OAK LAWN PARK DISTRICT
BOARD POLICY MANUAL

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Mission Statement

The Oak Lawn Park District promotes a strong sense of community by providing leisure opportunities and the preservation of natural resources that enhances the quality of life and wellness for everyone.

Vision Statement

The vision of the Oak Lawn Park District is to create an environment that promotes happiness among staff and patrons.

Amendments To The Code

It is the intent of the Board of Park Commissioners that this ordinance be reviewed constantly in order that it shall at all times reflect the current needs and philosophies of the District.

Ideally, such amendments will occur by the unanimous action of the Board; realistically, this is not always possible. Therefore, no section or provision or any part thereof shall be amended except by a two-thirds (2/3) vote of all of the then duly qualified and acting Park Commissioners. Provided however, that any proposed amendments to this ordinance which shall add new or additional sections or provisions which do not conflict with or alter or vitiate any present sections or provisions, may be passed by a majority vote of the then duly qualified and acting Park Commissioners.

Any additions or amendments to this ordinance shall be deemed to be incorporated in this ordinance so that a reference to the Municipal Code of Oak Lawn Park District, 1990 shall be understood to include them.

Application Of The Statutes Of The State Of Illinois

Whether or not it is expressly provided for in this ordinance, the District shall have all such powers and be subject to all such restrictions as are now or may hereafter be provided for under the Statutes of the State of Illinois, including, but not limited to, the Act known as the "Park District Code", (Chapter 105, Ill. Rev. Stat.).

If any provisions of this ordinance shall purport to give to the District power or authority above and beyond that contained in the said Statutes, such provisions shall be of no force and effect. However, if any provisions shall restrict the power or authority of the District as granted under said Statutes, then such provisions shall apply and be a further limitation upon the District.

Municipal Code Of The Oak Lawn Park District

1990
OAK LAWN, COUNTY OF COOK
STATE OF ILLINOIS

BE IT ORDAINED by the Board of Commissioners of the Oak Lawn Park District:

That the Code of general ordinances originally passed by the Board of Commissioners of the Oak Lawn Park District on August 9, 1955, February 14, 1972, and April 4, 1981, and known as the "Municipal Code of the Oak Lawn Park District, 1955" and all amendments or additions thereto, be and the same are hereby repealed, subject to the saving clause.
That the following ordinance be and the same hereby is adopted to provide for the conduct of the business of, and to regulate the use of the park system of, the Oak Lawn Park District; this ordinance to be known and cited as the "Municipal Code of Oak Lawn Park District, 1990".

All ordinances or parts thereof in conflict or inconsistent with any of the provisions of this ordinance are hereby repealed, subject to the saving clause set forth herein, this ordinance shall be in full force and effect from and after its passage and approval.

Preface

TO: Residents of the Oak Lawn Park District
Cook County, Illinois

This document will supersede the Oak Lawn Park District Code of 1981 and policies stated herein will be considered official as of this date. These policies, as set forth, will be periodically reviewed in order to conform to the future philosophy of the Board, the Community and the field of parks and recreation. This code shall give direction to the Board, the Director of Parks and Recreation, and the staff of the Oak Lawn Park District.

Compiled and Approved by Board of Park Commissioners, 1990

Saving Cause

No new ordinance shall be construed or held to repeal a former ordinance, whether such former ordinance is expressly repealed or not, as to any offense committed against the former ordinance as to any act done, any penalty, forfeiture or punishment so incurred, or any right accrued, or claim arising under the former ordinance, or in any way whatever to affect any such offense or act committed or so done, or any penalty, forfeiture or punishment so incurred, or any right accrued or claims arising before the new ordinance takes effect, save only, that the proceedings thereafter shall conform, so far as practicable, to the ordinance in force at the time of such proceeding. If any penalty, forfeiture or punishment be mitigated by any provision of a new ordinance, such provision may, by consent of the party affected, be applied to any judgment pronounced after the new ordinance takes effect.

This section shall extend to all repeals, either by express words or by implication, whether the repeal is in the ordinance making any new provisions upon the same subject, or any other ordinance.
Nothing contained in this ordinance shall be construed as abating any action now pending under or by virtue of any general ordinance of the Park District herein repealed; or as discontinuing, abating, modifying or altering any penalty accrued or to accrue, or as affecting the liability of any person, firm, or

corporation or as waiving any right of the Park District under any section or provision of ordinance existing at the time of the passage of this ordinance.

Partial Invalidity

All general provision, terms, phrases and expressions contained in this ordinance shall be liberally construed in order that the true intent of the Park Commissioners may be fully carried out. If any chapter, article, section, or provision of this ordinance or the application thereof is held invalid, such invalidity shall not affect any of the other chapters, articles, sections or provisions of this ordinance.

