

PRC Administration Manual

LAST UPDATED 05/14/2025



WESTCHESTER COUNTY

Kenneth W. Jenkins
County Executive

Department of Parks,
Recreation & Conservation

Kathleen M. O'Connor
Commissioner

May 14, 2025

Dear PRC Staff Member:

As an employee of the Westchester County Department of Parks, Recreation, and Conservation, you take part in the stewardship of 18,000 acres of publicly owned land, which includes over 50 parks and facilities.

PRC provides essential services that provide a sense of community, promote physical and mental health and wellness, foster social and emotional development, increase cultural understanding, protect environmental resources, provide for recreational experiences, and support economic development and tourism. No other County Department touches the lives of residents and visitors in such a positive way.

Whether you work with the public or behind the scenes, your contributions are critical to our success. We value and invest in our employees through staff development opportunities and by providing information to perform their functions better and serve the public.

This manual provides a snapshot of our department and some of our operating processes, guidelines, and policies. It also outlines the department's expectations of you.

Thank you for being part of our team. We are proud that you chose to work at our award-winning, nationally accredited, and recognized park system.

Sincerely,

Kathleen M. O'Connor - Commissioner

Peter Tartaglia - First Deputy Commissioner

William Bland - Deputy Commissioner

KOC:ja

INDEX

100 Introduction to the Department

- 100.1 Vision Statement
- 101 Mission
- 102 Principles/Values
- 103 PRC Orientation
- 104 Accountability
- 105 Overview
- 106 Components of the Department of Parks, Recreation and Conservation
- 107 Staff Conference
- 108 Management Retreat and Conferences
- 109 PRC Academy and Professional Training Program
- 110 Friends Groups, Advisory Boards, Volunteer Organizations
- 111 Organizational Chart

200-General Administrative Procedures

- 201 Acceptance of Gifts
- 202 Americans with Disabilities Act
- 203 Cell Phone Use Guidelines
- 204 Computer Use Guidelines
- 205 Communications
- 206 County Supply Use Policy
- 207 Disciplinary Action

- 208 Domestic Violence In the Workplace
- 209 Drug Free Workplace
- 210 Equal Employment Opportunity/Affirmative Action
- 211 Ethics and Standards of Conduct
- 212 Code of Conduct
- 213 ID Badges
- 214 Lunch Hour
- 215 Partnerships
- 216 Phone Answering Guidelines
- 217 Security and Technology Use Policy
- 218 Sexual Harassment Policy
- 219 Smoking Policy
- 220 Smoke-Free Workplace Policy
- 221 Supervisory Process
- 222 Unauthorized Use of Firearms in the Workplace
- 223 Voice Mail
- 224 Work Orders
- 225 Guests with Disabilities – Service Animals
- 226 Social Media
- 227 Workplace Violence Prevention Program and Procedures Manual
- 228 Marijuana Use Policy

300- Personnel Policies and Procedures

Personnel policies and procedures are found in the Employee Handbook, the Collective Bargaining Agreements with the County and the Westchester County Administrative Manual. Some are included here, with specific procedures defined.

- 301 Administrative Leave Policy
- 302 Blood Donation Program
- 303 Calling In Sick or Late
- 304 Civil Service Examinations and Appointments
- 305 Collective Bargaining Agreement
- 306 Compensatory Time/Overtime Pay
- 306a Call-Back Pay
- 307 Union/CSEA and Teamsters
- 308 Deferred Compensation Plan
- 309 Dependent Care Flexible Benefit Plan
- 310 Direct Deposit of Paychecks
- 311 Docking of Pay
- 312 Eligible Lists
- 313 Employee Assistance Program
- 314 Employee Park Pass Program
- 315 Holidays with Pay
- 316 Jury Duty and Court Appearance Leave
- 317 Leave Benefits
- 318 Leave-Time Requests Procedure
- 319 Probationary Period
- 320 Probationary Evaluation
- 321 Promotions
- 322 Recruitment
- 323 Retirement System
- 324 Selection Process
- 325 Separation Process
- 326 Sick Leave
- 327 Sick Injury Leave Medical Certification/Family Medical Leave Act
- 328 Sick Leave Bank
- 329 Signing In and Out/Time Attendance
- 330 Seasonal Employment
- 331 Tuition Reimbursement
- 333 Uniform Policy Dress Code
- 334 Summer Dress Code – Office Staff
- 335 Worker’s Compensation Program
- 336 Procedures for Filling a Vacancy

400-Safety, Security Policies and Procedures

- 401 Accident and Incident Reporting Policy
- 402 Accident/Incident Reporting Procedures
- 403 Background Checklist/Fingerprinting
- 404 Emergency Evacuation Procedure
- 405 Fire/Bomb Threat Emergency
- 406 Fire Safety Policies
- 407 Lost Person Procedure (Non Waterfront) and Code Adam Procedure
- 408 Mandatory Service During Emergencies
- 409 Ordinance #5 – Laws of Westchester County that Govern Parks
- 410 Protective Equipment/OSHA Standards
- 411 Right to Know – Hazardous Materials
- 412 Risk Management Policy and Objectives
- 413 Responsibilities of Department Heads
- 414 Safety and Loss Prevention Program
- 415 Safety Policy and Procedures
- 415A Public Safety Liaison
- 416 Security Procedures
- 417 Spills (Chemical, Gas, Oil, etc.)Procedures
- 418 General Maintenance Emergency Protocol
- 419 Space Heater Policy
- 420 Pesticide Policy
- 421 Gas Usage Policy
- 422 Gas Storage Policy
- 423 Septic System Clean Out Policy
- 424 Dumpster /Construction Debris Removal Policy
- 425 Boiler Maintenance Call-in Policy
- 426 Snow Plan

500 Travel Policies

- 501 Accidents or Breakdowns
- 502 Employee Driving Privileges Procedure
- 503 Request for County Vehicle
- 504 Travel Reimbursement Policy
- 505 Use of Private Automobiles

600-Finance/Budget

- 601 Cash Reports
- 602 Special Permits
- 603 Fees
- 604 Fiscal Accountability/Handling of Money
- 605 Fund Raising Activities
- 606 Park Pass
- 607 Permits
- 608 Petty Cash
- 609 Photo Shoots

610 Procurement Policy (Contracts)
611 Purchasing
612 Grant Procedures

700-Marketing and Communication

701 Annual Report
702 Freedom of Information
703 Media Policy
704 Marketing and Public Relations

Appendix I – Forms
Appendix II – Policies
Appendix III- Executive Orders
Appendix IV- Ordinance #5, Laws of Westchester
County Appendix V – Employee Handbook
Appendix VI- PRC User Fees

100 INTRODUCTION TO THE DEPARTMENT

100.1 VISION STATEMENT

Continuing the tradition begun in 1922 of providing the best parks, recreation facilities, programs and services while providing stewardship for our parkland and protecting its natural resources for the people of Westchester County.

101 MISSION

The Westchester County Department of Parks, Recreation and Conservation is a public service agency providing county residents and visitors with 18,000 acres of green space with 50 parks including pools, beaches, nature preserves, recreation trails, golf courses, a working farm, an arboretum, Playland, Westchester’s premier family amusement complex, and the Westchester County Center, the county’s oldest and largest public entertainment/sports arena and meeting facility.

The Parks Department also provides a multi-faceted recreation program to meet the cultural, leisure and fitness-related needs of Westchester residents of all ages and interests.

The mission of the department is:

“Creating life-enriching experiences at safe, clean affordable parks through responsible leadership and preserving our natural resources.”

102 PRINCIPLES/VALUES

Recognizing the physical, mental and spiritual benefits that our programs services and facilities provide, the department strives to be on the cutting edge of the profession in offering a wide variety of opportunities for our residents.

As public employees, we perform our responsibilities with the highest personal standards of integrity and honesty in order to inspire public trust and confidence. We make every effort to be professionally competent, efficient, effective and fiscally responsible. The safety and well-being of our patrons is our focus.

We are ever mindful of the stewardship responsibility we have to preserve our park resources for future generations.

Working with advisory boards, friends organizations, special-interest groups and citizens-at-large, we strive to be sensitive to the needs of Westchester County's diverse population. In partnership we are able to plan, implement and evaluate programs, identify potential resources, and define our future.

The PRC management team respects all of the department employees and the jobs they are asked to perform, and will offer whatever support they can to help each individual achieve his or her potential.

PRC Leadership Traits and Behaviors:

Performance:

- Displays professional initiative
- Ability to do the job assigned
- Exhibits follow-through
- Closure of assignments/projects/commitments
- Willingness to make tough decisions and stand behind them
- Gets the most from/promotes teamwork

Respect:

- For Westchester County and the administration
- For PRC
- Our customers
- Your co-workers
- Our goals, values and vision

Commitment:

- A passion and enthusiasm for what we do
- Loyalty
- Stepping up and owning the responsibility of your position
- Integrity

103 PRC ORIENTATION AND PARK TOURS

Equally important as ongoing training and education is employee orientation. It is the very first opportunity to tell the PRC story and get staff started off in the direction that is desired. One of the key factors in this orientation is a visit to several facilities to give new staff a first-hand view

of the scope and breadth of the park system and the services offered by PRC to the public. The orientation introduces the employee to the “nuts and bolts” processes, policies and procedures of the department and the level of expectation of the employee by the department. Each new staff member receives a copy of the PRC Administrative Manual.

104 ACCOUNTABILITY

PRC stresses proactive accountability wherein the individual, team and organization are focused on achieving great results rather than figuring out ways to explain away poor results.

Those reviewing results need to consider what has been accomplished in light of expectations and the circumstances that existed and then recognize achievements as well as under-achievements. Where expectations have clearly not been met, corrective actions need to be taken and lessons learned noted.

Pride in Parks (PIP)

This comprehensive, performance-based measurement system is driven by frequent, random and detailed inspections of parks and internal services. It provides management with a broad indicator of the conditions of the parks. Inspections, ratings and performance indicators are reviewed at management meetings and consist of photos, ratings, summary report, customer comments, complaints, phone survey results and other performance measures. Facilities must receive a minimum grade of 85% to pass. Any facility that receives a score below 85 is reviewed again within a few weeks.

Goals and Objectives

Once per year management reviews PRC’s goals and objectives for the upcoming year.

Personnel Evaluations

Personnel evaluations are conducted on the web-based NeoGov evaluation system. Reviews are used to interact with employees and provide constructive feedback. Senior management uses these evaluations to determine step pay increases, promotions, staff transfers, disciplinary actions and any other personnel transactions as may be useful.

Site Visits

Annually the commissioner and senior staff will visit each facility that has full-time staff assigned. The appropriate deputy commissioner, chief of operations, general maintenance director, marketing director, capital projects director and the pertinent division director are required to attend. The purpose of these meetings and visits is to educate the senior staff in an informal setting as to the particular challenges and accomplishments of that site. Managers are encouraged to be frank and open in discussions with senior management to solve problems or issues that are particular to their operation and the service to the public.

105 OVERVIEW

The Westchester County Parks system began in 1906 when the state legislature created the Bronx Parkway Commission, which set aside land paralleling the Bronx River for recreational public use and thus created the first county-owned park. In 1922, the administration of parks and parkways was turned over to the newly established Westchester Parks Commission. The

commission, recognizing the need for healthful outdoor recreation, acquired 9,700 acres of parkland for public use by the end of 1920. During the same period, the Westchester Recreation Commission was established. It focused on organizing a variety of athletic, cultural and social activities to meet the growing needs of the Westchester community.

In 1962 the two commissions were merged, creating the Westchester County Department of Parks, Recreation and Conservation, with a mandate to enhance the lives of county residents with cultural and recreational experiences.

Today the department operates and/or maintains:

Playland Amusement Park	35 dams and ponds
The Westchester County Center	39 miles of streams
6 golf courses	12.5 miles of electric lines
30 parks	90 sewage disposal areas
6 nature centers	50 miles of footpaths
3 historic sites	324 bridges
18,000+ acres of parkland	2.9 miles of Long Island shore
2,000 feet of beach waterfront	6.8 miles of Hudson River shore
36 miles of roadway	221 campsites
90 miles of multi-use trails	1,776 picnic tables
15 bridges	14 million trees

106 COMPONENTS OF THE DEPARTMENT

ADMINISTRATION

FINANCE

Manages the department's budget and conducts the day-to-day business of the department. All the accounting, auditing and purchasing functions are the responsibilities of this office, as well as 150 contracts; processing more than 1,600 group picnic reservations and special use permit requests each year and the maintenance of comparative statistical data for the department.

INFORMATION TECHNOLOGY

Installs and maintains the tee time reservation system, activity registration, facility reservation, point-of-sale, and park pass photo I.D systems throughout the parks. The staff also works closely with the Marketing and Public Relations division to maintain the Parks website.

CONCESSIONS

Secures private firms or individuals to provide certain services to the public at our facilities in a manner that is more cost-effective than the county could provide. Concession operations are a significant source of revenue for the department, providing more than \$1.5 million annually. Food and beverage services, golf professionals and equestrian stabling are examples of these services. In addition, the division coordinates inter-municipal agreements with local governments

for use of Westchester County parkland, 40 county-owned residences occupied by employees and agreements for utility lines on park property.

HUMAN RESOURCES

Responsible for the administration and implementation of personnel management policies and procedures for the county and the department. This includes the administration and compliance with civil service laws along with supervision of the payroll, mailroom and messenger services. The division head serves as the Affirmative Action/EEO Compliance Officer for PRC, coordinates and maintains the database for random drug testing and is responsible for recruitment and implementation of the summer employment program.

WESTCHESTER COUNTY CENTER

As the largest public assembly facility in the county and home to the Westchester Knicks, the County Center hosts more than 2,000 entertainment, social, civic, cultural, recreational and athletic events each year. Nearly a half-million people visit the County Center annually. The County Center's meeting and exhibition space have made it a popular venue with meeting planners and promoters throughout the Northeast.

Typical events held annually include antiques and baseball memorabilia shows, computer and franchise opportunity, trade shows, sports tournaments, a circus, stage shows, concerts and graduations for many area high schools and colleges.

GENERAL MAINTENANCE

General Maintenance provides a skilled workforce, equipment and materials to support the numerous construction projects undertaken in the parks each year. The work force consists of electricians, plumbers, welders, tree trimmers, carpenters, excavators, masons, and repair, residual and construction crews whose combined skills help PRC reduce its reliance on outside contractors. When the need arises to hire outside contractors to perform some specialty work, the division prepares the scope of work documentation, hires the contractor and supervises the work.

General Maintenance is also responsible for the removal and disposal of garbage from the parks, tree removal and street-lighting for the Bronx River and Playland Parkways.

GOLF COURSES

PRC's public golf courses are among the finest in the metropolitan area. More than 250,000 rounds are played annually on Westchester County golf courses, six 18-hole courses that are operated and maintained by the golf division. The courses are Dunwoodie and Sprain Lake, both in Yonkers, Saxon Woods in Scarsdale, Hudson Hills in Ossining, Maple Moor in White Plains and Mohansic in Yorktown Heights.

MARKETING AND PUBLIC RELATIONS

The Marketing Division is the lead information source for the Parks Department. The division is responsible for developing, coordinating and directing the department's promotional and marketing programs that educate and inform the public. The division oversees all media relations for the department, working daily with local and regional media. In addition, the office disseminates information through various social media platforms and digital marketing, in

addition to press releases, direct mailings, public service announcements, advertising, special events and ceremonies, printed promotional materials, exhibits and community outreach events.

PARKS

The Parks Division, an essential component of the department, is responsible for the day-to-day operation and maintenance of 45 separate park facilities with more than 2.5 million visitors each year. These include five pools and three beaches, multi-use trailway systems, mountain bike areas, a sportsman center, numerous picnic areas and thousands of acres of natural areas.

PARK PLANNING

The Park Planning Division is responsible for managing and coordinating the PRC capital program for all park facilities and properties. This includes coordinating the projects with various county departments and outside agencies as necessary for the implementation of these projects. The staff prepares the project scope of work, drawings, specifications, budgets and schedules for landscape architectural projects park master planning, construction of new park facilities and associated site work. Applications for tree removals on park property are also reviewed by this division in accordance with the Parks Board policy.

PLAYLAND

More than a half-million people visit this National Historic Landmark every summer. The three main features of the park are the amusement park, beach and the Ice Casino. The amusement park features more than 50 major rides and Kiddyland, a boardwalk, pier, a lake for boating and a lakeside picnic grove. The beach is a 1,200-foot strip along Long Island Sound. The Playland Ice Casino is a three-rink indoor complex.

