

# Westchester County Department of Parks, Recreation and Conservation

## Periodic Timetable for Review Documents

Senior Staff and Directors routinely review department policies as well as existing interagency policies including those from other departments within Westchester County, New York State, Federal Agencies and Labor Unions. This document shows annual review of Standards by month and year.

Standard	Title	Last Updated	Last Review	Next Review	Approving Authority	Approved Document Title	
1.4.1	Agency Goals and Objectives	10/2023	10/2023	10/2024	Commissioner - PRC	2024 PRC Goals & Objectives	
1.6.1	Administrative Policies and Procedures	1/2023	1/2023	1/2024	Commissioner - PRC	PRC Administration Manual	
2.4	Park and Recreation System Master Plan	12/2023	12/2023	12/2024	Commissioner - PRC	PRC Master Plan Review Policy	
		10/2018	10/2023	10/2024	Commissioner - PRC	PRC Mission Statement	1.4
		10/2023	10/2023	10/2024	Commissioner - PRC	2024 PRC Goals & Objectives	1.4.1
		7/2023	7/2023	7/2024	Commissioner - PRC	Recreation and Leisure Trends Policy	10.5.1
		11/2022	11/2022	11/2032	Commissioner - PRC	Westchester County Recreation Preference Survey	10.4
		7/2022	7/2022	7/2024	1st Deputy Commissioner - PRC	Parks and Recreation Matrix	10.5.2
		11/2022	11/2022	11/2032	Commissioner - PRC	Westchester County Recreation Preference Survey	10.3.1
2.5	Strategic Plan	10/2023	10/2023	10/2024	Commissioner - PRC	PRC Strategic Plan and Policy	
3.4.2	Community Relations Plan	10/2023	10/2023	10/2024	1st Deputy Commissioner - PRC	PRC Community Relations Plan & Policy	
3.4.3	Marketing Plan	10/2023	10/2023	10/2024	1st Deputy Commissioner - PRC	PRC Marketing Plan	
3.6	Records Management Policy and Procedures	2/2023	2/2023	2/2024	Commissioner - PRC	PRC Records Management Policy	
3.6.1	Records Disaster Mitigation and Recovery Plan	1/2024	1/2024	1/2025	Chief Information Officer - Westchester County	WC IT Department and Application Server General Backup Policy	

# Westchester County Department of Parks, Recreation and Conservation

## Periodic Timetable for Review Documents

Senior Staff and Directors routinely review department policies as well as existing interagency policies including those from other departments within Westchester County, New York State, Federal Agencies and Labor Unions. This document shows annual review of Standards by month and year.

Standard	Title	Last Updated	Last Review	Next Review	Approving Authority	Approved Document Title
4.1	Personnel Policies and Procedures Manual	7/2023	7/2023	As needed/requested by departments	Commissioner - Westchester County Human Resources	Westchester County Employee Handbook
		10/2019	10/2019	As needed	Commissioner - Westchester County Human Resources	Westchester County Civil Service Rules
		5/2023	5/2023	1/2028	County Board of Legislators & County Executive	CSEA Amendment 2 Effective 23-27
		11/2021	11/2021	1/2026	County Board of Legislators & County Executive	Teamster Amendment Effective 2021-2025
		1/2023	1/2023	1/2024	Commissioner - PRC	PRC Administration Manual
		5/2019	5/2019	As needed	New York State Department of Civil Service	Manual of Procedure in Disciplinary Actions
		9/2023	9/2023	9/2024	Commissioner - PRC	Staff Development Program

# Westchester County Department of Parks, Recreation and Conservation

## Periodic Timetable for Review Documents

Senior Staff and Directors routinely review department policies as well as existing interagency policies including those from other departments within Westchester County, New York State, Federal Agencies and Labor Unions. This document shows annual review of Standards by month and year.