History Of Park District

A petition and referendum to form the "Oak Lawn Park District" was an outgrowth of a project sponsored by the Cook Avenue P.T.A. led by Lucille Gaddis.

On September 26, 1944 a petition was filed in County Court, Cook County, Illinois to organize the Oak Lawn Park District. Petition #108623 was filed in accordance with an act "to provide for the Organization of Park District, and the transfer of submerged lands to those bordering on Navigable Bodies of Water" (approved June 24, 1895, LI895, p. 272).
An election was held on November 28, 1944 with 144 votes cast for the formation of a park district and 53 votes opposing it. Roland J. Beckley, Lucille C. Gaddis, Harvey Bergeson, Albert Ver Schave and John C. Utz were elected as the first Oak Lawn Park District Commissioners. The results of the election were filed with the County Court, Cook County, Illinois on December 8, 1944. An order was filed October 1, 1945 declaring the park district as officially organized retroactive to December 8, 1944. At the first meeting John Utz was elected President, Albert Ver Schave, Vice President with the other commissioners, Roland Beckley, Lucille Gaddis and Harvey Bergeson in attendance. Meetings were held in the Village Hall until a park building could be erected, Lake Shore Park being the only park in the district's possession at the time.
The Oak Lawn Park District was supported by the Oak Lawn Community Chest and by solicited funds; the Oak Lawn Lions contributing $987.00 by June 6, 1945.

Presently, the Oak Lawn Park District is a separate taxing government body, and the facilities include owned and leased parks. The Oak Lawn Park District and the Village have the same boundaries, with the exception of 12.83 acres known as Chicago Ridge Prairie located in Chicago Ridge, Illinois.

A Board of five commissioners administers the Oak Lawn Park District, each serving a six-year term without pay. The Board of Commissioners selects their President and Vice President yearly. It also appoints the positions of Treasurer, Secretary, Attorney and other positions to assist the Board in their functions. The Board of Commissioners is directly responsible to the General Assembly of Illinois and to the citizens of their District.

Statutory Authority Of The Oak Lawn Park District

Park Districts are a form of municipal government almost unique of Illinois. In other states, parks, other than state parks, are usually maintained and operated by the city. While under the laws of Illinois, cities and villages are authorized to maintain parks and levy a tax, therefore, by far the greater number of municipal parks are maintained and operated by park district.

There are several reasons for this. First, under the Illinois Constitution the bonding power of all municipal corporations is limited and as practical matter because of other bonds that most cities have outstanding, bonds cannot be issued for the acquisition and improvement of parks. Second, a park district does not have to be co-terminus with a city or village and additional territory outside of the city or village may be included in the park district, which permits both better community service and increases the revenue which may be raised by taxation. Third, by making the park board completely independent of the city, it is not involved in city politics.

A park district is a municipal corporation, created for the purpose of acquiring and maintaining parks, and is separate and distinct from the city, county, or any other body politic. It is an agency through which in part the people of the State carry on government. It is not purely local in function, for the Courts have held that the park property is held in trust for the use of the people of the state at large and not for the exclusive use of the people of the district. (Quinn v. Irving Park District, 207 Ill. App. 449).

A park district is purely a creation of the legislature, and has no inherent powers, but only such powers as have been granted it by the legislature, or as are necessarily implied to give effect to the powers specifically granted.
The Oak Lawn Park District was organized December, 1944 under the "Submerged Land Act". This act that was passed in 1895 by the legislature had the full title of "An Act to provide for the organization of park districts and the transfer of submerged lands to those bordering on navigable bodies of water". Park Districts formed under this act were known as "Submerged Land Park Districts".

In 1947, this legislature enacted "The General Park District Code". This was the first step in codifying the laws pertaining to park districts of less than 500,000 and it incorporated all of the basic laws of the three different types of park districts that existed. The 1895 act under which the Oak Lawn Park District was organized was repealed and our park district became a "General Park District".

A. Ethics Act

Commissioners must file a statement of economic interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of Cook County. (Illinois Revised Statutes, Chapter 127, Sections 601-101, 35 seq.) The Secretary of the District shall make available the statement of economic interest for commissioners and other members of the district who must file.

B. Legal Authority

The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.

C. Representation

Board members represent all the residents of the District and should avoid representing special interest groups. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

D. Board Decisions

Board members should make non-partisan decisions regarding District policies and operations based upon reports, facts, and study and not upon personal interest or prejudice.

E. Board Unity

Board members should accept and endorse majority decisions of the Board and align themselves with Board policies, goals and objectives.

