



Park District of Oak Park

Procedure Manual

In partnership with the community we enrich lives by providing meaningful experiences through programs, parks, and facilities.

Last Date Reviewed: 8/28/13

Reviewed By: 
Executive Director

ADMINISTRATIVE PROCEDURES

- 1.000 Executive Director Chain of Command
- 1.100 Board Meeting Calendar
 - 1.101 Board Action Calendar
 - 1.102 Board Packets
 - 1.103 Executive Session Meetings
 - 1.104 Verbatim Records
 - 1.105 Public Comments
- 1.200 All Staff Meetings
 - 1.201 Staff Social Events
- 1.300 Receiving and Answering FOIAs
 - 1.301 Posting Agendas
 - 1.302 Record Retention/Destruction
- 1.400 Reserving Meeting Rooms
 - 1.401 Reserving Meeting Equipment
- 1.500 Gift Acceptance

Last Date Reviewed: 9.10.13

Reviewed By: [Signature]
Director of Marketing and Customer Service

MARKETING AND COMMUNICATIONS

- 4.000 Chain of Command - Manager of Marketing and Customer Service Absence
- 4.002 Communications & Marketing Request
- 4.050 Brochure
- 4.100 Program Guide Bid Development
- 4.101 Program Guide Development
- 4.200 Development and Delivery of the School Enewsletter
- 4.201 Enewsletter Development
- 4.202 Employee Newsletter Development
- 4.203 Updates and Information (Monthly Staff Reports to Board)
- 4.204 District Directions
- 4.205 Kids Report
- 4.210 Press Release Development
- 4.220 Website Update and Maintenance
- 4.230 Steps for Securing a Sponsor
- 4.301 Banner Posting Requests
- 4.302 Banner Posting
- 4.310 Checking out of Park District Camera
- 4.320 Developing Park District Display Boards
- 4.330 Bulletin Board Procedures
- 4.400 Master Site Planning Process
- 4.410 Organizing a Groundbreaking Ceremony
- 4.411 Organizing a Ribbon Cutting Ceremony
- 4.500 OSLAD Grant Implementation
- 4.600 Refunds and Transfers
- 4.601 Refund and Waitlist
- 4.650 Running the Lottery
- 4.700 Hanging Items on the Wall in Public Places

Last Date Reviewed: 8/29/13

Reviewed By: Kyle P. Culler
Finance Director

BUSINESS OPERATIONS PROCEDURES DONE

- 5.000 Director of Finance Absence
- 5.020 Preparing and Filing Tax Levy
- 5.030 Supplemental/Emergency Appropriations
- 5.040 Comprehensive Revenue
- 5.060 Bond Rating
- 5.080 Bill Payment
- 5.100 Identity Protection
- 5.120 County Ethics Filing
- 5.140 Investment
- 5.160 PCI Compliance
- 5.180 Property Exemption
- 5.200 Annual Audit
- 5.215 Budget Process
- 5.230 Bank Reconciliation
- 5.245 Journal Entry Processing
- 5.260 Month-end Reporting
- 5.275 Cash Handling
- 5.290 Setting up a Credit Card Account
- 5.305 Daily Cash Receipts Processing
- 5.320 Setting up MSI Account
- 5.335 Petty Cash
- 5.350 Approving Purchase Orders
- 5.365 Wire Transfers
- 5.400 Accessing Park District of Oak Park Webmail Service
- 5.440 Assign Permissions to a Shared Directory
- 5.480 Backup of Information Systems and User Data
- 5.520 Reporting Computer and Information Technology Related Problems
- 5.560 Setup New PC For User
- 5.600 Payroll Processing
- 5.625 Filing Federal and State Taxes
- 5.650 Entering an Employee Into the System
- 5.675 Employee Service Portal
- 5.700 Reporting of New Employees
- 5.725 Filing of Accounts Payable Files
- 5.750 Postage Machine
- 5.775 Filing Federal and State Taxes

- 5.800 Invoice Creation
- 5.850 P-card Reconciliation and Processing
- 5.900 Setting Up a New Vendor
- 5.950 Year-end Reporting For Accounts Payable

Last Date Reviewed: 8/27/13
Reviewed By: [Signature]
Superintendent of Recreation

RECREATION PROCEDURES

- 6.000 Chain of Command Superintendent
- 6.100 Youth Basketball Practice Time Lottery
- 6.101 Parent and Player Code of Conduct
- 6.102 Coach Evaluation For Youth Athletic Leagues
- 6.103 Equipment Pick-up For Youth Athletic Leagues
- 6.104 Equipment Turn-in For Youth Athletic Leagues
- 6.105 Volunteer Coaches Discipline In Youth Athletic Leagues
- 6.106 Friendship Requests For Youth Athletic Leagues
- 6.107 Uniform Distribution For Youth Basketball, Baseball, and Floor Hockey Leagues
- 6.108 Uniform Distribution For Youth Soccer and Instructional Basketball Leagues
- 6.109 Team Formation For Youth Basketball Leagues
- 6.110 Team Formation For Youth Athletic Leagues
- 6.111 Selection Of Youth Basketball Leagues - Volunteer Coach Of The Year Award
- 6.112 Volunteer Coach Selection For Youth Athletic Leagues
- 6.113 Picture Distribution
- 6.114 Contagious Illness Reporting
- 6.200 Dragging The Ball Diamond
- 6.201 Bases
- 6.202 Chalking
- 6.203 Field Groomer Maintenance Checklist
- 6.204 Take Down Duties For Baseball
- 6.205 Adult Athletic Leagues - Rosters
- 6.206 Determining League Champions For Adult Athletic Leagues
- 6.207 Wet Fields
- 6.208 Equipment Inventory Checklist
- 6.300 Dispensing Medication
- 6.301 Child Abuse Reporting
- 6.302 Extended Care Pick-up
- 6.303 Late Pick-up
- 6.304 Participants Drop-Off
- 6.305 Participants Pick-up
- 6.306 Requesting Inclusion Assistance
- 6.307 Van Use

- 6.308 Safety Check
- 6.309 Shared Bathroom Use Between Public Programs
- 6.310 Visitors Safety During Program Hours
- 6.401 Affiliate Background Checks
- 6.402 Reserving Audio Equipment With The Recreation Department
- 6.403 Notifying ADA Barrier Completion
- 6.404 P.A.C.T. Organizations' Field & Court Use Permit Requests
- 6.405 P.A.C.T. Organizations' Field & Court Cancellations
- 6.406 Purchasing Office And/Or Building Furniture
- 6.407 Recreation Department Vehicle Use
- 6.408 Low Enrollment
- 6.409 Discontinuation Of A Recreation Program
- 6.410 Recreation Program/Class Cancellations Or Changes
- 6.500 FLW - Race Director
- 6.501 FLW - Assistant Race Director
- 6.502 FLW - Race Marshal
- 6.503 FLW - Registration Chair
- 6.504 FLW - Sponsorship Chair
- 6.505 FLW - Volunteer Chair
- 6.506 FLW - Buildings & Grounds
- 6.507 FLW - Risk Management
- 6.508 FLW - Marketing Chair
- 6.600 Preschool/Playschool Installment Billing
- 6.601 Cleaning and Sanitation
- 6.602 Indoor Playground Supervisor Checklist
- 6.701 Barrie Park Sport Court Daily Procedures

Last Date Reviewed: 9/9/13

Reviewed By: Will J. Kuba
Superintendent of Revenue Facilities

REVENUE FACILITIES PROCEDURES

- 7.000 Chain of Command - Revenue Facilities Superintendent's Absence
- 7.025 Code Adam
- 7.026 Emergency Response Plan - Fire
- 7.027 Emergency Response Plan - Medical Situations
- 7.028 Emergency Response Plan - Chemical Leak
- 7.029 VAT Drill Discipline
- 7.100 MANUAL - Life Guard
- 7.101 Pool Opening/Closing
- 7.102 Work Schedules
- 7.103 Pool Weather Hotline
- 7.104 Learn To Swim Hotline
- 7.405 Cash Handling
- 7.406 Locker Room Check In/Check Out
- 7.407 Locker Room Rules
- 7.476 Harness Usage
- 7.551 Freestyle
- 7.552 Private Lessons
- 7.553 Public Skating
- 7.554 Goalie Equipment
- 7.555 Jersey Handout Procedure
- 7.556 MANUAL - Adult League
- 7.557 MANUAL - Travel Hockey
- 7.590 Zamboni Operation
- 7.591 LPG Tank Change
- 7.601 Gymnastics Office Guidelines
- 7.604 Gymnastics Arrival And Departure
- 7.605 Gymnastics Center Closing
- 7.608 Gymnastics Registration
- 7.609 Gymnastics Student Evaluation
- 7.611 Gymnastics Parent Observation
- 7.628 Gymnastics Equipment Checklist
- 7.630 Gymnastics Gym Tots
- 7.631 Lice

- 7.632 Lice Notification
- 7.640 Gymnastics Safety Film
- 7.641 Gymnastics Safety Rules
- 7.650 Preschool Playtime Guidelines
- 7.651 Gymnastics Make-up Policy

Last Date Reviewed: 8/9/13

Reviewed By: Michael T. Gordon
Superintendent Building and Grounds

BUILDINGS & GROUNDS PROCEDURES

- 8.000 Chain of Command - Superintendent of Buildings and Grounds
- 8.001 Seasonal Maintenance
- 8.002 Facility Closings
- 8.003 Uniforms
- 8.004 Equipment Training
- 8.005 Special Events
- 8.006 Telephone Systems
- 8.007 Computer Systems
- 8.008 Large Scale Sub-Soil Operations (Julie)
- 8.101 Push Mower Operation
- 8.102 Weed Whip Operation
- 8.103 Irrigation Systems
- 8.104 Bleachers
- 8.106 Turf Operation
- 8.107 Infield Grooming
- 8.108 Groomer Operation
- 8.109 Lining Soccer Pitches
- 8.110 Installing Snow/Sod Fence
- 8.201 Sled Hill Inspection
- 8.202 Ice Making
- 8.203 Tree Maintenance
- 8.204 Trash Removal
- 8.205 Chain Saw Operation
- 8.206 Chipper Operation
- 8.301 Play Centers
- 8.302 Playground Inspection
- 8.303 Park Inspections
- 8.401 Exterior Restrooms
- 8.402 Drinking Fountains
- 8.403 Tennis Net Installation
- 8.501 Snow Removal
- 8.502 Snow Plowing
- 8.503 Salt Pickup

- 8.602 Vandalism
- 8.603 Vehicle Accident
- 8.701 Lift Truck Operation
- 8.702 Vehicle Operations
- 8.703 Vehicle Checks
- 8.704 Fueling
- 8.705 Vehicle Breakdown
- 8.706 Trailer Hook-up
- 8.707 Radio Operations and Charging
- 8.801 HVAC Challenges
- 8.802 Hot Permit Work
- 8.803 Interiors - Ceilings
- 8.804 Interiors - Daily Building Checks
- 8.805 Interiors - DOORS
- 8.806 Interiors - Floors
- 8.807 Interiors - Walls
- 8.808 Interior - Windows
- 8.809 Burglar Alarms
- 8.810 Locks/Security
- 8.811 Winter Building Checks
- 8.812 Fire Exits
- 8.813 Lighting Systems
- 8.814 Exterior Roofs
- 8.815 Exterior Walls
- 8.816 Building Apron
- 8.817 Shelters and Structures (Parks)
- 8.818 Natural Gas Service
- 8.819 Water Shutoffs
- 8.820 Water Meter Locations
- 8.821 Electrical Circuits
- 8.822 Circuit Breaker Boxes For Facilities
- 8.823 Plumbing Systems
- 8.824 HVAC Systems
- 8.825 Utility and Powered Systems - Electrical Utility
- 8.826 Working with VOP Water Department
- 8.827 Contacting ComEd
- 8.828 Drill Press Operation
- 8.829 Welding
- 8.830 Table Saw Operation
- 8.900 Frequency of Inspections

Last Date Reviewed: 9.10.13

Reviewed By: [Signature]
Director of Marketing and Customer Service

ENVIRONMENTAL PROCEDURES

- 9.000 Green Operations
- 9.020 Planting Program
- 9.030 Tree Management
- 9.100 Bio-diversity
- 9.110 Energy Resource Management
- 9.200 Integrated Pest Management
- 9.300 Carry In/Carry Out Program
- 9.310 Recycle/Reuse

HISTORICAL PROPERTIES PROCEDURES

Last Date Reviewed: 8/27/13
Reviewed By: *Holk Vogel*
Cheney Mansion Supervisor

CHENEY MANSION PROCEDURES

- 10.000 Chain of Command - Cheney Mansion
- 10.010 Opening And Closing Of Cheney Mansion
- 10.020 Cheney Mansion Staff Responsibilities
- 10.022 Volunteer Management At Cheney Mansion
- 10.030 Renting Cheney Mansion
- 10.031 Procedures For "Day Of" Rentals
- 10.040 Programming At Cheney Mansion
- 10.041 Breakfast, Lunch And Tea With Santa
- 10.050 Choosing Preferred Caterers
- 10.060 Holiday Decoration At Cheney Mansion
- 10.070 Photographing at Cheney Mansion

Last Date Reviewed: 9/6/13
Reviewed By: *Michael Yurk*
Oak Park Conservatory Manager

OAK PARK CONSERVATORY PROCEDURES

- 10.500 Chain of Command - Oak Park Conservatory
- 10.520 Staff Responsibilities In The Parks And Conservatory
- 10.530 Providing Plants For Park Beds
- 10.540 Greenhouse Production Schedules
- 10.560 Conservatory Greenhouse Management
- 10.580 Plant Acquisition
- 10.620 Shading The Conservatory Showrooms
- 10.640 Creating Programming At The Conservatory
- 10.660 Special Events
- 10.680 Rentals At The Conservatory
- 10.700 Accepting Monetary Donations
- 10.720 Conducting Plant Sales
- 10.740 Gift Shop Operations
- 10.760 Conducting The Weekly Plant Clinic
- 10.780 The Memorial Tree Fund
- 10.800 Photographing At The Conservatory
- 10.820 Volunteer Management at the Conservatory
- 10.860 Working With The Friends Of The Oak Park Conservatory

Last Date Reviewed:

8/27/13

Reviewed By:

Cheney Mansion Supervisor

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Reviewed By: Michelle Yundt
Oak Park Conservatory Manager

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