CONSERVATION/HISTORIC PRESERVATION

The division is responsible for all environmental and preservation programs and services of the department. Conservation efforts include operation of six nature centers, Lasdon Park and Arboretum and Muscote Farm. Conservation staff observes, records and protects our parks' biodiversity and provides nature and environmental education for our county's young people. In summer, the division hosts a number of camps focusing on nature, ecology and farming. Conservation staff members develop and maintain relationships with Friends groups and volunteers. The division's Historic Preservation includes the Bronx River Parkway Reservation, the Tarrytown Lighthouse (currently managed by the Village of Sleepy Hollow), Washington's Headquarters Museum (the Miller House), and the Merestead estate.

RECREATION

The Recreation Division provides large-scale social, cultural and athletic programs for county residents. Programs are offered for our senior citizens, the developmentally disabled, youth and adults and are designed to complement programming offered by the local municipalities. Some of the division's popular activities include Bicycle Sundays, the Cultural Heritage festival series, outdoor movies, the Salute to Seniors and basketball tournaments for children and high-school players.

107 STAFF CONFERENCE

All PRC annual staff members and key hourly and seasonal staff are required to attend this full-day training and information session by the commissioner.

The session includes a review of the PRC's events and accomplishments of the year just ended and a look-ahead at the goals and objectives for the coming year. The day also includes break-out training or information sessions designed to appeal to varied interests and needs.

108 MANAGEMENT RETREATS AND CONFERENCES

Management Retreat

Mandatory meeting of all director level and above staff. Some lower level staff are invited if they have department-wide assignments as a part of their regular duties. The retreat encompasses:

- Review of previous year in terms of achievement of goals and objectives and major projects or programs;
- Discussion of themes and priorities for the coming year and how to best accomplish them;
- Discussion of divisional goals and objectives for the coming year.

Management Spring Conference

- Mid-season review of goals and objectives and priorities;
- Start to develop themes and programs for the next year;

Senior Management Autumn Conference

- Discuss vision and priorities for PRC with review of projects, programs, goals and objectives;
- Develop initiatives and critical thinking for the coming year.

109 PRC ACADEMY AND PROFESSIONAL TRAINING PROGRAM – BOOT CAMP

One of the most important aspects of our shared organizational values is proper training and education. The PRC Academy offers educational, vocational and professional opportunities for staff. The curriculum includes specific training conducted by PRC senior management on topics such as PIP, behavioral traits, accountability, progressive discipline and positive employee feedback and proactive communication.

110 ADVISORY BOARDS, FRIENDS ORGANIZATIONS, VOLUNTEER GROUPS

- Parks, Recreation and Conservation Advisory Board
- Muscote Farm Advisory Board

Friends Organizations

Westchester Parks Foundation

Bronx River Parkway Reservation
Conservancy

Friends of Lasdon Park and
Arboretum

Friends of Marshlands
Conservancy

Friends of Edith Read Wildlife
Sanctuary

Friends of Trailside Museum

Garth Woods Conservancy

Friends of Muscoot Farm

Saw Mill River Audubon

Hudson River Audubon

Volunteer Groups

Muscoot Farm Teen Volunteers

Trailside Teen Volunteers

Volunteers-in-the-Parks

Rye Country Day School

Vinecutters.com

Federated Conservationists of
Westchester County

Fujifilm, Inc.

America Corp

Manhattanville College student
groups

Boy Scouts of America

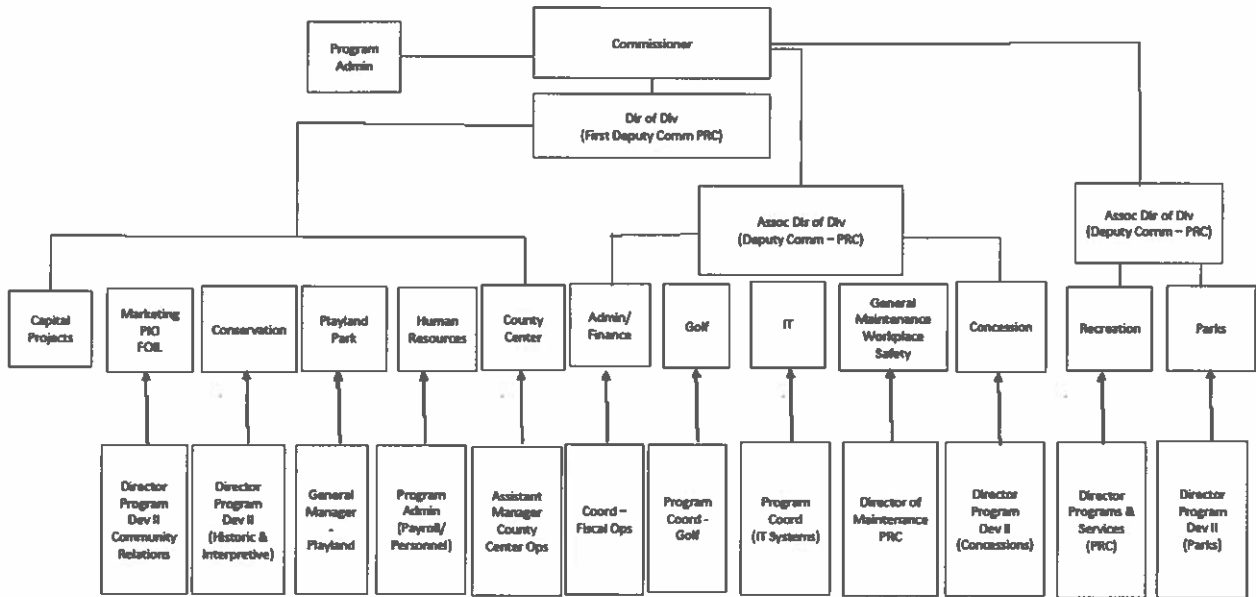
Girl Scouts of America

Westchester Mountain Biking
Association

New York/New Jersey Trail
Conference

111 ORGANIZATIONAL CHART

DEPARTMENT OF PARKS, RECREATION & CONSERVATION



8/30/22 CS

200 GENERAL ADMINISTRATIVE PROCEDURES AND STANDARDS OF CONDUCT

201 Acceptance of Gifts

Individual – Employees shall not directly or indirectly solicit any gifts or accept any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, under any circumstances in which it could reasonably be expected to influence them in the performance of their duties or is intended as a reward for any official action on their part.

County – Gifts to Westchester County with a value greater than \$100, whether monetary or otherwise, are accepted by the Board of Legislators through a gift submission process. The process includes determination as to whether SEQRA is required, approval by the Law Department, the Commissioner of Parks, review by the Office of Government Relations and the Chief Advisor to the County Executive, before being placed on the agenda for the Board of Legislators.

Appendix I – Forms – Acceptance of Gifts

202 Americans with Disabilities Act (ADA)

The County of Westchester requires compliance with Title II of the Americans with Disabilities Act of 1990 (ADA). The law prohibits discrimination based on disability with respect to programs or activities conducted or funded by a government entity. In addition, the ADA entitles otherwise qualified employees or candidates for employment to request “reasonable accommodations” in terms of equipment, testing procedures or job-site conditions, in order to permit them to perform effectively the essential functions of a job.

Every local government must identify a responsible employee to coordinate ADA compliance activities and answer questions about the law. The designated employee for Westchester County can be reached through the Department of the Disabled at 914-995-2958.

Appendix III – Executive Order 2011 #2 Westchester County Notice under the Americans with Disabilities Act)

203 Cellular Phone Policy

Cellular telephones are issued for county business purposes. Every effort should be made to contain calls to five (5) minutes or less.

Employees may use the phone for personal use; however, the employee is 100% responsible for any costs over the base rate or allowable minutes for both direct connect and cell usage. Over-limit calls may be evidence of misuse and are subject to reimbursement of monthly charges to the county and potential loss of cellular privileges and disciplinary charges. Check with your supervisor for your allowable minutes.

Directory assistance should not be used unless in an emergency situation. Reimbursement will be expected from employees for this charge.

Cellular telephones should not be used when a less costly alternative is safe, convenient and readily available; i.e., office/garage phones.

Usage of county-owned cellular telephones for long distance calls is discouraged.

Employees must adhere to New York State law which does not allow use of cellular phones while driving unless equipped with a hands-free device. Employee will pay all fines for violations of the law.

Employees in possession of county cellular phones are required to take appropriate precautions to prevent theft and vandalism of these phones as they would for all county equipment. Cellular telephones should not be left in an unlocked car or unattended on a desk. Misplaced or stolen phones must be reported immediately.

Cellular telephones may not be transferred to anyone else.

The cost for replacement of a lost cellular phone will be borne by the individual who lost the phone.

All cellular phones should be on vibrate/silent mode during meetings.

Except for emergencies, personal cell phone usage is to be kept at a minimum during working hours.

Cellular telephone use will be randomly audited by the Administrative Services division.

Upon leaving county service or the department all cellular telephones including accessories must be turned in to your supervisor.

204 Computer Use Guidelines

Westchester County's Department of Information Technology makes every effort to ensure that county computers are protected from viruses, and backs up data that is stored in the system daily so it will not be lost.

Westchester County provides Internet services for its employees to support work-related communications and exchange of information. Electronic communication is encouraged; however, Internet service is a privilege and brings with it a responsibility. Employees shall limit use of the Internet to work-related research and projects during work hours. No employee is authorized to visit any inappropriate website. The e-mail system is to be used for the benefit of the county.

County computers and any data stored in them are the property of Westchester County, and may be accessed as such. Employees will not have privacy for any use of county computers. All

computer software must be bought and installed by the county. Employees are not authorized to add, delete or alter programs or software on county computers.

Appendix I – Policies: Westchester County Security and Technology Use Policy

205 Communications

Every effort is made to keep all PRC employees informed about what is going on in their department, including new policies and procedures, as well as what is happening county-wide. It is equally important to receive information and input from employees. Field employees play an essential role in providing feedback to their supervisors and directors. Site visitation is an essential component in the communication process and directors are encouraged to spend time with employees at their facilities. The dissemination of information to PRC employees is provided in several ways: the *Compass* newsletter the PRC staff conference, interoffice memos, and e-mail on a regular basis. Employees are also encouraged to visit the county website at <https://www.westchestergov.com/>, the PRC site at <https://www.westchestergov.com/parks> as well as the PRC employee intranet at cww/parks. The *Compass* is posted on the employee intranet. All PRC employees are encouraged to submit articles and information.

The annual full staff conference at the County Center is another means of communication between staff and management. Employees are encouraged to recommend topics for conference breakout sessions.

E-mail is the most efficient method to exchange information facilitating employees' feedback and responses to directors, deputy commissioners and the commissioner. Supervisory personnel get input from employees as they make routine site visits and talk to the staff. Employee evaluations of the Annual PRC Conference also provide an opportunity for individual feedback.

206 County Supply Use Policy

The theft or misuse of county property or property belonging to other employees is not tolerated, nor is the personal use of county property beyond the allowances set forth in the acceptable computer use tolerated.

207 Disciplinary Action

For permanent competitive employees and non-competitive employees with more than five years of service, decisions and procedures relating to disciplinary action and appeals from disciplinary proceedings must conform to the provisions of the Civil Service Law (Sections 75 and 76).

Appendix II – Civil Service Laws 75-77

Warning notices are issued to those employees who do not perform their required duties, are insubordinate, or behave in a manner in conflict with County rules and regulations.

Appendix I – Forms: Warning Notice

208 Domestic Violence in the Workplace Policy

Employees are held accountable who engage in the following behavior: (1) misusing county resources to commit an act of domestic violence; (2) committing an act of domestic violence from or at the workplace or from any other location while on official county business or on county time; or (3) misusing his/her job-related authority and/or county resources in order to negatively affect victims and/or to assist offenders in locating a victim and/or to commit an act of domestic violence.

Appendix III – Executive Order #2-03 – Domestic Violence in the Workplace Policy

209 Drug-Free Workplace

Westchester County makes every effort to ensure a drug-free workplace. New York State has legalized recreational use of marijuana for adults age 21 years and older. This law does not impact the County's ability to maintain a Drug-Free Workplace. The County does not tolerate the use of impairing substances by employees while conducting County business, including during break and meal periods. The county continues to test for marijuana metabolites when mandated or permissible under State, Local or Federal statutes. The county's commitment is a result of its concern for the health and well-being of every employee and from its responsibility to maintain the highest standards when conducting public business. The Employee Assistance Program is available to employees and their families to deal with problems, including drug abuse.

Appendix I – Forms: Multi-Acknowledgement Form

Appendix II – Drug-Free Workplace Policy and Procedure

210 Equal Employment Opportunity/Affirmative Action

The County of Westchester is an equal opportunity employer and is committed to an active and progressive employment Equal Employment Opportunity/Affirmation Action Program. In accordance with Federal and New York State Human Rights Laws, and its own policies, the County of Westchester provides all employees and applicants for employment equal opportunity, equal consideration and equal treatment without regard to race, color, religion, age, national origin, alienage, citizenship status, ethnicity, marital status, familial status, creed, gender, sexual orientation, disability, or any other basis prohibited by law, in all part-time, full-time or temporary employment practices including termination, promotion, compensation and other terms, conditions and privileges within County employment. Further, contractors doing business with the County are required to meet equal employment opportunity standards.

The County of Westchester actively seeks to employ and advance qualified individuals, regardless of their race, color, religion, age, national origin, alienage, citizenship status, ethnicity, marital status, familial status, creed, gender, sexual orientation, disability, or any other basis prohibited by law. To this end, all County appointing authorities recruit and promote so as to reflect, in its workforce, the basic composition of the County's general labor force. The County examines its job specifications to eliminate unnecessary barriers to advancement on merit and fitness, and seeks the development of all members of the work force.

Moreover, the County believes in the dignity of every individual and recognizes the rights of all people to equal opportunity and to a workplace free from all forms of harassment or discrimination. To that end, the County maintains a voluntary zero tolerance policy towards all forms of harassment or discrimination against its employees by coworkers, supervisors, vendors, contractors or others.

Appendix I – Forms: Multi Acknowledgement Form

Appendix III: Executive Order 2009 #2, Executive Order 2009 #3, Executive Order 2018 #11

211 Ethics and Standards of Conduct

All public officials, officers and employees of Westchester County are required to read and abide by Westchester County's Ethics and Financial Disclosure law. All employees are required to adhere to the standards of conduct governing a number of areas, including, but not limited to, the following: gifts, confidential information, representation before one's own agency, representation before any agency for a contingent fee, disclosure of interest in legislation of County contracts, investments in conflict with official duties, private employment or services, future employment and consulting services.

As a public service agency, the Westchester County Department of Parks, Recreation and Conservation strives to provide the best possible services while fully utilizing available resources. As a dedicated staff, our mission is to provide services to people of all ages and abilities in order to satisfy their leisure-time needs and therefore improve the quality of their lives. In doing so, we will operate according to the following code:

Adhere to the highest standards of integrity and honesty in all public and personal activities in order to inspire public confidence and trust. Strive for the highest standards of professional competence, fairness, impartiality, efficiency, effectiveness and fiscal responsibility. Avoid any interest or activity that is, or may be perceived to be, in conflict with the performance of job responsibilities. Accept the tremendous responsibility of stewardship of the public parklands we are entrusted to protect. Promote public interest and enthusiasm for our services while avoiding personal gain or profit from the performance of job duties and responsibilities. Strive for personal and professional excellence and encourage the professional development of associates and students.

Appendix I – Forms: Multi Acknowledgment Form

Appendix II – Policy: Code of Ethics

212 Code of Conduct

Westchester County exists to serve the public interest. All employees of Westchester County must conduct themselves in a manner that promotes respect, trust, ethics, honesty, transparency and confidence in county government. Westchester County employees should avoid engaging in any activity that appears to be a violation of the public trust.

The purpose and intent of this Code is to establish guidelines for ethical and individual standards of conduct for all Westchester County employees (full time, part time and seasonal).

This Code of Conduct is not intended to replace the Westchester County Code of Ethics rather, it should be interpreted in conjunction with the Code of Ethics.

This Code of Conduct is not intended to be applied in a vacuum. The absence of a reference to specific conduct does not mean that such offence is condoned or permissible.