F. Tax Levy

An ordinance adopted by the Board to annually appropriate funds and levy taxes in order that the District's needs may be met.

G. Evaluation, Goals and Objectives

To appraise and evaluate the District's recreational programs, the physical conditions of the buildings and grounds, the efficiency of the personnel, and to establish goals and objectives for recreational programs, land development, capital expenditures, and operations.

H. Official Actions

To discharge the duties and responsibilities of the Board by official action as a Board of the whole. When acting as such, Board members shall be considered to be officers with District jurisdiction over the execution of State and Federal statues that directly govern or affect park districts.

Officers of the Board

The Board shall elect a President and Vice-President from their members at the annual meeting of the Board. The terms of office shall be one year, or until their successors are elected, and shall become effective immediately following their election at the annual meeting. (Code, Section 4-8)

A. President

The duties of the President shall include but not be limited to presiding at all meetings of the Board, calling special meetings of the Board on his own motion or on request of two or more of the members and cause notice of any such special meeting to be given to all Board members as required by law, and performing such other duties as usually pertain to the office as required by law or as delegated to him by the Board. The President shall have the right to vote upon all questions that come before the Board.

B. Vice-President

During the absence of the President, it shall be the duty of the Vice-President to preside at meetings of the Board and to perform such duties as pertains to the office of President.

Appointed Personnel of the Board

The Board shall appoint a Secretary, a Treasurer, an Attorney, and a Director of Parks and Recreation, prescribe their duties and establish the term of appointment. The Secretary and Treasurer need not be Board members, in which case the Board may fix their compensation.

A. Secretary

The duties of the Secretary shall include but not be limited to being present at all meetings of the Board, preparing the agenda for all Board and Committee of the Whole meetings and submitting it to the Board in advance of the meeting, keeping accurate records of all official proceedings of the Board, preparing and publishing such reports as are required by law and pertain to his office, administering oaths and affirmations, maintaining a correct and up-to-date copy of the District's policy manuals, keeping of the corporate seal of the District, causing to be published all ordinances required to be published by statute, giving notice of all regular and special meetings of the Board in the manner provided by law, supervising elections and referenda within the District, and performing such other duties as usually pertain to his office, as are required by law, or as may be delegated to him by the Board.

B. Treasurer

The Treasurer shall be the chief financial officer and advisor to the Board. The duties of the Treasurer shall include but not be limited to acting as custodian of all monies and securities owned by the District and received by him, causing such monies to be deposited and or invested in such bank or banks or institutions as may be from time to time approved and designated by the Board and causing such securities to be held in a place of safekeeping, causing to be prepared an annual statement of all receipts and disbursements of the District for the preceding fiscal year and causing the same to be published in accordance with the statutes of the State of Illinois, and attending all meetings of the Board.

C. Attorney

The attorney shall be the advisor to the Board and for the District in all legal matters, and shall be

in charge of the prosecution and defense of all litigation in which the District is interested. The duties of the Attorney shall include but not be limited to drafting or reviewing any ordinances, resolutions and agreements and other instruments required by the Board, giving opinions on all questions referred to him by the Board. The Board shall annually review the compensation and working agreements of the Attorney.

D. Director of Parks and Recreation

The Director shall be the chief administrative officer of and professional advisor to the District. The Board shall establish a job description for this position and shall delegate to the Director sufficient authority and responsibility to execute the Board's policies and establish standard operating procedures based on those policies, enforce established rules and regulations, and administer the daily operations of the parks, recreation programs, facilities, and services of the District for the benefit of the public. The Director may delegate his authority but he shall nevertheless be responsible to the Board. The Board shall perform an annual written evaluation of the Director or more often as may be deemed necessary.

Committees of the Board

A. Committee of the Whole

The standing committee of the Board shall be the Committee of the Whole. This Committee shall have the responsibility to review and make recommendations to the Board on policy matters pertaining to the following functions of the District: Administrative, including District administration, finance, personnel, and public relations; Parks, including maintenance and park planning; Recreation, and Revenue Facilities. The Chairman of the Committee of the Whole shall be appointed at the Annual meeting.

B. Special Committees

1. Board Committees

The President of the Board may, from time to time, appoint, by and with the consent of the Board, special short-term Board committees as the need arises.

2. Citizen Advisory Board

The President of the Board may, from time to time, appoint, by and with the consent of the Board, special committees made up from District residents for the purpose of studying specific problems of the District, and affording help and assistance in the District's major undertakings.

C. Open Meetings

All official meetings of the Committee of the Whole and other committees duly appointed by the Board are subject to the rules and regulations set forth in the Open Meetings Act (Illinois Revised Statutes, Chapter 102, paragraph 41, et seq.) and shall be scheduled, conducted, and recorded accordingly.