Standard	Title	Last Updated	Last Review	Next Review	Approving Authority	Approved Document Title
4.1.2	Recruitment Process	8/2023	8/2023	8/2024	Commissioner - PRC	Budget Position Justification
		10/2019	10/2019	As needed	Commissioner - Westchester County Human Resources	Westchester County Civil Service Rules
		5/2023	5/2023	1/2028	County Board of Legislators & County Executive	CSEA Amendment 2 Effective 23-27
		11/2021	11/2021	1/2026	County Board of Legislators & County Executive	Teamster Amendment Effective 2021-2025
		7/2023	7/2023	As needed/requested by departments	Commissioner - Westchester County Human Resources	Westchester County Employee Handbook
		1/2023	1/2023	1/2024	Commissioner - PRC	PRC Administration Manual
4.1.8	Compensation Plan	5/2023	5/2023	1/2028	County Board of Legislators & County Executive	CSEA Amendment 2 Effective 23-27
		11/2021	11/2021	1/2026	County Board of Legislators & County Executive	Teamster Amendment Effective 2021-2025
4.3	Job Analyses for Job Descriptions	Various	Various	As needed - per job posting, exam announcement, promotion or transfer	Commissioner - Westchester County Human Resources	HR Website County Job Descriptions
4.5	Workforce Health and Wellness Program	5/2023	5/2023	1/2028	County Board of Legislators & County Executive	CSEA Amendment 2 Effective 23-27
		11/2021	11/2021	1/2026	County Board of Legislators & County Executive	Teamster Amendment Effective 2021-2025

# Westchester County Department of Parks, Recreation and Conservation

## Periodic Timetable for Review Documents

Senior Staff and Directors routinely review department policies as well as existing interagency policies including those from other departments within Westchester County, New York State, Federal Agencies and Labor Unions. This document shows annual review of Standards by month and year.

Standard	Title	Last Updated	Last Review	Next Review	Approving Authority	Approved Document Title
4.6.1	Employee Training and Development Program	9/2023	9/2023	9/2024	Commissioner - PRC	Staff Development Program
5.1.1	Comprehensive Revenue Policy	8/2023	8/2023	8/2024	Commissioner - PRC	PRC Comprehensive Revenue Policy
6.1	Recreation Programming Plan	12/2023	12/2023	12/2024	Commissioner - PRC	PRC Recreation Program Plan
6.2	Program Objectives	10/2023	10/2023	10/2024	Commissioner - PRC	Recreation Program Objectives Policy
6.4	Community Education for Leisure Process	10/2023	10/2023	10/2024	Commissioner - PRC	Recreation Program and Events Promotional Planning Guide
7.1	Parkland Acquisition Procedures	12/2021	12/2021	as needed	Westchester County Board of Legislators and County Executive	County Charter 233 Article II Acquisition of Real property
7.2	Area and Facilities Development Polices	12/2023	12/2023	12/2024	Commissioner - PRC	Master Plan Review Policy
7.5	Maintenance and Operations Management Standards	10/2023	10/2023	10/2024	Commissioner - PRC	Westchester County PRC Master Maintenance Plan 2023
7.5.1	Facility Legal Requirements	10/2023	10/2023	10/2024	Commissioner - PRC	PRC Matrix of Facility Requirements
7.9.1	Recycling and/or Zero Waste Plan	9/2023	9/2023	9/2024	First Deputy Commissioner - PRC	PRC Recycling Policy
8.5	General Security Plan	10/2023	10/2023	10/2024	Commissioner - PRC	PRC General Security Plan
8.6.2	Emergency Risk Communications Plan and Procedures	9/2021	9/2021	as needed	County Executive	WC Comprehensive Emergency Management Plan
9.1.1	Risk Management Plan and Procedures	9/2023	9/2023	9/2024	Commissioner - PRC	PRC Risk Managment Plan 2023

Westchester County Department of Parks, Recreation and Conservation

Periodic Timetable for Review Documents

Senior Staff and Directors routinely review department policies as well as existing interagency policies including those from other departments within Westchester County, New York State, Federal Agencies and Labor Unions. This document shows annual review of Standards by month and year.

Standard	Title	Last Updated	Last Review	Next Review	Approving Authority	Approved Document Title
10.4	Needs Assessment	11/2022	11/2022	11/2032	Commissioner - PRC	Westchester County Recreation Preference Survey
10.5.1	Recreation and Leisure Trends Analysis	7/2023	7/2023	7/2024	Commissioner - PRC	Recreation and Leisure Trends Policy