Appendix III – Executive Order #3-2008

213 Identification Badges/County Work Badge Policy

Executive Order No. 4 of 2002 mandates that all County officers and employees (1) be required to display their photo identification cards at all times when inside County buildings, facilities and worksites; (2) be prohibited from lending or allowing use of their photo identification cards by anyone other than the person whose name and photograph appear on the card; (3) be required to pay \$10 replacement fee for lost photo identification cards; and (4) be informed that they will be subject to appropriate disciplinary action for any violations of the Work Badge Policy.

Appendix III – Executive Order #4-2002 Work Badge Policy

214 Lunch Hour

Employees are entitled to a lunch break. Generally, it is taken between the hours of 12 noon and 2 p.m. In order to ensure that proper coverage will be maintained in your work area, lunch hours are staggered. Employees on the evening or night shift will also receive meal periods. You should consult with your supervisor for the exact time assigned to you. Employees working six or more hours in a day are required to take a minimum 30-minute meal break.

215 Partnerships

It is the policy of the department to form long-term partnerships with other agencies, municipalities, departments, businesses and civic groups based on common goals. An ongoing relationship that pools resources and fosters cooperation and openness, benefits not only PRC and its partners, but provides better service to the public.

PRC partners with the Westchester Recreation and Park Society (WRAPS) to the benefit of all participating park and recreation departments and agencies from all over Westchester County. Common goals include staying abreast of current trends in the PRC field, fostering professional development for all staff and forging long-term friendships.

The department frequently enter into (IMAs) with cities, towns or villages in Westchester County to operate, manage and/or maintain all or a portion of a County Park facility located within its borders.

The Adopt-a-Park program partners PRC with businesses, organizations, civic groups, and individuals committed to beautifying our parks.

Cooperative relationships also exist between PRC and other county departments. PRC works closely with Planning, DPW, Health, Public Safety, and Human Resources. The commissioners of Planning and the DPW are ex-officio members of the Parks Board.

216 Phone-Answering Guidelines

The telephone is an essential instrument for good public relations. When you receive a call, answer in a friendly and professional manner. Identify yourself and include the name of your facility when answering, (for example, “Croton Point, this is George, how may I help you?”) If you cannot answer a caller’s question offer to get the answer for them and take their name and phone number and get back to them with the answer. Every caller should feel that you have done your best to help. If their inquiry doesn’t pertain to your location or to PRC, refer the caller to the appropriate agency or department.

Personal phone calls and visits should be limited, so they do not interfere with work. Personal long distance phone calls are not to be made at the county’s expense. If directory assistance is required, directory information from the Internet should be used. There is no access to directory assistance from county telephones.

217 Security and Technology Use Policy

This policy sets forth a basic set of standards for use and protection of computer and information assets. It includes but is not limited to computer workstations, laptop computers, electronic mail (“e-mail”), databases, networks and connection(s)-both wired and wireless-to the intranet, Internet and any other information technology services available both now and in the future.

Appendix I – Forms: Security and Technology Acknowledgement Form

Appendix II – Policy: Security and Technology Use Policy

218 Sexual Harassment/Zero Tolerance Policy

Westchester County maintains a zero tolerance policy towards sexual and all other forms of harassment or discrimination by employees, supervisors, vendors, contractors or others in the workplace. Westchester County prohibits any conduct that creates an intimidating, hostile or offensive work environment on the basis of a protected characteristic or which is inappropriate or unprofessional. Westchester County seeks to ensure that none of its employees are subjected to any form of harassment or discrimination. All employees will be held accountable for any behavior that constitutes harassment or discrimination.

Employees are asked to report any behavior or conduct that they believe is in violation of Westchester County’s Zero Tolerance Policy, regardless of who engages in the conduct. If an employee would like to obtain guidance about how to resolve the situation or how to report discrimination or harassment, the employee should contact the Office of Equal Employment Opportunity/Affirmative Action at (914) 995-2141.

Appendix I – Forms: Multi Acknowledgement Form

Appendix II – Workplace Violence Policy and Procedure

Appendix III – Executive Orders

Executive Order 2-2009 Equal Employment Opportunity Policy

Executive Order 3-2009 Anti-Harassment and Discrimination Policy

Executive Order 11-2018 Sexual Harassment Prevention Policy

Executive Order 1-2011 Workplace Violence

219 Smoking Policy

As of February 1, 1995, virtually all Westchester County buildings were declared smoke-free, including garages, bathrooms, hallways, fire escapes, etc. In January 2002, smoking was prohibited in certain areas of Westchester County parklands, such as pools, trails, playgrounds, outside food establishments and other areas designated by the Parks Commissioner.

Appendix IV – Ordinance #5, 43- (a) Smoking

220 Smoke-Free Workplace Policy

Every indoor County “workplace” shall become a smoke-free area. The smoking or carrying of lighted cigarettes, cigars, pipes or any other tobacco-based products, or products that result in smoke, is banned. Every indoor county workplace is covered under this Executive Order.

Appendix III – Executive Order #5-98 Smoke-Free Workplace Policy

221 Supervisory Process

Constructive and effective supervision of staff is essential to personal and professional growth, enhancement of programs, and service to the public. The supervision within PRC is twofold, to best serve the employee and the public. First is ongoing communication with staff at every level. Second is a dialogue that encourages professional growth, both for the benefit of employees and for their interaction with the public. The supervisory process includes:

- Senior Management meetings track departmental progress toward initiatives/projects, trouble-shoot, brainstorm, and set objectives. Open communication and a team approach here set the tone for all levels of supervision.
- Management meetings provide an opportunity to update progress on initiatives or projects, problem-solve and determine areas of focus.
- Division staff meetings allow dialogue and feedback from field supervisors and cover many topics, including supervision and motivation. Directors are encouraged to meet with field supervisors individually on a regular basis.
- Daily staff meetings held by Superintendents, golf course managers, and other field supervisors to assign tasks, address problems or concerns, and set priorities so that supervision of staff is part of the daily routine. Field managers are encouraged to work with staff, so that problems are dealt with immediately, and encouragement is part of the process.

222 Unauthorized Use of Firearms in the Workplace

All county employees not required to possess a firearm for the performance of their official duties, and who hold a license authorizing the carrying of a firearm without regard to place of possession, shall not possess such a firearm while performing their duties or while present upon any real property of the County of Westchester unless such an employee has secured the prior written consent of the Commissioner of Public Safety.

Appendix III – Executive Order #4-2008: Unauthorized Use of Firearms in the Workplace

223 Voice Mail

The purpose of voice mail is to increase constituent contact with your department. It is not to be used as an alternative to dealing directly with incoming calls. During working hours voice mail should not be utilized unless you are not at your desk, or you are on the phone. The message that the public hears should identify both the person and their title, or the name of the facility. Messages left on voice mail should be responded to in a timely manner.

224 Work Orders

Many repair, construction, and maintenance jobs can, and are expected to be, accomplished by employees at the facility. However, jobs that require specialized skills, are more extensive than can be expected of the on-site crew, or require outside contracts, should be handled through work orders. The Superintendent or Site Manager fills out a Work Order form and sends it to his/her director for approval. It is then forwarded to General Maintenance. It is helpful, when submitting several work orders at a time, to indicate the order of priority.

Appendix I- Forms – Work Order

Site managers can track the status of their work orders online. It is recommended that each site manager check to be sure that General Maintenance has received the work order once it is submitted.

225 Guests with Disabilities Who Are Accompanied by a Service Animal

Our department is committed to ensuring that no guest with a disability is discriminated against and that each guest experiences full and equal enjoyment at all of our park facilities. Service animals are welcome. No documentation or paperwork for the service animal is required and staff cannot request documentation. If it is not apparent why the guest needs the assistance of a service animal, staff members are only permitted to ask two questions of the guest:

1. Is the animal required because of a disability?; and
2. What task has the animal been trained to perform?

When asking these questions, staff cannot inquire as to the nature or extent of the guest's disability.

There are only two exceptions to the general requirement allowing service animals to be permitted:

1. The animal is out of control and the animal's handler does not take effective action to control it; or
2. The animal is not housebroken.

Even in those two situations, the guest must still be given the opportunity to remain at the park facility and enjoy the experience without the service animal present.

226 Social Media

Social media use (postings, photographs, videos, blogs or any other form) during work hours is prohibited. This includes but is not limited to employees wearing a uniform/ID work badge either on or off duty at the park/facility or on county property. Social media use concerning work matters is also prohibited on or off duty. Work matters are to be brought to the attention of your supervisor.

The only exception to this policy is for the specific department employees who have been given official approval to use social media in the promotion or advertising of our parks, events and services.

227 Workplace Violence Prevention Program and Procedures

The County will not tolerate violence in the workplace. All incidents, complaints, and/or reports of violence, threats of violence, harassment, intimidation, and other disruptive behavior will be taken seriously because Westchester County is committed to providing its employees with a reasonably safe and secure work environment.

The purpose of the Workplace Violence Prevention Program and Procedures manual is to provide information to managers, supervisors and employees about preventing and responding to incidents of workplace violence or threats of violence. The goals of the program and manual are to reduce the probability of threats or acts of violence in the workplace and to ensure that any incident, complaint or report of violence is taken seriously and dealt with appropriately.

Appendix I – Forms: Multi Acknowledgment Form

Appendix II – Policy: Workplace Violence Prevention Program and Procedures Manual

228 Marijuana Use Policy

Pursuant to NY CLS Labor Section 201-d, New York State has legalized recreational use of marijuana for adults age 21 years and older. This law does not impact the County's ability to maintain a Drug Free Workplace. The County does not tolerate the use of impairing substances by employees while conducting County business, including during break and meal periods. And employees who are deemed to be impaired for whatever reason may be subject to the County's Reasonable Suspicion protocols. Further, the County continues to test for marijuana metabolites when mandated or permissible under State, Local or Federal statutes.

229 Language Access

Westchester county departments that provide direct public services must take reasonable steps to ensure that persons with limited-English proficiency (LEP) have meaningful access to programs and services. Generally, this means that PRC must translate vital documents; provide interpretation services; and develop and issue a Language Access Plan. Parks, Recreation and Conservation will provide language assistance services described below to ensure that individuals with LEP have access to services or benefits in his or her primary language.

Please refer to the quick reference guide and the Language Identification Guides located in all facilities.

Quick Reference Guide

11 Helpful Tips when working with an Interpreter

Appendix III – Executive Order #1-2019

300 PERSONNEL POLICIES AND PROCEDURES

301 Administrative Leave Policy

Employees who are absent from work for reasons other than a job-related disability and who have exhausted all available leave balances will not be permitted to remain on the payroll in an unpaid status, nor will they automatically be deemed to have resigned (however, absence for five consecutive days without consent will be deemed a resignation). In these instances, the appointing authority must write the employee to ascertain his/her intentions. The options available to the employee are:

- Return to work
- Request approval for a leave of absence without pay (with justification)
- Resign
- Retire
- Request sick leave at half pay, if eligible
- Request additional time from emergency sick-leave bank (if eligible).

Failure of the employee to respond to such communication will require the appointing authority to either proceed with disciplinary charges, pursuant to Section 75 of the NYS Civil Service Law, or to place the employee on involuntary leave without pay, pursuant to Section 72 of the NYS Civil Service Law. Either action requires the appointing authority to consult the Law Department and the Human Resources Department before proceeding.

Appendix II- Policies: Administrative Leave Policy

302 Blood Donation Program

The county has a voluntary blood donation program. The department's representative will notify employees of the date, time, and place for blood donations.

303 Calling In Sick or Late Arrival

If you are sick, you must personally call* your immediate supervisor prior to your scheduled starting time (but no earlier than two hours before the start of work) and advise him/her that you will not be in. If out sick for three days or more, a return-to-work doctor's note is required. The note is to state date employee can return to work, full duty with no restrictions.

You must also inform your supervisor if you will be delayed, and give the expected time of your arrival. Please discuss expectations with your supervisor.

*Texting is not considered an approved form of notification.

304 Civil Service Examinations and Appointments

PRC employees appointed to Competitive Class positions are appointed based on meeting certain minimum qualifications of the position, and are required to take a competitive Civil Service examination. Provisional appointments are made if there is no valid eligible list. When the results of a Civil Service examination are made available, a probationary appointment may be made if the provisional employee is reachable on the certified eligible list. A satisfactory probationary term of not less than 12 weeks or more than 52 weeks must follow before an employee is eligible to receive a permanent appointment.

Examinations for competitive class titles are prepared and scored by the New York State Department of Civil Service in accordance with its rules, regulations and procedures, with the exception of some performance-based tests.

An examination, whether it is for an entry level or promotional position, is requested from the New York State Civil Service Commission in accordance with established policy and procedure. This procedure requires a formal request to be submitted, accompanied by a copy of the current position specification. The Municipal Services Division of the Commission will then prepare and schedule an examination.

Candidates who file an application for participation in a specific examination have their education and experience evaluated against the minimum requirements stated on the official announcement. Minimum requirements originate from the position specification, which exists for every title in the jurisdictional classification plan. All candidates applying for an examination are reviewed against these standards to determine eligibility for participation in the written examination. Candidates who are disqualified from participation in the written examination are notified in writing. A disqualified candidate has ten (10) days to appeal the disqualification in writing.

Examination preparation is based on the position specification sent with the formal request for examination assistance. Actual data on specific test item preparation and validation is not available to the Westchester County Department of Human Resources. The answer key for each examination is set by the New York State Civil Service Commission.

Some test questions are available for pre-rating review by the candidates participating in the examination. Candidates desiring to participate in the pre-rating review must follow the State

Commission's prescribed procedure to schedule their participation. Questions and/or answers challenged in the pre-rating review procedure will be reviewed by the State Division of Testing Services for validity, clarity of presentation, errors, misprints, etc.

Those candidates who file a challenge to a question/answer during the pre-review process will receive a response from the State Commission regarding the final resolution.

305 Collective Bargaining Agreement

Public employees have the right to join or refrain from joining, employee organizations. As a public employer, the County of Westchester is required to negotiate collectively with certified employer organizations in the determination of terms and conditions of employment. The County of Westchester currently has collective bargaining agreements with different employee associations.

As are most county employees, PRC employees are represented by Westchester County Civil Service Employees Association, Inc. (an affiliate of Local 1000, A.F.S.C.M.E.). It excludes department heads, deputies, managerial, confidential and temporary employees.

Employees that are in titles eligible for union membership have the option to enroll to have union dues withheld from their paycheck.

306 Compensatory Time/Overtime Pay

In order to work overtime, an employee or his/her supervisor must request prior approval from the department head by filling out an overtime request sheet. For Job Group I-XII: Straight time rate applies for hours worked above the basic workweek but not in excess of 40 hours. Hours worked within a workweek in excess of 40 hours shall be paid at time-and-one-half. All overtime will be paid in the regular payroll check and taxed at a flat rate.

Appendix I – Forms: Request for Overtime

For CSEA Job Groups XIII and above: overtime shall be compensated by supplementary time off in clock hours equal to the clock hours worked, unless paid overtime in the regular pay check is specifically authorized in writing by the County Executive and Budget Director. Under no circumstances are employees in Job Group XIII and above entitled to overtime (in either time or pay) at a time-and-one-half rate.

306a Call-Back Pay

When an employee is called in to work on an emergency basis the exact time in and out must be recorded on the sign-in sheet. The total hours actually worked should be entered on a separate recap (yellow) sheet from the regular overtime hours. The employee will be paid for a minimum of four hours but the time sheet must reflect the exact actual time worked. Employee will receive an hour for travel so long as they do not live on the premises.

307 Unions: CSEA and Teamsters

Employees that are in titles eligible for union membership have the option to enroll to have union dues withheld from their paycheck. If applicable, this deduction, over the year's term, equals the annual membership dues which differ with each union. To become a union member you must obtain and complete a CSEA union card. Life insurance, disability insurance (management only) and other coverage are available through the unions. CSEA members should contact the CSEA office for information; Teamsters should contact the county's Human Resources department. Middle management positions are represented in the collective bargaining process by the Teamsters union.

308 Deferred Compensation Plan

The Deferred Compensation plan permits an employee, on a voluntary basis, to authorize a portion of his/her salary to be withheld through payroll deduction and invested for payment to the employee for future retirement. Money that is deferred is not subject to current federal, state, or local income taxes until the money is actually received and, ultimately, can only be received by the employee upon separation from county employment or upon demonstration of an extreme unforeseen financial hardship. Employees may contact a deferred compensation representative to arrange for an appointment to obtain information about the Deferred Compensation plan and for enrollment.

309 Dependent Flexible Benefit Plan And Medical Flexible Benefit Plan

An employee may withhold from his/her taxable income up to \$5,000 per calendar year to pay for eligible child-care expenses for a child under the age of 13 or for a totally disabled child, or care for a dependent of any age assuming this care is necessary for the employee to be able to work; \$2,500 for medical, dental and vision expenses. A Participation Election and Salary Reduction Agreement form must be completed by the employee and submitted to the Finance Department's Employee Benefits Section. Open enrollment is offered in October of given year and must be submitted by early November of that year. For information contact the Employee Benefits department at 995-4715. ([Download Application](#))

310 Direct Deposit of Paychecks

All salaried county employees may choose to have their net pay deposited directly into a pre-designated bank or receive a Payroll Card. The direct-deposit paycheck amount will be received by the designated financial institution for use as cash on each payday. To enroll in direct deposit, you must complete an Authorization Agreement for pre-authorized payroll credits. Submit it to the Finance Department's Payroll Audit Section along with a blank voided check, which will indicate the bank account to be used for the direct deposit. Employees who choose to enroll in the Payroll Card System option will be issued a card, and their pay will be automatically deposited into an account that is linked to that card each payday.

Appendix I – Forms: Direct Deposit Authorization Form Pay Card Form

311 Docking of Pay

If an employee is late more than five times in a month or uses his/her time inappropriately (such as showing a pattern of absences), the employee shall, beginning the first day of the subsequent month, be docked from pay rather than from time for all lateness or other inappropriate uses of

time. To be removed from the docking program the employee must arrive at work on time or refrain from inappropriate use of time for a period of forty consecutive, scheduled work days.

312 Eligible Lists

The New York State Civil Service Commission scores all Civil Service examinations, and said scores are sent to the Westchester County Department of Human Resources in order to establish and certify an eligible list. The Department will verify and compute veterans credits where appropriate, in accordance with Section 85 of the New York State Civil Service Law. In the case of promotional examinations, seniority points are added in accordance with the procedure set forth in the Westchester County Seniority Manual.

The establishment of eligible lists, ranking of candidates and certification of eligibles from the promulgated lists is done in accordance with the rules and regulations of the New York State Civil Service Law, the Westchester County Civil Service Rules and the recommendations and guidelines provided by the New York State Civil Service Commission (“Elements of Recruitment in the Public Service,” “Eligible List Administration Manual”). Eligible lists are established for the duration of not less than one year nor more than four years. Canvassing and selection of eligibles for appointment is done by the appointing authority in accordance with the rules, regulations and provisions of the NYS Civil Service Law, and the Westchester County Civil Service Rules.

313 Employee Assistance Program

The Employee Assistance Program (EAP) is a free, confidential service for county employees and their immediate families. The program is designed to help employees with problems that are affecting their job performance. The EAP can be reached at 914-995-6070

314 Employee Park Pass Program

Full-time PRC employees may use their County ID badges to obtain a free County Park Pass that is valid for one year.

315 Holidays with Pay

Listed below are the official paid holidays. Each year, a copy of the calendar with the dates of each holiday will be distributed to staff via the <https://cww/parks> employee intranet.

New Year’s Day

Martin Luther King’s Birthday

President’s Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Columbus Day

Election Day

Veteran’s Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

316 Jury and Court Appearance Leave

Jury Duty and Court Appearance time is granted if a full-time employee is required to serve as a juror or appear in court pursuant to a subpoena or court order. The employee will receive his/her pay in these instances except when personal interests of the employee are involved. Any fees received for such attendance shall be paid to the County, exclusive of travel and meal expenses.

Hourly employees not covered by union contracts will be granted leave and paid for their regular scheduled hours by law. These employees shall retain any fees they receive as a result of appearing in court. Upon receipt of an order to appear for jury duty or as a witness, the employee must forward a copy of the court order, subpoena or jury notice to his/her Department head of designee.

If the employee is paid by the courts, the employee is responsible for reimbursing the County minus any mileage compensation received.

317 Leave Benefits

All leave benefits, including Annual Leave (vacation with pay), Bereavement Leave, Family and Medical Leave, Personal Leave, and Sick and Extended Sick Leave are described in the Employee Handbook and the CSEA agreement. An employee can carry no more than 70 hours of annual time from one year to the next.

Appendix V- Employee Handbook

318 Leave -Time Request Procedures

All leave-time requests must be completed through the Leave Management Program for permission to take annual leave, personal leave, leaves with or without pay, holiday hours, or advance sick leave notice. All requests should be submitted with sufficient lead-time for all necessary approvals. All requests are subject to the approval of the commissioner. All leaves, other than sick leave, are scheduled and approved at the convenience of the department. Having a time balance does not mean that those hours may be taken at the employee's sole discretion. An employee who has no sick-time balance may not automatically use annual or personal leave in place of sick time.

319 Probationary Period

Every permanent appointment begins with a probationary term of not less than 12 weeks or more than 52 weeks. During the probationary period, the appointee's supervisor observes and evaluates the conduct, quality, quantity and value of the work performed by the appointee. At any time after the completion of the minimum period of service, a permanent appointment may be made, or the appointee may be terminated from the position if the conduct or performance of the probationer is not satisfactory.

320 Probationary Evaluation

Quality of performance during the probationary term is a key factor in achieving permanent status. A supervisor is expected to evaluate an appointee's performance and to give direction and feedback on a regular basis. As the end of the minimum probationary term approaches, notification will be made to the supervisor, who will provide an evaluation and recommendation of the appointee to his or her director. The commissioner will make the final determination regarding permanent status of the appointee. If the appointee fails the probationary period, a minimum seven-day written notice must be given prior to termination.

321 Promotions

Within the title structure used in Westchester County, there exist avenues of opportunity for

career development and promotion. A review of the position specifications for a career ladder in either the non-competitive or competitive class will indicate the minimum qualifications needed to be eligible to compete for a promotion opportunity. Competition for promotion opportunities within the competitive class is reflected in the structure of the promotion fields stated on the official announcement. Civil Service Job Opportunities and Exam Announcements are circulated to all county departments and are available online at westchestergov.com. All employees are encouraged to become proficient in their work and to apply for advancement opportunities for which they qualify. It is the policy of Westchester County to consider county employees before hiring from outside county service.

322 Recruitment

The Westchester County Department of Human Resources is responsible for administering civil service for the County of Westchester. In accordance with the provisions of the New York State Civil Service Law, and the policies, practices and procedures outlined in the New York State Civil Service Commission's manual, "Elements of Recruitment in the Public Sector," recruitment for examinations is done through the examination process. Announcements are posted on the Website: westchestergov.com/hr. The Human Resources Department offers information to the public on how to obtain public-sector employment.

323 Retirement System

Membership in the retirement system is mandatory for permanent, full-time employees. Employees entering the retirement system contribute a percentage of their salary, determined by tier, to the retirement fund. If your employment with the county is on a part-time, temporary or provisional basis, or you work less than 12 months per year, membership in the system is optional. To enroll in the plan you must fill out a registration form and have it notarized. This form will be explained to you during the orientation session. There is a death benefit included in this plan.

324 Selection Process

The interview process for potential candidates to a position shall include no less than three and no more than five members appointed to an interview committee. Members shall include representatives from the different divisions.

Permanent appointments occur when an appointment is made from a civil service list to a competitive class title, subject to the successful completion of the required probationary period. A provisional employee who has passed the appropriate examination must be within the top three candidates in order to be appointed without going through the canvassing procedure. If he/she is not within the top ranked three, the list must be canvassed. If the provisional is the fourth (or lower) candidate willing to accept appointment, he/she cannot be "reached" and must be replaced by a candidate from within the top three. If the position is vacant (i.e. no provisional), the list is canvassed and appointment is made from within the top three candidates willing to accept appointment.

Contingent permanent appointments occur when (a) a permanent, competitive class employee is granted a leave of absence to accept another position within the jurisdiction, such as a provisional promotion, and (b) a viable list exists for that title. Contingent permanent

appointments are subject to a probationary period consistent with existing civil service rules. If a position filled on a contingent permanent basis become unencumbered, the contingent permanent appointee gains permanent status provided the required probationary period has been satisfactorily completed.

Provisional appointments require preliminary action. Determination must be made for the existence of an eligible list for the title. If there is no eligible list, or one has been recently canvassed, the summary of canvass must indicate fewer than three candidates willing to accept appointment to the position. If there is a valid eligible list it must be certified to the Appointing Authority to be canvassed. Certification is valid for sixty days within which all canvassing, interviewing and appointments must be made. No extension is permissible beyond the sixty-day limit.

If there is no valid eligible list, the Appointing Authority may recruit a qualified provisional, i.e., one who meets the minimum qualifications as stated on the official job specification. Provisional appointments made within sixty days of the expiration of the cleared certification are not subject to re-canvassing of the eligible list.

325 Separation Procedures

There is a procedure in place to ensure that employees leaving the PRC and/or separating from Westchester County employment are informed of their rights for extension of health care coverage under COBRA, and any other benefit coverage issues, and that all property belonging to Westchester County is returned and acknowledged for audit purposes. A separation checklist is provided, which is the responsibility of the employee's immediate supervisor. Employees who are fired or "terminated for cause" do not receive the "Separation Resource Sheet." The employee will return all county property to his/her supervisor and both will sign the bottom of the form.

Appendix I – Forms: Exit Interview/Separation Checklist

326 Sick Leave

Sick leave is accrued at the rate of five days at the beginning of employment and one day a month after completion of five full calendar months. Personal leave not used during the calendar year accumulates as sick time. Sick leave is defined as "absence from duty because of illness; pregnancy; childbirth; injury; family illness; or quarantine resulting from exposure to contagious disease." Substantiation may be requested.

It is the intent of both the County and the Union that accumulated sick leave will be adequate to cover most circumstances. However, if an employee has exhausted all leave balances due to illness, pregnancy, injury, etc, he/she may apply for Extended Sick Leave, Leave without Pay or to the Sick-Leave Bank, if eligible. These are meant to assist an employee with prolonged illness, lengthy recovery, etc.

A pattern of absences with no sick leave balance shall be considered an inappropriate use of time and will be treated as such by docking pay.

327 Sick Leave/Medical Certifications

An employee who is out on sick leave for more than five (5) days is required to complete a Medical Certification Form for Family Medical Leave Act coverage. This form must be completed and signed by the health care provider. A stamp is not acceptable in lieu of a signature. All questions relevant to the employee's leave request must be answered. The period of inability to work full duty without restrictions requires a beginning and ending date. No additional certification is required during the period specified. The completed Medical Certification must be returned to the Administration/HR Division.

A medical certification is not required for employees out on Sick Injury; [see Section 335](#).

Appendix I – Forms: Medical Certification Forms

Appendix II – Policy: FMLA Policy

328 Emergency Sick Leave Bank

Employees who have completed one year and one month of continuous county service are eligible to join the Emergency Sick Leave Bank, which has been established to help employees who are faced with the economic effects of long-term illness. Membership is earned when an employee voluntarily contributes two days of his or her earned sick leave time to the bank. Additional days may be requested by the Sick Bank Committee.

Appendix I – Forms: Continuing Membership Form/Sick Bank Join Form

Appendix II – Policy: Sick Bank Policy

329 Signing in and out/Time and Attendance

Everyone must sign in and out daily, writing in the time of arrival each morning and the time of departure each night. No one is permitted to sign for another staff member, nor may you sign in earlier than scheduled without authorization. Some staff, depending on location, are required to punch time cards in lieu of signing in. Sign-in sheets are used to record an employee's time and attendance for payroll purposes.

Appendix I – Forms: Sign-in Sheet/ Time Sheets

330 Seasonal Employment

All seasonal jobs in the department will be filled on a pre-review basis. There will be no direct hiring of seasonal/hourly employees by any division, department, park facility or golf course. All applications, including rehires, must be generated by the Department of Human Resources or they will not be approved.

Approval must be given prior to hiring. Before the PRC can make an offer of employment, written approval of the Commissioner of Human Resources must be granted. A completed PTF form and the Seasonal Application form must be submitted to the Human Resources Department through the PRC Personnel Office for pre-clearance and criminal background check of prospective employees through fingerprinting.

PRC will be notified when approval of the Commissioner of Human Resources is granted. At that time applicants approved for hiring can be informed. After receiving approval to hire on the signed PTF, the following forms are needed to place employees on the payroll

Seasonal Employment Application	Payroll Card Enrollment Form/Direct Deposit Form
W4	Retirement Join Form (optional)
Conditional Offer of Employment	Retirement Beneficiary Form (optional)
Multi Acknowledgment Sign Off	Employee Handbook and Acknowledgement
I9	Security and Technology Use Policy and acknowledgement

Completed forms are to be submitted to the PRC’s Personnel Director. The Human Resources Department will then process the appointing paperwork.

331 Tuition Reimbursement and Tuition Reduction Programs

The County may allocate funds for tuition reimbursement on an annual basis. Eligible employees who successfully complete courses of study which meet the program eligibility guidelines may apply. Committees consisting of representatives of County management and the various unions evaluate all tuition reimbursement applications based on established guidelines.

In addition, the Human Resources staff will supply current information regarding tuition fee reductions at area colleges and business schools.

332 Tuition Savings Plan

Westchester County makes available to its employees NY’s 529 College Savings Program, a tuition savings plan. Applications and information are available through the county Benefits office via the Finance Department’s Website.

333 Uniform Policy/Dress Code

As members of a professional organization, all full-time, hourly and seasonal employees are expected to dress in a manner reflective of our high standards. Employees must always be neatly groomed and use good judgment and taste when dressing. The following is our dress code*:

*Logo, color and style of uniforms vary within the department, i.e. County Center, Golf, Parks and Playland.

Administrative/Office Staff

“Business casual:” collared button-down shirt or non-department issue collared polo or blouse or sweater paired with dress slacks or business casual pants i.e. “Dockers,” or dresses or skirts and appropriate shoes.

Men are required to wear a collared button down shirt and tie for any formal meetings.

Always make appropriate choice of color of pants, dresses, etc.

Appropriate and neat jeans or cargo pants and sneakers can be worn on Fridays if not attending a meeting.

Required to display county-issued ID Card.

Park Superintendents, Facility Managers, Divisional Directors

(An approved employee list of this category maintained by each division)

Department-issued collared polo shirt with logo paired with slacks or business casual pants i.e. “Dockers,” or dresses or skirts and appropriate shoes.

OR

“Business casual” of collared button-down shirt or non-department issued collared polo or blouse or sweater paired with slacks or business casual pants i.e. “Dockers,” or dresses or skirts and appropriate shoes. Ties are not required but welcome.

ALL staff must:

Display department-issued name tag with logo or county-issued ID card at all times.

Always make appropriate choice of color of pants, dresses, etc.

Park and Facility Staff

(Includes fulltime, hourly and seasonal staff not in management positions)

Required to wear department-issued collared polo shirt with logo and purchase tan “khaki-style” pants or shorts and appropriate shoes.

Department-issued hats and t-shirts with logo will be provided on request or if available.

Where appropriate, display department-issued name tag with logo or county-issued ID card.

Maintenance Staff and Mechanics

(Includes fulltime, hourly and seasonal staff)

Required to wear uniforms issued from the standard county contract including shirt, pants and jackets for appropriate seasons; required to purchase appropriate shoes.

Never

Alter or deface uniforms or cut-off shirt sleeves or collars.

Wear non-department issued t-shirts.

Wear jeans, halter tops, bare midriffs, miniskirts, flip-flops or sneakers.

Exceptions

Administrative Office Staff – can wear appropriate and neat jeans or cargo pants and sneakers on Fridays if not attending a meeting.

Curators and Naturalists – can wear neat cargo pants or shorts year-round.

Muscot Farm Staff – can wear neat jeans year-round.

Park and Facility Staff – cannot wear shorts or Capri pants for safety concerns, with the exception of – lifeguards (separate uniform policy), pool deck attendants (not pool filter room workers), car parkers, bathroom cleaners, cashiers, ticket booth attendants, park office staff and golf course starters during the summer.

Any exceptions or changes to this policy must be explained to and approved by the commissioner or her designee.

The commissioner has the sole discretion to adjust this policy for any reason.

334 Summer Dress Code – Office Staff

335 Memorial Day through Labor Day,

The typical business summer dress code for PRC office staff will be business casual. Acceptable attire includes shirts with collars, golf shirts, blouses, slacks, skirts and dresses. This is a professional office so please note that jeans, shorts, T-shirts, halter tops, tube tops, bare midriffs, mini-skirts, sneakers, beach sandals (flip-flops) or any other inappropriate attire will not be permitted. Sneakers may be worn on Fridays only.

The aim of this privilege is comfort, but please be guided by the fact that a professional image must be maintained at all times by all staff members. This applies to both full time and part time/seasonal employees. You are expected to use good judgment and return to business attire for meetings inside or outside of our office, when appropriate.

335 Worker's Compensation Program/Sick Injury

The Department of Finance is the administrative department for the Westchester County self-insured Worker's Compensation Program for employees injured in the course of their employment. It is the responsibility of the employee and his/her supervisor to report all job-related accidents and illness to the administrative office within 24 hours of the accident.

Appendix I-Forms: Employee Incident and Illness Report

Sick Injury Leave for Worker's Compensation is designed to compensate employees for medical expenses and lost income due to injuries or illnesses arising out of and in the course of employment. Please refer to the Union Contract Book or the County Administrative Policy and Procedure Manual for further information. A doctor's note is required to return to work and must state the date to return, full duty with no restrictions.

Appendix II – Policy: Sick Injury Leave

336 Procedures for Filling Vacancies

All annual positions authorized and approved in the Budget for hiring have an Organization number and a Position Identification number.

When a position becomes vacant (i.e. resignation, retirement, termination, etc.) a Vacancy Release Request must be submitted electronically through On-Base along with a justification explaining why the position is vacant and the reason it needs to be filled, detailing the job duties to be performed.

Once the Vacancy Release is approved by the Commissioner of the Department of Parks, Recreation and Conservation, it is submitted electronically to the Budget Director for approval. If approved by the Budget Director to fill the position, the Budget Department forwards it the Commissioner of Human Resources for approval. If approved by the Commissioner of Human Resources, the Human Resources Department forwards it to the County Executive for final approval.

Once the submitting department receives the approved Vacancy Release, the department is then authorized to begin the recruitment process.

The Department of Human Resources will ascertain whether or not there is an Eligible List to be applied against the position or if a Posting is needed. If a valid Eligible List exists, the Department must request the list to be certified and sent to the Department for canvassing. If a Posting is required, a request for the Posting must be submitted electronically to Human Resources by Thursday at noon and the position will be added to the Civil Service Job Postings for the following Monday.

The Posting period to fill a vacancy is for ten (10) working days. After the posting period closes, the Interview and Selection process take place. If the vacancy requires a Certified Eligible List for appointment, we must canvass the Eligible List (10 work days) and then make the selection from one of the top three candidates on the list willing to accept appointment.

If the candidate is selected for the position to be filled from a the Certified Eligible List, we return the certification to the Commissioner of Human Resources along with a copy of the approved Vacancy Release, appointment letter, Personnel Transaction Form and the necessary paperwork for hiring. If the applicant is selected from the Posting and interview process, the application must be submitted for Preclearance and Fingerprinting for a background check, along

with a copy of the approved Vacancy Release to the Human Resources Department for review and approval. A formal offer of employment to fill the vacancy cannot be made until the Preclearance has been reviewed, background check completed and approved by the Department of Human Resources. Once approved, the appointment letter, Personnel Transaction Form and the necessary paperwork for hiring is submitted to Human Resources and the effective date is set for orientation.

400 SAFETY AND SECURITY POLICIES AND PROCEDURES

401 Accident/Incident-Reporting Policy

In the event of an incident, the administrative supervisor or his/her representative will determine the seriousness of the incident/accident and follow procedural steps. All accidents resulting in bodily injury to any person, whether or not employed by the county, and all incidents resulting in property damage, or destruction or illegal taking of county property, shall be reported immediately to the Director of Risk Management, who will advise the County Attorney.

402 Accident/Incident-Reporting Procedures

Do not make any statement concerning fault or payment of any bills or expenses. Advise person to contact Risk Management or the County Attorney's office for information.

Incident/Accident Report Forms relating to patron incidents, Worker's Compensation and Report of Accident Form for Automobile Liability are received in the PRC administrative office and forwarded to the Finance Department and/or the Office of Risk Management for further processing and recording. Patron Incident Report forms are to be completed online, promptly and accurately, by the Superintendent or Manager for any person injured on park property (either not a county employee, or a county employee not on duty at the time of injury), or for any personal property damaged while on park property. The electronically completed form is received in the PRC administrative office and is assigned an Incident Number. A copy of this form is sent electronically to the Director of Risk Management within 48 hours. One copy is kept on file in the PRC office. For any accident or incident that requires police involvement, get the police incident report number and request a copy within five days of the incident.

The filing of a Patron Incident Report form with the county does not automatically mean that the county is responsible to pay the claimant for damages. The claimant is responsible for filing an "Independent Formal Notice of Claim" (Form T-1183) with the County Attorney's office within 90 days of the incident. Bills must be attached and all papers notarized. Telephone calls from the claimant should be directed to the County Attorney's office.

An Employee Injury and Illness Report is completed by the employee for any county employee injured while on the job.

Incident Report forms filed for stolen or vandalized equipment must be complete and accompanied by a Police Report within 5 business days after the incident. These forms are available from the PRC Administration Office.

Appendix I – Forms:

- *Property Loss Report*
- *Employee Injury and Illness Report*
- *Vehicle Accident Report*

403 Background Checklist/Fingerprinting

The County is committed to protecting the health and welfare of its residents, employees, and visitors, by ensuring that persons appointed to positions within the government are qualified and suitable to deliver services to the residents of Westchester County.

A background check is required for all prospective Westchester County employees. Checklists are provided and must be completed prior to appointment. Fingerprinting is performed on all new full-time and seasonal employees over age 18 or turning 18 by Labor Day of the given year. No offers of employment may be made prior to the completion of the pre-clearance/background check process.

Appendix I – Forms: Background Checklist and Fingerprint Data Form

404 Emergency Evacuation Procedures

In the event of a fire or other emergency (including a bomb threat), evacuation of personnel may be crucial to life safety. These procedures help ensure a quick and orderly evacuation. For large-scale disasters follow the directions of the Office of Emergency Management. For each facility, a fire warden and one alternate will be appointed to serve as communication link with the fire department. They will wear armbands in an emergency so as to be easily identifiable. In the event of a fire or other emergency, the safety officer or fire warden will direct the evacuation of the floor in accordance with established procedures.

In the event of a fire, the person discovering the fire will immediately pull the nearest fire alarm or call 911. For other emergencies, the employee shall notify his/her supervisor, who will take the appropriate action.

In the event of evacuation, do not use elevators.

The Fire Warden will:

1. i. select the safest evacuation route, and check the status of any exit prior to entering.
2. ii. make sure all occupants of the building are notified.
3. iii. assemble disabled persons in the designated area so that firefighters may evacuate them immediately if necessary.
4. iv. direct persons to move quietly and as quickly as possible, without running, to a sidewalk 300 feet from the building.

Once the building has been declared safe to re-enter by the Fire Department, the Fire Warden will relay this information to all persons.

405 Fire/Bomb Threat or Emergency

There are procedures that the county has established for the evacuation of the building in which your offices are located. Directions for vacating the building will be provided through a combination of the alarm systems and verbal instructions received from the Department's Safety Officer.

In the event of a fire alarm, it is requested that you follow the directions of the designated personnel. Do not use elevators. Use the nearest fire exit to leave the building. Walk quickly, and when outside of the building move at least 300 feet from the building entrances. You will receive instructions on when to re-enter the building.

There is an established procedure for responding to callers making bomb threats. If you receive a bomb-threat call or suspect a suspicious object, notify your immediate supervisor, and call the Westchester County Police Headquarters directly. There is also a "Bomb Threat Checklist" that you should become familiar with

Appendix I – Forms: Bomb Threat Checklist and Policy

406 Fire Safety Policies

Electrical Cooking Appliance Policy

The use of unauthorized cooking appliances in county work sites is prohibited. Use of authorized cooking appliances is limited to break or kitchen areas. Microwave ovens, toaster ovens, hot plates or other cooking appliances are not to be used in cubicles, at workstations, or area other than designated break rooms or kitchens. Appliances in break rooms or kitchens are to be plugged directly into wall outlets. If an extension cord is needed to connect to an outlet, it is to comply with the county Extension Cord Use Policy, below.

Extension Cord Policy

Unauthorized extension cords in county offices, facilities and buildings or on county property are prohibited. Employees are not permitted to bring a personally-owned extension cord to be connected at work.

Appendix II – Policy:

- Electrical Cooking Appliance Policy*
- Extension Cord Policy*

407 Lost-Person Procedure and Code Adam Procedure (Non-Waterfront)

After searching for 15 minutes in the last known location:

- Call 911 and the County Police at 864-7700
- Call your respective Director
- Call your respective Deputy Commissioner
- Fill out a Missing Person form in order to gather necessary information for police.

Appendix I – Forms: Missing Person Form and Code Adam Procedure

408 Mandatory Service during Emergencies

Each employee of Westchester County is responsible for the continuity of government services at all times. The public looks to its government officials, agencies, and employees for support, direction and management of emergency situations. In the event of an emergency, it is critical that employees remain at their workstations or assignments unless otherwise instructed by their Commissioner or Director. Depending on the nature of the emergency, it may be necessary, in a time of crisis, to call in employees who are not scheduled to work on that particular day, in order to meet the County's obligations as a public service provider.

Appendix II-Policy – Emergency Protocol

409 Ordinance #5

Under the Charter of Westchester County Chapter 765, Ordinance #5 lists the Laws of Westchester County that govern the operation of our parks. Chapter 134 of the Charter gives the enabling legislation.

Appendix IV – Ordinance #5

410 Protective Equipment/OSHA Standards

Westchester County makes every effort to safeguard its employees against any potentially harmful working conditions. To meet the Occupational Safety and Health Administration (OSHA) standards for personal protective equipment, employees will be provided with the necessary protective equipment to perform their duties in safe and healthful conditions. Protective equipment (including personal protective equipment for eyes, face, head, and extremities), respiratory devices, and protective shields and barriers shall be provided, used and maintained in a sanitary and reliable condition whenever necessary, to minimize potential contact with hazardous materials or environmental conditions. Please check with your site manager for the personal protective equipment list for the tasks specific for your assigned site.

411 Right to Know – Hazardous Materials

Many PRC employees use chemicals or products that may pose a health risk if improperly used. The County's Hazard Communication Program is designed to properly inform employees of the potential hazards of chemical use in the workplace, and the proper methods of protection against those hazards.

The focus of the Hazard Communication Standard is to train employees to recognize potential chemical hazards in the workplace and to maintain information on such hazards in the form of Material Safety Data Sheets. These data sheets must be readily available for use in the event of an emergency, or when requested for informational purposes.

Every PRC facility has a red binder with information regarding the types of chemicals that employees may encounter and an inventory of products at their location. Use of chemicals is monitored on an annual basis. The Westchester County Health Department's Office of Environmental Health Risk Control is available to provide technical assistance to all County Departments.

Appendix II – Policies – Worker's Right to Know

412 Risk Management Policy and Objectives

The goal of Westchester County's Risk Management program is to protect the county against the adverse financial consequences of accidental losses. The objectives of the county's Risk Management program are as follows:

- To identify risk exposure area and to identify alternatives to mitigate those exposures.
- To develop and implement a loss-prevention program in order to reduce accidents that cause injuries, and to reduce the frequency and severity of all property losses.
- To process all accident and loss notices filed by and/or against the county.

413 Responsibilities of Department Heads to Risk Management

Department Heads shall report to the Director of Risk Management any of the following changes in property under their supervision:

- Changes in building use, which must be submitted in writing to the Department of Risk Management, as building use bears directly on insurance rates and public liability status.
- Razed buildings
- Changes in equipment, including the disposal of all insurable equipment
- Property losses occurring from fire or other causes; such losses shall be reported immediately, in writing.

414 Safety and Loss Prevention Program

Department Heads, Safety Officers, and other designated employees shall cooperate with the Department of Risk Management in implementing a Safety and Loss Prevention Program. This program is designed to reduce accidents which could cause injuries to County employees or to the public, and to reduce the frequency and severity of property losses.

The Safety and Loss Prevention Program will consist of making periodic inspections of facilities, investigating the causes of accidents and property losses, developing training programs for employees, and distributing safety literature to all departments. Department Heads are responsible for posting such literature.

The Director of Risk Management shall make maximum use of the services of professional insurers, brokers, and departmental safety personnel with input from field employees, to develop better safety and loss prevention procedures.

Facility Superintendents or Managers will do daily inspections of their sites to ensure the safety of employees and the public. All employees shall bring any observed unsafe conditions to the attention of their supervisor.

415 Safety Policy and Procedures

The safety of visitors who come to our facilities is of primary concern. Every effort shall be made to provide an enjoyable and safe experience by mitigating risk, informing the public of behavioral expectations and performing regular safety inspections.

Safety inspections for PRC facilities include the following:

All exit lights are working and exits are not blocked.

All walkways and pathways are clear, and sanded/salted if necessary.

Daily inspections required for the operation of a pool, beach or amusement park are accurately followed.

Fire extinguishers are working and identified.

First-aid kits and AEDs are readily available and refreshed after use.

Potential trip or slip hazards are identified and remedied.

Line of sight for vehicles entering, exiting and moving within the park is properly maintained. (Consider the point of view from the height of a typical car seat, not of the truck you are driving.)

Non-public areas are clearly identified and secured if possible.

No tools or power equipment are left unattended.

Parking lots are lighted, and plowed/sanded if necessary.

Playgrounds are monitored and inspected according to Playground Safety Standards.

Restrooms are checked regularly for sanitary conditions.

Signage regarding safety is prominent and clearly stated, e.g. wet floor, no ice-skating, beach closed, one-way, etc.

Staff is in uniform and easily identifiable to the public, should there be a problem.

Trails are marked and trail maps available where possible, to reduce the risk of lost hikers.

Unattended vehicles are left in a non-public area and are locked.

There are PRC personnel certified in playground safety, who act as a resource to park staff with regard to Playground Safety Standards.

Appendix I- Forms: Safety and Security Inspection Checklist

Ordinance #5/Laws of Westchester County set forth many of the rules and regulations regarding visitor behavior that impact public safety.

Appendix IV- Ordinance #5

415A Public Safety Liaison

Deputy Commissioner Peter Tartaglia is the department's liaison to Westchester County Department of Public Safety with the responsibility of overseeing and monitoring all park needs, procedures and problem resolutions regarding the safety and security of visitors and employees. All divisions should conduct their regular or annual meetings with Public Safety representatives for specific police needs for facilities and/or programs but include Peter in the discussions, meetings and tours of the facilities. Public safety, evacuation and shelter plans will be reviewed as needed. The goal is to provide a safe environment for park visitors and workers.

416 Security Procedures

Locations that are of a unique nature, draw large numbers of visitors, or require special security procedures shall have a site-specific security plan, e.g., Playland, County Center, Muscoot Farm. All other sites will follow standard security procedures.

Security refers to the protection of property and assets entrusted to the custody of the Westchester County PRC. Facilities within the Department vary, but the common ground is the protection of property and assets.

Opening procedures at each facility will include checking to see that doors are locked, alarms on, vehicles parked in place, lights on, and no vandalism has occurred, prior to unlocking, unsetting the alarm, etc.

The perimeter of every facility, whether it is a pool, beach, park, or indoor facility must be maintained and inspected daily. Broken hardware, locks, chains and fencing must be repaired immediately and a log kept of such repairs.

During public visitation hours no county vehicle will be left unlocked and unattended in public areas. All tools, equipment and materials not attended will be removed from public access areas or the area cordoned off and hazardous items removed.

Fuel pumping stations shall be locked when not in use and a log kept at each location to account for usage.

Facilities having security and fire alarms must have an outside agency inspect and repair the systems on a semi-annual basis. Fire extinguishers will be clearly marked and checked on a regular basis. Spent extinguishers will be immediately recharged or replaced. Arrangement for yearly inspection by a contracted company is the responsibility of the site supervisor, as is making sure that inspection tags are placed on the equipment.

Superintendents and managers will train all site staff in closing procedures, including but not limited to:

- a. depositing all monies in a safe, or making a bank deposit
- b. turning on security lights and checking to see that they are working
- c. making sure all water is turned off: hoses, faucets, etc.
- d. checking bathrooms

- e. parking all county vehicles inside or within a secured area
- f. locking gates, doors, etc.
- g. securing all keys in a lock box
- h. turning alarm system on

Facilities having a night security guard must have in place a watch clock system to ensure that the facility is being walked during the hours when no supervision is available. A security log will be maintained, and a checklist of nightly responsibilities provided, including monitoring of alarm systems, extinguishing lights, checking restrooms for running water, securing all doors, and contacting personnel as necessary. Night security guards are also responsible for alerting police or fire departments in an emergency.

417 Chemical Spill Procedures

This is the process the facility manager should follow in dealing with a chemical spill at your facility. The most important thing to do is protect the public and our employees from harm.

EVALUATE SITUATION AND PROTECT PUBLIC SAFETY

Identify the problem.

Immediately prevent oil, gasoline or other chemicals from entering a drain, stream or water body by any safe means.

Secure area, remove the public and protect employees.

Call your immediate supervisor.

II. IDENTIFY SEVERITY OF THE PROBLEM

1. Identify the chemical.

- a. Check container label.
- b. Check the Material Safety Data Sheet (MSDS).

III. CALL THE NYS DEC IF THE SPILL IS GREATER THAN 5 GALLONS

IV. CALL THE WESTCHESTER COUNTY HEALTH DEPARTMENT TO REPORT SPILL

Emergency phone number – (914) 813-5000

V. RESOURCE AVAILABLE –Chem Trec at 1-800-424-9300 will provide emergency advice

VI. CONTAIN SPILL

If the chemical is one that is commonly used (such as motor oil) and after reading the MSDS, the spill may be contained by applying an absorbent (like kitty litter), especially if the spill is threatening to enter a drain, a water body or contaminate soil.

Notify the local fire department immediately if the chemical is FLAMMABLE.

If the spill is of an unknown substance, wait for guidance from the Health Department, but safely prevent spill from entering a water body.

VII. DO NOT:

1. Flush chemicals into any drains, toilets, streams or water bodies.
2. Expose yourself or anyone to fumes, contamination or exposure of any kind.

VIII. CONTACT Tim Codispoti, who will coordinate the Parks Department's response.

Work: (914) 231-3478

Cell: (914) 539-5078

IX. CONTACT the New York State Department of Environmental Conservation (DEC) FOR ALL SPILLS WITHIN TWO (2) HOURS OF SPILL DISCOVERY.

1-800 457-7362

X. CONTACT NATIONAL RESPONSE CENTER IF SPILL IS IN LONG ISLAND SOUND.

1-800 424-8802

It is the responsibility of each Facility Manager to ensure that an Emergency Chemical Spill Kit is made available at each location that stores any type of chemical or petroleum remediation products to handle both chemical and petroleum spills within their facility. It should be stored in the most practical and useful location.

Note. Any usage of this kit must follow the procedures of the above program

Appendix II – Policies: Chemical Spills Procedure

418 General Maintenance Emergency

1. Secure the area
2. Follow in-house chain of command per your Director
3. Gather as much information as possible and contact the appropriate Assistant Director

Frank Fiore 760-8940

Tim Codispoti 539-5078

Nick Spano 207-3873

Two carpentry crews
Construction crew
Triple A crew
Day to day operations

Two electrical crews
Masonry crew
Excavation crew

Plumbing crew
Tree crew
Welding crew
Office operations

4. If you cannot reach either one, contact the Director of Operations PRC (Maintenance) at 760-4981.

419 Space Heater Policy

Unauthorized space heating devices in county work sites are prohibited. Authorization to have a space heater must be granted by the Office of Risk Management and the Department of Public Works, or the department overseeing a building, i.e. Parks, DEF, etc., and after review/approval of requests on an individual basis. Under no circumstances will “open element” heaters be approved for use at any time. Requests to use space heaters of other designs will be reviewed on an individual basis, i.e. working in cold areas, working after hours in offices where the heat automatically shuts off a 5 p.m., medical conditions etc.

SUBJECT: Use of Open-Element, Ceramic and Oil-Filled Space Heaters

ORIGINATOR: Department of Law – Office of Risk Management October 2005

BACKGROUND: This policy has been developed to protect Westchester County personnel, the visiting public and county property from the inherent dangers associated with space heaters. It has become necessary to re-state this policy due to the use of space heaters by unapproved employees and the practice of heaters being left on after hours; with one incident resulting in a fire. The procedures that have been developed are based, in part, on the National Electric Code (NEC).

POLICY: It is the position of the County leadership that no space heating devices will be permitted in County work site locations. The only allowable exception to this policy will be in accordance with the 1990 Americans with Disabilities Act.

PROCEDURE: In order to use a space heater, a waiver must be obtained by following the steps below:

1. A physician’s written advice, attesting to the medical necessity of a space heater, must be provided to Risk Management and your department supervisor.
2. The manufacturer supplied device specifications, which accompany the heater when purchased, are to be provided to Risk Management for the device to be used.
3. If approval is given for space heater, a numbered, heater specific label will be issued and placed on the approved heater in an open, visible location. *** THE ONLY SPACE HEATERS ALLOWED IN COUNTY BUILDINGS WILL BE HEATERS WITH THIS NUMBERED LABEL FROM RISK MANAGEMENT***
4. Our preference for use is the oil-filled type space heater. This is the safest currently on the market. Other types (open-element, ceramic, etc.) will be considered on a case by case basis by

Risk Management and DPW. All space heaters put into use must first be approved by Risk Management and bear the approval sticker.

5. Use of heaters without the approval sticker will not be tolerated. Violators will be subject to disciplinary action.

USAGE:

1. Manufacturers generally supply installation instructions with equipment. Therefore, "any listed and labeled equipment shall be installed, used, or both in accordance with any instructions included in the listing and labeling," NEC Article 110-3 (b)

2. All cords and plugs connected to electrically heated appliances rated at more than 50 watts and producing temperatures of more than 250 degrees Fahrenheit shall be provided with the approved heater cord listed in Table 440-4 NEC Article 422-8 (a).

3. Each electrical appliance shall be placed as to provide ample protection between the appliance and adjacent combustible material, NEC Article 422-10.

4. Space heaters shall not be hooked up to extension cords.

5. It will be the sole responsibility of the approved user to ensure the heater is turned off when not in use and at the end of every day. (This does not include the lowering of the heaters thermostat. The heater must be in the OFF position so it does not produce heat during non-work hours).

420 Pesticide Policy

The following pesticide use policy is operative to all PRC facilities:

The Westchester County Department of Parks, Recreation and Conservation is aware of and sensitive to environmental issues regarding the use of pesticides in its facilities. While the use of pesticides is, at times, necessary for the protection of the environment and public safety, PRC must insure that pesticide use is restricted; to be applied by qualified individuals, used according to label directions and that all proper environmental and public safety precautions are employed. The concept of integrated pest management (IMP) will be incorporated into the overall philosophy of this department. Furthermore, the most environmentally safe pesticides will be considered prior to any application. Potential hazards to public safety and wildlife will receive top priority.

Guidelines:

1. At least one full-time permanent employee at each PRC facility, that utilizes pesticides, will be certified by New York State to apply pesticides. Each facility will be responsible to maintain proper records and follow all NYSDEC rules and regulations pertaining to pesticide use.

2. All pesticides purchased and used by PRC will be registered by the USEPA and registered for use in New York State.

3. The County Forester will serve as Pesticide Officer and oversee the PRC Pesticide Program.

4. At least one sign will be posted at every facility entrance using pesticides prior to any application. Such signs will be at least 8" x 10" and state the following: "Please Note: Pesticides have been applied in this facility. You are cautioned not to enter the treated area until the material has dried. For further information, please contact the supervisor." Do not remove this sign for 24 hours.

5. A complete copy of Annual Pesticide Use records from each PRC facility is to be filed with the Pesticide Officer by December 15 of each year.

421 Gas Usage

Fuel Sheets – Gas and diesel sheets are to be filled out every time fuel is pumped. All information needs to be entered including a date next to each usage. Make sure to write legibly and include tenths of a gallon with each entry. When using gas cans, you must attach a fleet number. If a gas can is used to fill multiple pieces of equipment, please list the fleet numbers for all the equipment. Each signature should have a printed name next to it to help identify the user. When a new sheet is started verify that the pump meter reading at close of the old sheet matches the pump meter at start of the new sheet. A new sheet needs to be used each week. On a weekly basis, the original sheet must be sent by interoffice mail to PRC Administration.

Security – Pumps must be secured by cutting off power to them and locking them up when not in use. A limited number of employees should have access to them. When possible a routine should be established to fill vehicles and equipment at a designated time each day. For the remainder of the day, power to the pumps should be off and the pumps should be secured. There will be a zero tolerance policy for misuse.

422 Gas Storage Policy

Any gas dispensing facility must comply with Health Department Bulk Storage Regulations including 10-day reconciliations, record keeping, safety procedures and signage.

Any spill must be reported to the NYSDEC Spill Hotline (1-800-457-7362) and the County Health Department. The only time a spill is NOT called in is if it is less than 5 gallons, contained on impervious surface and did not enter soil or water bodies, and totally cleaned up within 2 hours.

Veeder Root and gasoline systems are under contract with American Petroleum (845) 778-5110 and any service must be provided by them.

Veeder Root readings must be sent to PRC Administration on the first Monday of each month.

423 Septic Tank Clean Out Policy

Purpose: This policy has been developed as part of a preventive maintenance program to assure that all septic tanks located within the Parks Department are annually pumped out to ensure proper operation of all septic systems and to eliminate any potential health & safety hazard.

Responsibilities: It is the responsibility of General Maintenance to expedite and oversee the annual contract. General Maintenance will coordinate all scheduling, monitor spending and maintain yearly records.

It is the responsibility of each Facility Supervisor to contact General Maintenance by the first of May each year to schedule their facilities tanks to be pumped out. All tanks shall be pumped out no later than June 1.

Policy Procedures:

Contact the office of General Maintenance (231-3470) to schedule and coordinate the removal of sanitary waste. Please provide the location, number of tanks to be pumped out and their capacities.

Once a schedule has been determined you will receive a return call providing you with a date and approximate time.

Expose tank clean out ports prior to the trucks arrival. Do not remove covers until the truck is on site and ready to remove waste. All holes must be left secured to protect against incident.

Upon removal of waste, please close off ports and backfill all holes.

Forward all service receipts immediately to General Maintenance through inter office mail.

Each facility shall maintain a separate file on site, including tank locations (map), tank capacities and a record of clean outs.

Prior approval from General Maintenance is required for all requests for the jet pump truck or any other additional services provided under the contract.

Note: If your tanks require additional clean outs throughout the course of the year due to heavy usage, please follow the same procedures.

424 Dumpster/Construction Debris Removal

Purpose: The objective of this policy is to enable the removal of domestic and construction debris at our facilities and is in the best interest of the County as it promotes the public health and protects the environment.

Responsibilities: It is the responsibility of the Administration Division to expedite a five year contract for solid waste. It is the responsibility of the Bureau of Purchasing to expedite an annual contract for metal only. General Maintenance is responsible to coordinate all scheduling, monitor spending and maintain annual records for both contracts.

Policy Procedures:

Contact Franco Fiore (231-3475) for approval for General Maintenance to schedule and coordinate the delivery for a dumpster. Please specify the type of dumpster, justification for the need, the material it's to be used for (concrete, tires, stumps, metal, domestic or construction debris), the facility and site location where the dumpster needs to be placed.

Once approved and a schedule has been determined you will receive a return call providing you with a date and approximate time of delivery.

Upon delivery, immediately forward all receipts to General Maintenance through inter office mail.

Each facility has approximately three weeks to fill the Dumpster.

Once a dumpster is filled and ready for pickup, you must confirm its contents, and then contact the Office of General Maintenance to coordinate the pickup. If a second dumpster is needed, please specify a pick-up and a request for an additional drop-off.

Note: Please do not fill the dumpster with any chemicals, flammables or any other items other than what was specified.

425 Boiler Maintenance Call-In Policy

Heating Complaint Procedures:

When your facility has a heating problem, the following information and steps are required:

- a) Check to make sure you have power to the unit (Check the shut off switches and breaker). Make sure you have oil and the thermostat setting is correct.
- b) If the unit has power and oil, you should then obtain all pertinent information related to the problem. (It can't just be "we have no heat" we need to know if the boiler or furnace is not operating or any other information pertaining to the issue)
- c) Each heating unit will have a secure hotline sticker placed on it. It will provide you with a site ID number and a unit ID number. Both of these numbers will be required when calling in a complaint.

(In the event the sticker is missing or can't be read, please refer to notebook that is with each unit which would also state required information)

- d) During normal working hours on weekdays call General Maintenance with all of the above information. We will then dispatch the complaint to the contractor. In order to track response time, please contact General Maintenance with the arrival time of the contractor.

If a problem occurs during off hours or on a weekend **only facility supervisors are authorized to call the contractor directly**. All tenants and concessionaires must contact the facility

supervisor assigned to their location if they're experiencing a problem, whereas the facility supervisor will then proceed to call the information into contractor.

All emergency calls must be reported to General Maintenance on the next business day.

The emergency call-in number is 1-866-854-4572.

It is extremely important that all contractor service reports are forwarded promptly to General Maintenance. It is equally important that a site employee oversee all work being performed, especially during annual and midseason preventive maintenance. Before you sign off on any reports, make sure that the mechanics have filled out the log book attached to each unit and be sure the in and out times are documented on each service report. If any of these requirements are not fulfilled please note it and contact General Maintenance immediately.

Keep in mind that we are being charged for all the unnecessary calls. It is therefore important that you check the items listed above before calling in a complaint.

All heating complaints that occur within Playland/Ice Casino will be reported to Frank Carrieri following the same procedures. The County Center will continue their current procedures with the oversight of Franco Fiore. Both Playland/Ice Casino and the County Center will report all major issues to Franco Fiore.

Note: If you are receiving an oil delivery, please shut the unit switch off just prior to delivery, and then turn it back on 20 minutes after delivery is completed. (This will help sediment settle before being drawn into the oil filters)

Reminder – please keep all heating unit rooms clean, well lit, and free of any debris. These areas are not storage rooms and absolutely at no time should there be any flammable materials stored within or nearby.

426 Snow Plan

Appendix II – Policies: Snow Plan

500 TRAVEL POLICY

501 Accidents or Breakdowns

If you are involved in an accident while driving a county car, fill out an accident report upon your return. If the car needs to be towed from the scene or breaks down on the road, call the County Garage at 995-4961 for instructions. If you have an accident while driving your personal car on County business, notify both your insurance company and the Office of Risk Management. In all cases if the Police are called, ask for the incident number and call for a copy of the report within the week. If your car breaks down after 7 p.m., call the Department of Public Safety at 864-7700.

The operation of a county vehicle is a responsibility that is most serious in nature. An employee who operates a county-owned vehicle assumes a high degree of responsibility and is expected to respect this privilege when undertaking this task.

County employees must obtain approval from Risk Management and their Department Heads and are permitted to use county vehicles only for approved official purposes in the performance of their jobs. No employee will operate a county-owned vehicle without a valid driver's license. NYS seat belt regulations will be strictly observed by employees operating a county vehicle. Smoking is prohibited in all county vehicles.

Appendix I – Forms: Accident Form

502 Employee Driving-Privilege Procedures

All employees, whether annual or hourly (re-hired hourly employees must re-apply) prior to operating a county vehicle must fill out a "Request for Approval to Drive an Official County of Westchester Vehicle" form, which can be obtained on the Parks Intranet or by contacting the Administration Division and forwarded to the Administration Division.

Appendix I – Forms: Request for Approval to Drive

The Office of Risk Management will send the requested approval form back to Administration with either an approval or denial. The original approval or denial will be held in the Administration Office with a copy forwarded to the supervisor of the employee.

If an approved employee's driving status has changed, the Office of Risk Management receives notification from the NYS Department of Motor Vehicles that an employee's privileges to operate a County vehicle on behalf of the County has changed and is indicated on an e-mail sent to the Administration Division. The supervisor will receive a phone call upon receipt of this notification and the e-mail from Risk Management is sent to the supervisor and director of the employee. A copy of this is placed in the employee's personnel file.

Any challenges to the accuracy of the Department of Motor Vehicles (DMV) information must be resolved by the employee via the DMV directly.

Although an employee may have resolved the status of their license and driving privileges with DMV, they do not have authorization to operate a county vehicle until a written notification is obtained from the Office of Risk Management.

When written notification is received from the Office of Risk Management and sent to the Parks Administration Division, the Administration division will notify the Supervisor and Director that their employee's driving privileges have been reinstated and approved to operate an official county vehicle.

8/06

503 Request for County Vehicle

Authorized drivers are able to request a county vehicle for work purposes. Cars are assigned through a computerized motor-pool vehicle system. When you need to use a vehicle, make your request to the Motor Pool clerk who will enter your request into the Fleet Motor Pool for assignment of a vehicle. You will be given the keys to the assigned vehicle and are asked to verify “miles out” (odometer reading) before leaving the lot. Upon your return, note the “miles in” and “total miles” on the Dispatch Motor Reservation form and return it, along with the keys, to the Motor Pool clerk.

If you need a county vehicle for an overnight trip, you must obtain signed approval from the Budget Office prior to trip and must submit your request thirty days prior to departure.

504 Travel Authorization/Reimbursement

Travel and expense reimbursements must be pre-authorized by the Commissioner or Department Head, who are responsible for the management of travel funds. Justification for each trip should be made according to general guidelines, with sufficient documentation to be retained in order to permit auditing by the Department of Finance.

Commissioners and Department Heads are to submit Travel Authorization Request Forms to the Budget Department at least thirty (30) days in advance of travel. These requests will be reviewed by the Budget Department and County Executive’s Office and returned within three (3) business days. Non-refundable reservations made for hotel or air travel should not be made until final approval has been received. Travel without advance authorization may not be reimbursed.

Approving officials have the responsibility to disallow possible illegal or excessive claims.

Reimbursable expenses include only actual and necessary expenses associated with the conduct of county business. No cash advances will be provided for day-to-day expenses.

General Guidelines:

- Trips must have specific value to the department.
- Trips must be in conjunction with training, career development and professional enrichment.
- Conference attendance should be limited to three (3) working days.

Upon returning from the trip, requests for reimbursement should be submitted on the payment voucher. Reimbursable expenses include transportation, meals, lodging, garage, parking, bridge and road tolls, telephone and fax charges on county business, etc. Expenditures for laundry, valet service, theatre tickets, entertainment, etc., are personal charges and will not be allowed. Personal telephone calls are not reimbursable. All receipts must be attached to the claim form on which the approved travel authorization number has been indicated.

All claims for reimbursement must be approved by the claimant’s Commissioner or Department Head. The final determination of “actual and necessary” expenses is the sole prerogative of the Commissioner of Finance.

505 Use of Private Automobiles

The official use of personally owned vehicles for County business must be authorized in advance and shall be restricted to such cases where it is to the advantage of the County. It is the responsibility of the Commissioner or Department Head to prevent incurring additional expense through the use of personally owned vehicles when fleet or County cars can be used without undue delay in conducting official business.

You will be reimbursed for use of your private car for County business only if a vehicle is not available from the County motor pool, or in special situations, or for health reasons. Use of a private car must be authorized beforehand by the Department Head and Commissioner or Deputy Commissioner. A certificate of insurance showing that you have at least \$25,000 property-damage liability and \$100,000/\$300,000 bodily injury liability must be on file with the Office of Risk Management, and should indicate the effective dates of the policy.

A statement of authorization signed by the Commissioner or Deputy Commissioner must be attached to each claim submitted for mileage reimbursement. Receipts for parking and tolls must also be attached.

600 FINANCE/BUDGET

601 Cash Reports

All managers must submit daily cash reports to the administration office on a timely basis. Cash report forms and procedures will vary depending on the type of facility, but all employees must follow proper cash handling procedures. Deposit slips should be prepared at the end of each day that cash is collected and correspond to that day's cash report. There should be one deposit slip for each daily cash report. All coupons and voided park passes should be attached to the corresponding daily cash report. Change funds should be counted and reconciled at the end of each business day. All cash reports must be reviewed and signed by the manager on duty. Training and assistance will be provided by the administration division upon request.

602 Special Permits

All special permits entered into by the County must meet insurance and indemnification requirements as determined by the Director of Risk Management. Special Permits issued by Westchester County require a Certificate of Insurance in the amount of \$1,000,000 naming the County of Westchester as an additional insured on the actual date of the event. Special permits are required for: tents, air bounces, dog shows, small carnival games, cycling events, walkathons, regattas, horse shows and orienteering programs.

603 Fees

PRC user fees are reviewed annually and any changes are subject to approval by the Parks Board. A current fee schedule is available.

Appendix VI – User Fees

604 Fiscal Accountability/Handling of Money

Fiscal Responsibility of PRC

Honesty, by ensuring that staff knows what is expected of them and receives appropriate financial and ethical training.

Accountability, by ensuring that the cash-handling system is simple, comprehensive, consistent, fully documented and regularly reviewed, and that the line of responsibility is clear.

Cash-Handling Procedures

PRC Finance Division has developed procedures to safeguard the assets of the department, ensure accurate accounting data and prevent, detect and correct error or fraud. Cash is considered to be any type of payment including coin, currency, checks, money orders, credit cards and electronic funds transfers. All aspects of the cash handling procedures will be reviewed periodically during spot audits by the PRC Finance Division. In addition, a shopping service will be used to test cash handling procedures.

Control Elements

1. Segregation of duties

An employee will not be made responsible for all steps in the cash receipt and recording process.

Duties must be assigned so that the work of one individual is checked by another.

Cash reports will be reviewed by a supervisor to verify the amounts reported are equal to the actual totals. Any discrepancies will require full explanation and documentation. The supervisor must sign the cash report.

2. Cash receipt and recording

Park passes, golf reservations and most pool, beach and parking passes are processed on the computer through the point-of-sale-system and are tracked by the finance division. Cash reports with deposit slips are submitted to the administrative office on a daily basis.

The point-of-sale program provides efficiency, ease of record keeping and accountability.

Pool, beach and parking passes not on the point-of-sale system are provided using tickets sold in sequential order. The Administration office tracks all tickets distributed to each facility. When tickets are returned at the end of the season they are reconciled to the cash reports to verify that no tickets were sold without being recorded. Starting and ending numbers are recorded and reconciled daily.

Group reservations and summer programs are recorded and accounted for through the RecTrac program in the administrative office.

The security thread on bills \$20 or higher must be checked upon receipt.

Cash should be deposited in the safe rather than allowed to accumulate in a lock-box or drawer and must be locked up when cashier is not present.

The lock-box or cash drawer should be out of public reach.

The safe should be kept locked at all times and accessible only to supervisory personnel. A drop safe should be used whenever large amounts of cash are collected throughout the day.

Cash must be counted by two employees including the one who will reconcile the numbered tickets, passes, reservations and the cash.

Accountability is established by the Supervisor each time cash is transferred.

Each day's receipts are to be deposited without delay.

Signed credit card receipts are to be kept on hand in an orderly manner for a period not shorter than one year where they are easily retrievable in case a dispute arises.

3. Preparation of Deposits

Cash must be counted, sorted and wrapped by denomination. All cash receipts must be listed on an official PRC Westchester County deposit slip. While facilities are open, deposits must be made daily and match that day's cash report. There is to be one deposit slip per day, per cash report.

Most deposits are picked up by armored car. All other deposits are hand-delivered directly to the bank by supervisory personnel. If it is after hours, an official night deposit bag must be used. County Police may be called to escort personnel to the bank, if needed. If cash is being delivered to the Finance Division of the Administrative Office, the person delivering must wait for a receipt. No cash is to be left on a desk; it must be handed directly to a finance employee for deposit into the safe.

The only time cash or checks are to leave the facility is when it is taken directly to the bank for deposit or to the administrative office. Counting of cash or preparation of deposits is never to be done off-site.

4. Documentation

All tickets, passes, permits and reservations must be officially accounted for and documented to the administrative office. Cash reports and deposit slips must be submitted to the administrative office in a timely fashion.

The report must be signed by the cashier and the supervisor/manager.

5. Training

It is imperative that qualified staff receive adequate training in the current policies and procedures of PRC fiscal responsibility and understand that strict adherence is required.

Managers and superintendents should take part in the training and regularly review the performance of staff.

Training is available upon request to the administrative office.

6. Supervisory awareness

Supervisors must exercise due diligence and be aware of variation, shortages and coupon patterns.

Insist on explanations for significant cash shortages and be aware of small-dollar cash discrepancies, a pattern may be an indication of a major problem.

Periodic site visits will be made by PRC finance staff to review procedures and provide input for employees handling money at field locations.

605 Fund Raising

Fund-raising activities are regulated in order to avoid overcrowding and inappropriate use of Westchester County park properties, and to establish equitable criteria that allows all charitable groups equal access to PRC facilities. Fund-raising guidelines have been established.

Appendix IV – Ordinance #5

606 Park Pass

Westchester County park passes are available to all residents of Westchester County aged 12 and older with proof of county residency. Examples of acceptable proof include either:

- A valid New York State picture driver's license with a Westchester address OR
- Two other valid forms of identification that include photo identification and one of the following:
 1. current utility bill
 2. credit card bill
 3. bank statement
 4. deed or mortgage closing document
 5. rent or tax receipts

A regular park pass is valid for three years from the date of issue. User fees can be accessed through the intranet.

Senior Citizen park passes are available to all Westchester County residents aged 60 or over and are accepted at Park facilities in place of a Westchester County Park Pass. Proof of residency and fee is the same as above. A Senior Citizen Park Pass expires six years from the date of issue. Proof of age is required.

Disabled Resident park passes are available to Westchester County residents aged 12 and older with a permanent medical disability, and are accepted at PRC facilities in place of a County park pass. Proof of county residency (as stated above) is required, plus one of the two items listed below as documentation of disability:

- A form obtained from the Westchester County Office for the Disabled that is signed and documented by applicant's doctor, psychiatrist, or psychologist stating the nature of their disability. Applicants can call the Office for the Disabled at (914) 995-2958 to obtain the form by mail, or they can pick up the form at the County Office Building at 148 Martine Avenue in White Plains, first floor, room 102.
- A United States government-issued Medicare card. This card, the size of a Social Security card, bears red, white and blue stripes.

A separate Disabled Resident Reduced-Fare card for the Westchester County Bee-Line Bus System is issued at the Westchester County Center only. Requirements are the same as listed above for the Disabled Resident Park Pass.

Military park passes are available to active members of all branches of the U.S. military stationed in Westchester County for a term of service only. Photo I.D. (drivers license or military I.D.) plus official military papers designating current dates of service if living on base or utility bill, bank statement, lease, etc if applicable. Valid for one year only. Expires one year from issuance.

Clergy park passes are available to members of the clergy residing in Westchester County only. Photo I.D. plus identification designating order of clergy is required. Valid for one year only. Expires one year from issuance.

Disabled Veterans -Veterans who have certification from the US Veteran's Administration or the NYS Division of Veteran's Affairs stating that they are a veteran of a war of the United States and have a 40% or greater service related disability will have their greens fees waived. Disabled Veterans can obtain a Park Pass, at no cost, after producing the required certification from the US Veteran's Administration or NYS Division of Veteran's Affairs. This certification must be presented at either the Westchester County Center in White Plains or the Administrative Offices in Ardsley in order to receive the Disabled Veteran's Park Pass. This pass will enable these patrons to play golf at no cost between noon and twilight, Monday through Friday only.

607 Permits

Permits may be required for certain uses of park facilities.

- Picnics: Groups of 26 people or more are required to have a permit prior to their outing. Reservations and information are available by calling the Permit Office at (914) 231-4575
- Athletic Fields: Certain parks have athletic fields which can be reserved for a fee. These include Croton Point, Saxon Woods, Tibbetts Brook and V.E. Macy parks.
- Special Permits may be granted at the discretion of the Commissioner or his designee for park uses that fall outside of normal park functions.

608 Petty Cash

- Petty cash requests are submitted on a PRC Petty Cash Reimbursement and disbursement Form. A supply of the forms can be obtained from the Finance office.

Appendix I – Forms: Petty Cash Form

- The maximum amount of single purchases should not exceed \$50.00 and must conform to certain guidelines. Items that may be purchased through petty cash include minor travel, refreshment for PRC-hosted events, expendable office supplies, postage for packages and certified mail (not stamps or regular mail) and other such miscellaneous items.
- All expenditures must be reasonable, necessary and in the best interest of PRC and the County and authorized by a division head/park superintendent, or golf course manager.

Purchases made through petty cash should be done only as a last resort. It should not be used for items that can easily be obtained through normal purchasing procedures or with a County purchase card.

- All employees making petty cash purchases should be aware of the fact that Westchester County is exempt from New York State sales tax, and should present a tax-exempt form to the vendor at the time of purchase. Our tax-exempt number is 13-6007353.

Appendix I- Forms: Tax Exempt Form

609 Photo Shoots

Any commercial photography (still or motion), film-student project, and any non- commercial “for-profit” photography to be done at County Parks are fee-based and must be authorized by the Westchester County Film Office. Refer interested parties to the Film Office at (914) 995-8500. Wedding photo shoots require a permit from the PRC Permit Office.

610 Procurement Policy (Contracts)

1. Administrative Process – Overview

The Westchester County Procurement Policy is applicable to those contracts for goods and services *not* subject to public bidding under New York State General Municipal Laws.

One purpose of the Procurement Policy is to ensure the most economical use of public monies with the acquisition of goods and services of maximum quality at the lowest possible cost.

Procurement Policy Rules:

If the dollar value of the contract is expected to be \$35,000 or less and one-year or less in duration (“Short Form” contract), then the requester must:

- Review the list of minority-and women-owned businesses (MWOB) at: <https://publicworks.westchestergov.com/contractors/mbe-and-wbe-contractors/> for businesses that match your particular needs. You must request a quote from, at minimum, one MWOB. In the case where a quote could not be obtained from a MWOB, you must provide a written explanation as to why.
- Solicit at least three written quotations.
- Select the most advantageous offer.
- Follow the paperwork process below for “Short Form” contracts.

If the dollar value of the contract is expected to be greater than \$35,000 but less than \$75,000, regardless of the length of the term (“A&C” contract), then the requester must:

- Solicit at least three written quotations.
- Select the most advantageous offer.
- Submit a resolution to the Board of Acquisition and Contract.
- Follow the paperwork process below for “A&C” Contracts.

If the dollar value of the contract is expected to be \$75,000 or more, regardless of the length of the term, then the requester must:

- Prepare a written Request for Proposals (RFP).
- Distribute and/or advertise the RFP as well as publish the RFP on the county website.**
- Submit a resolution to the Board of Acquisition and Contract.
- Follow the paperwork process below for “A&C” Contracts.

** Business opportunities must be uploaded onto the County website at <https://rfp.westchestergov.com/rfp/>. Current available opportunities can be viewed and searched at www.westchestergov.com/rfp.

Exemptions:

A procurement that is not subject to competitive bidding may also be exempt from this Procurement Policy if the procurement involves:

- Services of a licensed architect, professional engineer, or land surveyor.
- Contracts with a political subdivision.
- Contracts for advertising, including public notices.
- Contracts for medical or health-related services or veterinarians.
- Contracts with teachers, lecturers and other educational professionals or experts.
- Procurement for the services of accountants, auditors, or financial advisors.
- Entering into contract for the purpose of care, treatment, counseling, referral, or rehabilitative or preventive services for the mentally ill, mentally retarded, developmentally disabled and those suffering from the disease of alcoholism and substance abuse.
- Entering into a contract with a not-for-profit organization for the support, enhancement or preservation of cultural resources or the arts.
- Any procurement for the purpose of entering into a contract with persons for the creation and support of recreation projects, youth services projects, and other appropriate programs for the

prevention of delinquency and youth crime, and the advancement of the moral, physical, mental and social wellbeing of the youth of Westchester County.

- Procurement for contracts with persons providing direct services to senior citizens.
- Real property leases, licenses and concessions.

FOR SHORT FORM CONTRACTS, PLEASE NOTE THE FOLLOWING: Although a particular service may be exempt from the procurement policy, it is **not** an exemption from complying with the directive to review the MWOB business database and canvass businesses that meet your needs.

2. Paperwork Process – Specifics

Complete contract requests should be submitted two months before the event, service or work is scheduled to begin or any promotional advertising is generated.

Vendor Direct Payment Authorization – The requester must advise Contractors/Consultants/Service Providers that all payments made by the county will be made by electronic funds transfer (EFT) pursuant to the county’s Vendor Direct program. Those not already enrolled in the Vendor Direct program will be required to complete and submit an EFT Authorization Form (Vendor Direct Payment Authorization) to the Department of Finance.

A. Complete contract request package will include:

If “**Short Form**” Contract, the following:

- Justification Memorandum
- A&C Resolution/Contract Data Sheet (the “yellow sheet”)
- Short Form/Terms & Condition Check Off List
- Procurement Determination Form
- Quotations/bids from the Contractor/Consultant/Service Provider
- Quotation “spec” sheet sent to prospective bidders

If “A&C” Contract, the following:

- Cover Memorandum and Resolution
- A&C Resolution/Contract Data Sheet (the “yellow sheet”)
- Procurement Determination Form
- Quotations/Proposals/Bids from the Contractor/Consultant/ Service Provider
- Quotation “spec” sheet/Proposal sent to prospective bidders

1. Justification Memo – addressed to the commissioner in memorandum format from the requester and printed on memo paper. The requester should also initial by his or her name. This memo is required for “Short Form” contracts. The memo should answer the questions; Who? What? When? Where? How? Why? How much? Briefly explain the reason for the contract, what the service or work is, why it is necessary, how many proposals solicited and received and who/why you recommend for contract award. Above all, per the commissioner, all justification

memos must clearly state, for expense agreements, the direct tangible benefits to the end users; and for revenue agreements, the direct tangible benefits to the end users and the county. Save it with its own name and e-mail a copy to the Contract Officer.

2. A&C Resolution/Contract Data Sheet (the “yellow sheet”) – is located on the PRC Intranet site <https://cww/parks/> in the Forms section under “Contract.” Print it out on yellow paper once it is completed. The fields are mostly self-explanatory. If you are not sure of the financial codes, speak with your supervisor or the Coordinator - Fiscal Operations. The Requester must sign on the “Submitted by” line and forward this form, plus all other required ones, to the requester’s director for their initials before it is submitted to the Deputy Commissioner or Contract Officer.

3. Short Form/Terms & Conditions Check Off List – is an Excel document that is located on the PRC Intranet site <https://cww/parks/> in the Forms section under “Contract.” Open the document and complete it. Save it with its own name and e-mail a copy to the Contract Officer.

4. Procurement Determination Form – is located on the PRC Intranet site <https://cww/parks/> in the Forms section under “Contract.” Print it out once it is completed. Indicate the type of procurement, the dollar amount and fill in the complete information for each respondent. Determine whether the procurement is not subject to the procurement policy, **if applicable**, by checking the appropriate exemption.

5. Submit the respondents’ quotes, which should clearly indicate their price, along with the above forms. Any spec sheets developed in-house that were sent to prospective bidders should be included as well. If necessary, include any explanation/analysis for your selection especially if you are NOT recommending the low bidder.

Note: If you are submitting a request for an A&C Contract that contains a Request for Proposal (RFP), the following information is required on the RFP List and submitted with the contract request:

- 1) Name
- 2) Address
- 3) Telephone number
- 4) Proposal quote

6. A&C Cover Memorandum and Resolution – The A&C Cover Memo is printed on memorandum letterhead and is separate from the resolution itself. Both the Cover Memo and Resolution must be in their final form. The cover memorandum serves several purposes:

- a. It explains the purpose and terms of the contract.
- b. It contains the reasons WHY the Board of A&C should adopt the resolution (the “sales pitch”).
- c. To record the Requester’s compliance with the Procurement Policy.
- d. An explanation of any increase in price from the price paid in a previous or existing agreement.
- e. It indicates the goals and objectives of the program or service that you are contracting for, how

the goals and objectives are in the best interest of the County either in terms of fiscal responsibility, public safety, public health or the environment, what the negative consequences would be if the resolution were not approved, and how the goals and objectives will be tracked and monitored to evaluate the success or failure of the program.

f. To explain any history related to the proposed contract that the Board of A&C should know.

The Resolution itself:

- i. Is the legal authorization that allows the county to enter into the contract.
- ii. Should only contain the essential elements of the contract (term, dollar amount, contractor) and the specific action(s) the requester is asking the Board of A&C to take.
- iii. Includes the “Budget Box” which contains the fiscal information relevant to the proposed contract/expenditure.

The resolution package follows a more formal process after it is reviewed by the Contract Committee and submitted to the Board of A&C.

At a minimum, three weeks are required for a resolution to pass approval at the “Pre-Board” meeting (held every Friday) and adoption by the Board of Acquisition the following Thursday. Until the resolution is adopted, there is no basis for a contract.

611 Purchasing

There are several ways to acquire the goods and services necessary to run your facility. Before you start the purchasing process, you should have access to:

- A list of Limited Purchase Order (LPO) vendors
- A copy of updated file price agreements
- A Field Requisition form

Option 1: File Price Agreements

When purchasing an item, a File Price Agreement should always be your first option. File Price Agreements have gone through the county bidding and procurement process and are usually the best prices available for a particular item or service. File Price Agreements are agreements with contracted vendors for specific items or services at specific prices. All new and updated file price agreements are sent to your facility as soon as they are received in the administrative office. Copies can be found online at <https://bps.westchestergov.com/savings-for-local-gov-ts/county-contracts-available-to-municipalities> Only those specific items listed in the agreement can be purchased under this mechanism. An agreement will contain the following details:

- A brief category description of the agreement.
- The name of the vendor with their address and phone number.
- The agreement number.
- The start and end date of the agreement.
- A detailed description of the product, service and prices.

Most file price agreements allow you to order directly from the vendor without submitting a field requisition. The vendor will bill PRC Administration. It is your responsibility to submit a signed confirming requisition and an invoice to the PRC Administration. This confirms your purchase and shows which account should be charged. There are exemptions from this rule: lumber, golf course supplies, paint and flowers must have a field requisition and PO before purchase. The agreement will specify whether they are needed. File Price Agreement purchases are limited to \$2,500 per order.

Option 2: Delivery Orders (DOs)

Delivery Orders are specific Master Agreements that are to be delivered to your facility. Not all file price agreements can be delivered. A list of deliverable goods available from specified vendors through price agreements can be obtained by calling 231-4516. These items consist of mainly cleaning supplies, first aid supplies, fertilizer, seed, office supplies, paper towels, toilet paper, batteries, paint, green cleaning products, storage boxes, fire extinguishers, and garbage bags. All necessary information, including price (unit and total), recommended vendor, address, phone number, commodity code, delivery location, contact person, etc., must be included on this form. A requisition is created and electronically sent to BPS/Budget for purchase. The items will be sent directly to your facility. A DO is emailed to you so you can confirm what was ordered. Upon receipt of goods, a receiving copy of the DO is signed and returned to PRC Finance for a signature and to be processed for payment.

Option 3: Field Requisitions/ Purchase Orders

Field Requisitions are submitted on forms from the Parks intranet https://cww.westchestergov.com/parks/all_forms/forms.html. All necessary information, including price, unit, recommended vendor, address, phone number, delivery location, contact person, contact phone number, etc., must be included. All equipment and supply purchases are requisitioned through the Bureau of Purchase and Supply (BPS) after authorization from PRC Finance. Once a field requisition is processed, it's called an Internal Requisition (RQS) and is sent to the BPS for processing. Copy of the RQS will be e-mailed to the requestor. If the purchase is under \$1,000 and a quote is submitted, BPS can usually issue a PO with that vendor. For supply purchases of \$10,000 or more, advertising and public sealed bids are required. Amounts lower than \$3,000 can be bid by phone or email. Amounts between \$3,001 and \$9,999 require a week for bidding. Once BPS awards the bid, the RQS becomes a Purchase Order (PO). An e-mail of the PO will be sent to the requestor confirming that their Field Requisition is set for delivery. It is the requestor's responsibility to follow up on outstanding Field Requisitions that have not converted to Purchase Orders. Upon receipt of goods, a receiving copy of the PO must be signed and sent to PRC Finance confirming the goods have been received and payment can be made.

Option 4: Limited Purchase Orders

LPOs are agreements with vendors in which you can purchase up to \$150 per day per facility for each vendor. LPOs are an efficient way to purchase small items that are needed immediately.

As a reminder, LPOs are to be used on a limited basis, not as a regular purchasing method. LPOs are for an item that is needed quickly in order to finish a repair or other similar scenario. It is not

a contract to be used repeatedly for scheduled/planned purchases. Contact 231-4516 if you need a list of vendors/items available through LPO.

Option 5: Credit Card Purchases

Most facility managers carry a Westchester County credit card. These can be used like any other credit card to purchase necessary materials and supplies wherever major credit cards are accepted except at businesses (example - Staples) where a file price agreement exists.

You must adhere to the following instructions for the use of the county credit card that has been issued to you:

Before a purchase is made:

- If the item can be purchased under an LPO or file price agreement that should always be your first option.
- Make sure that your supervisor is aware of the purchase.
- All credit card purchases will be charged to your General Supplies (3240) account. Managers will be held accountable to stay within their budgets.
- Make sure that the purchase makes sense and any trade-off between convenience and price is worth it.

While making the purchase:

- Each credit card transaction is limited to \$150.
- Credit transactions may only be made one time per day at the same vendor.
- Limit for use of the credit card is a maximum of \$1,000 per month.
- Always bring a tax exempt form with you and present to vendor prior to proceeding with purchase. PRC is sales tax-exempt. No sales tax is to be paid on any purchase. If the vendor refuses to accept the sales tax exemption form or charges sales tax on the purchase, you are instructed to terminate the purchase. Copies of the County Sales Tax exemption forms are available from the Administration office and on the CWW/Parks intranet space. Carry a copy of the sales tax exemption form with you when you use the credit card. Some vendors require the use of their own tax exempt form; you must fill out their form. Some vendors require a sales tax exemption form for each purchase, if possible, prepare the form before you go to make the purchase.
- County-issued credit cards are not to be used for meals or fuel.
- You must obtain an itemized receipt from the vendor.

After the purchase:

- All itemized credit card receipts must be attached to a confirming requisition (signed and dated by facility manager) and sent to PRC Administration during the same week that the credit card was used.
- The name of the credit card holder must be entered in the attention line of the Confirming Requisition.
- The Confirming Requisition must be dated the same date that the credit card was used.

- Description of the item(s) purchased must be entered legibly in the specifications section of the confirming requisition.
- Quantity, unit price and extension should be entered in the appropriate sections of the confirming requisition. Extended amounts must be totaled. This total must be the same as the total on the credit card receipt.
- Your unit and account to be charged must be entered on the requisition.
- The name of the vendor must be entered in the appropriate section of the requisition.
- Each credit card slip received from a vendor upon completion of a purchase must have the name of the credit card holder printed on the front of the receipt. If not imprinted by the vendor you must print your name on the receipt.
- Original credit card slips must be attached to the upper left hand corner of the confirming requisition. Please staple the receipt; do not use paper clips. Copies of receipts should be kept at your facility.
- A single confirming requisition must be used for each credit card purchase.

There will be zero tolerance for credit card misuse!

Option 6: Terms and Conditions

If the service needed is not covered by County contract you have the option to fill a Terms and Conditions (T&C) agreement. Terms and Conditions is available only once per year per vendor for a maximum of \$5,000 and should not be used for the procurement of goods or rental of equipment. You may not use that vendor a second time within that year. Budget Department approval is required for Terms and Conditions agreements; therefore, requests must be submitted to the Deputy Commissioner at least 20 days prior to the date of service in order to allow sufficient processing time.

The following is required:

- Review the list of minority-and women-owned businesses (MWOBs) database for businesses that match your particular needs. The MWOB database can be accessed at <https://publicworks.westchestergov.com/contractors/mbe-and-wbe-contractors/> You must request a quote from, at minimum, one MWOB. In the case where a quote could not be obtained from a MWOB, you must provide a written explanation as to why.
- Solicit at least three written quotations.
- Select the most advantageous offer.
- Submit the sheet "Short Form Contract & Terms and Conditions Check off List". This form is needed in order to supply all the data required for Budget approval. Please be sure to provide a clear description of the Scope of Work and complete all the information fields on the sheet.
- Submit a T & C agreement and questionnaire filled out by the Vendor.
- If applicable, Vendor Direct Payment Authorization paperwork and W-9.*

Once Budget approval is received and the service is performed, submit an invoice and a field requisition to PRC Administration.

Option 7: Emergency Authorizations

If you need the item or service immediately, and it could not be purchased through the above methods, then call the Administration office at 231-4512 or 231-4516. Emergency authorizations are for emergencies only and cannot exceed \$1,500. An authorization number must be received before the goods or services can be ordered.* Once a bill is received, write the authorization number on it and send it to PRC Administration within one week for payment.*

*Vendor Direct Payment Authorization and W-9 – The vendor must be advised that *all* payments made by the county to the vendor will be made by electronic funds transfer (EFT) pursuant to the county's Vendor Direct program. Vendors who are not enrolled in the Vendor Direct program must be furnished with an EFT authorization form (Vendor Direct Payment Authorization) to complete and submit to the Department of Finance. New vendors must also complete a W-9. Forms are located on the PRC Intranet site <https://cww/parks/> in the Forms section.

Option 8: Petty Cash

Petty cash requests are submitted on a PRC Petty Cash Reimbursement and Disbursement Form. A supply of the forms can be obtained by calling 231-4512. The maximum amount of a single purchase should not exceed \$50. Items that may be purchased through petty cash include minor travel, refreshment for PRC-hosted events, expendable office supplies, postage for packages and certified mail (not stamps or regular mail), and other such miscellaneous items.

All expenditures must be reasonable, necessary and in the best interest of PRC and the County, and authorized by a division head/park superintendent or golf course manager.

Purchases made through petty cash should be done only as a last resort. It should not be used for items that can easily be obtained through normal purchasing procedures or with a County purchase card.

All employees making petty cash purchases should be aware of the fact that Westchester County is exempt from New York State sales tax, and should present a tax-exempt form to the vendor at the time of purchase.

612 Grant Procedures

- Identify an appropriate grant.
- Prepare an executive summary about the grant that highlights the benefits to Westchester County Parks. Be sure to include:
 - Source of grant and grant requirements
 - Amount of grant requested
 - Matching funds required
 - What are the allowable forms of matching funds, e.g. salaries, volunteers, private organization funding, county funds, etc.
- Time line for preparation of grant
- Explanation of what needs to be done to complete grant application
- Copy of blank application.

- Forward all the above detail information to finance for review and approval. Finance will review documents and discuss with the Commissioner to obtain final approval.
- If approval is given to apply for grant:
- Prepare grant application
- Prepare time line document which follows work and reporting requirements
- Forward to the Finance Administration for monitoring.

700 MARKETING AND COMMUNICATIONS

701 Annual Report

Every year each division and area is required to contribute to the department's annual report. This document contains important statistical and factual information pertaining to departmental activities and achievements.

702 Freedom of Information

The county has established procedures to implement the New York State Freedom of Information Law. All requests to access files and records maintained by your facility or division are to be referred in written form to the Department's Records Access Officer. You are under no obligation to share records or files until the official request has been filed and reviewed by PRC's Record Access Office. Please see attached list in Appendix I of the responsible persons in the department.

703 Media Policy

This established policy applies to all and any media including television, cable, print, radio, internet, social media and blogs. Employees and concessionaires do not have clearance to speak with any media when on duty or on park property. Contact Peter Tartaglia (spokesperson), Linda Lovallo or Laurie Sage for all media requests during work or off-hours, weekends and holidays. Don't ask the media to call for "clearance;" *you* call us.

Our goal is to put forth a clear and unified official response. Do not make statements like "I am not allowed to talk to you." This appears that we are uncooperative, which is never the case. It is appropriate to say i.e. "Please give me a minute to call my supervisors to arrange for the right person to speak with you."

Policy responses will be made by PRC in conjunction with the County Executive's Office of Communications.

Crisis management will be handled in conjunction with other responding departments and the Office of Communications to determine the response, the responder and the location.

Media entry to publicly used areas is permitted. Make the attempt to find out the reason for the visit and get a name and affiliation credentials prior to calling our office.

Media cannot interfere with daily business or compromise safety. I.e. distracting a lifeguard or tree crew or entering an unauthorized area. In all cases monitor their activities.

Staff members may be asked questions about program details, closings, cancellations, tournament results, etc. Answering these questions will most likely be approved but you must call first.

PRC has earned a great deal of credibility with the media and much of that is due to staff's knowledge and cooperation in implementing this policy.

NAME	WORK PHONE	CELL PHONE	EMAIL
Peter Tartaglia	231-4632	714-9048	pjt2
Linda Lovallo	231-4573	714-8028	lvl2

704 Marketing and Public Relations

Information about the services, programs and opportunities offered by PRC is provided to the public in many ways via the office of Marketing and Public Relations. The office also produces many marketing collaterals including flyers, postcards, brochures, advertisements, digital media, websites, social media and information hotlines.

The Department has several websites for information including [Westchester County Parks](#), [Golf Westchester](#), and [Westchester County Center](#). Press releases are sent to all local newspapers for upcoming events. Radio, television, print, social media and web advertising is used to promote specific events and sponsorships are utilized to help in marketing efforts.