilities under its jurisdiction.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**8.6 Emergency Management Plan**

**Standard: Park and recreation agencies, having roles in emergency management systems within their local jurisdiction, should be aware of the applicable operations plan.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**8.6.1 In-Service Training for Agency Staff**

**Standard: Through the use of in-service training, agency personnel should understand their role in ongoing security and emergency management.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**Category 8: Public Safety, Law Enforcement and Security**

**Reviewed By:**

Click here to enter text.

**Unmet Standards:**

Click here to enter the list of unmet standards in this category. List the Standard # and Name.

**Provide clarification for all unmet fundamental standards★:**

Click here to enter text.

**9.0 Risk Management**

**NOTE: Standards marked with a star (★) are fundamental standards, and are required of all agencies seeking accreditation.**

**9.1 Risk Management Plan★**

**Standard: There shall be a risk management plan reviewed on a regular basis which encompasses analysis of risk exposure, control approaches and financial impact for the agency.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**9.1.1 Statement of Policy**

**Standard: The agency should have a policy for risk management that is approved by the proper authority.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**9.1.2 Risk Management Operations Manual**

**Standard: There should be a manual(s) of operating procedures for carrying out the risk management plan, accessible to all agency personnel.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**9.1.2.1 Accident and Incident Reports**

**Standard: There should be established procedures for accident and incident reporting and analysis of accident and incident reports.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**9.1.3 Personnel Involvement and Training**

**Standard: The risk management function within the agency should involve active interaction among personnel at all levels.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**9.2 Risk Manager**

**Standard: There should be an individual with risk management responsibility and authority to carry out the policies established for risk management of the park and recreation agency.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**Category 9: Risk Management**

**Reviewed By:**

Click here to enter text.

**Unmet Standards:**

Click here to enter the list of unmet standards in this category. List the Standard # and Name.

**Provide clarification for all unmet fundamental standards★:**

Click here to enter text.

**10.0 Evaluation and Research**

**NOTE: Standards marked with a star (★) are fundamental standards, and are required of all agencies seeking accreditation.**

**10.1 Evaluation Analysis★**

**Standard: There shall be a process for evaluation to assess the outcomes of park and recreation programs, services areas and facilities, completed annually at a minimum and linked to the agency’s planning process.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**10.1.1 Position Responsibility for Evaluation**

**Standard: There should be specific personnel within the agency responsible for managing the evaluation analysis.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**10.2 Experimental and Demonstration Projects**

**Standard: There should be at least one experimental or demonstration project or involvement in some aspect of research, as related to any part of park and recreation operations, each year.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**10.3 Staff Training for Evaluation of Programs, Services, Areas, Facilities**

**Standard: There should be ongoing training opportunities for all personnel of the agency involved in evaluation of programs, services, areas and/or facilities.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**10.4 Quality Assurance**

**Standard: The agency should monitor and evaluate the quality of its programs, services, areas and facilities from the user's perspective.**

**Visitor Comments:**

Click here to enter text.

**Visitor Evaluation: [ ]** Met [ ]  Not Met

**Category 10: Evaluation and Research**

**Reviewed By:**

Click here to enter text.

**Unmet Standards:**

Click here to enter the list of unmet standards in this category. List the Standard # and Name.

**Provide clarification for all unmet fundamental standards★:**

Click here to enter text.

**Overall Visitation Team Summary**

**Agency Strengths**

The visitation team identified the following item(s) as being particular strengths of the agency:

Click here to enter text.

**Agency Preparedness**

The visitation team assessed the preparedness of the agency in conducting the accreditation process (i.e., document accuracy and completeness, staff awareness, file system organization):

Click here to enter text.

**Standards**

* The visitation team identified the following standard(s) as unmet:
	+
* **Provide clarification for all unmet fundamental standards**★**:**
	+
* Number of standards **met**: Click here to enter text.
* Number of fundamental standards **not met**: Click here to enter text.
* Number of non-fundamental standards **not met**: Click here to enter text.

*Total must equal 144*

**Other Concerns Related to Maintaining Accreditation**

The visitation team identified the following item(s) as areas of general concern related to the agency’s ability to maintain accreditation:

Click here to enter text.

**Signatures of Visitors**

**The Visitation Team attests to its findings contained within this report.**

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_

Team Chair Signature Date

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_

Visitor Signature Date

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_

Visitor Signature Date

**Affirmation by Commission**

**The Lead and Second Reviewer, assigned by the Commission, have reviewed this report and approve its release to the agency.**

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_

Lead Reviewer Signature Date

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_

Second Reviewer Signature Date

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard** | **Original Notation** | **Current Notation** | **Rationale for Change** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**Optional Section** *(if applicable)*
The following standard notation(s) have been modified by the Lead and Second Reviewer, as approved by the respective visitor(s), since the original drafting of this report: