



# Memo



To: Jan Arnold, Paula Bickel, Kyle Cratty, Mike Grandy, Bill Hamilton, Maureen McCarthy, Diane Stanke, Poppy Vogel, Patti Staley

CC: Gabe Romanucci

From: Bobbi Nance

Date: February 18, 2015

Re: General Security Plan Review

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In January, Park District staff, including Gabe Romanucci, Mike Grandy, and Bobbi Nance, reviewed all of the Park District's processes related to Park District facility security and safety. Several were also updated and all were compiled into the Park District's General Security Plan. The General Security Plan has also been placed on The Hub so that it is available to all staff. I will also e-mail a copy to you for your reference.

Please review the plan to ensure that your department and facilities are adhering to all Park District procedures shared in this plan. Also, share information about the update with your department at your next staff meeting.

As a reminder, with summer (hopefully!) around the corner, make sure to review this plan against all of your seasonal training agendas and materials to ensure consistency with Park District procedures and also that these important guidelines are included in on your training agendas (as appropriate).

If you have any questions, please contact Gabe Romanucci, HR Safety & Risk Manager, or I for clarification.

Thanks,

Bobbi