Board Meetings

A. Open Meetings Act

All official meetings of the Board are subject to the rules and regulations set forth in the Open Meetings Act (Illinois Revised Statutes, Chapter 102, paragraph 41, et seq.) and shall be scheduled, conducted, and recorded accordingly.

B. Annual Meeting

The annual meeting of the Board shall be held on the second Monday of May in each year at 7:00 p.m. This shall be the organizational meeting of the Board where the new commissioners shall be inaugurated, the President and Vice-President shall be elected, and the Secretary, Treasurer, Attorney, Director, and Chairman of the Committee of the Whole shall be appointed. Other business may be transacted at this meeting.

C. Regular Meetings

Regular meetings of the Board shall be held on the second Monday of each month at 7:00 p.m. If the designated meeting falls on a holiday, the Board may change the date.

D. Special Meetings

Special meetings of the Board may be called by the President on his own motion or on request of two or more Board members. Notice of any such special meetings shall be given as required by the Open Meetings Act (Illinois Revised Statutes, Chapter 102, Paragraph 41, et seq.)

E. Place of Meeting

All Board meetings shall be held at the designate Oak View Center. However, the Board may, from time to time change the place of any such meeting.

F. Public Meetings

1. Open Meetings

All meetings of the Board shall be open meetings and shall be held in accordance with the Open Meetings Act (Illinois Revised Statutes, Chapter 102, Paragraph 41, et seq.)

2. Closed Meetings

The Board may hold a meeting closed to the public or close a portion of a meeting to the public for reasons which include but are not limited to discussion of personnel, land acquisition, litigation, or Board appointed committee appointment. Any such closed meeting shall be held in accordance with the Open Meetings Act (Illinois Revised Statutes, Chapter 102, Paragraph 41, et seq.). No final action on any Board matter may be taken at a closed meeting.

G. Schedule and Notice of Meetings

The schedule and public notice of all regular, rescheduled, or reconvened Board meetings for each calendar year shall be made available in accordance with the Open Meetings Act (Illinois Revised Statutes, Chapter 102, Paragraph 41, et. seq.)

H. Quorum

A majority of the members of the Board shall constitute a quorum for each Board and for the transaction of business.

I. Agenda

The agenda for each Board meeting shall be determined by the Director of the District and include sections for a roll call for committee reports, action items and public input. Agendas and board packets are sent out to Board members at least 48 hours in advance of the board meeting.

J. Citizen Participation

Citizens shall be invited to participate in Board meetings during the "Citizens to be Heard" portion of the agenda and at other times during the meeting when recognized by the President of the Board.

K. Discussion

All discussion before the Board shall be with the entire Board and in voice audible throughout the meeting room. The President shall limit the discussion to matters pending before the Board, and may suggest time limitations on discussion.

L. Voting

A majority of the quorum present at each Board meeting shall be required for the passage of all motions.

M. Minutes of Meetings

The Secretary of the District shall keep written minutes of all Board meetings as specified by the Open Meetings Act (Illinois Revised Statutes, Chapter 102, Paragraph 41, et seq.). Unofficial minutes of the preceding month's Board meetings shall be delivered to the Board members, Treasurer, and Attorney at least 48 hours before the first meeting of the succeeding month. The unofficial minutes of the preceding month's Board meetings shall be approved by the Board at the first meeting of the succeeding month and signed by the President of the Board and the Secretary of the District after any required corrections are made. Approved minutes of all Board

meetings shall be made available to the public as specified by the Open Meetings Act (Illinois Revised Statutes, Chapter 102, Paragraph 41, et seq.) and the Freedom of Information Act (Illinois Revised Statutes, Chapter 116, Paragraph 201, et seq.).

N. Rules of Order

Roberts Rules of Order shall govern in all questions of procedure not herein otherwise provided.

Approved by the Oak Lawn Park District, Board of Commissioners, July 13, 2009

Administrative Policy

Forward

The Oak Lawn Park District is a separate unit of municipal government, established in 1944, governed by a Board of five elected commissioners who serve without pay. It is the purpose of the Oak Lawn Park District to effectively and economically provide recreational programs, facilities, and open space for the residents of the District that are designed to provide wholesome, constructive, and enjoyable leisure time experiences that benefit the individual, the family, and the community. The District administration assists the Board in the formulation of policy and implementing those policies once they are approved, implementing sound management and financial practices, fostering a positive public image for the District, and insuring that quality park and recreation services are provided for the residents of the District.

Approved by the Oak Lawn Park District, Board of Commissioners, July 13, 2009

Purpose

This administrative policy manual is intended to describe the existing policies of the District as they apply to the administrative management of the District. The Board of the District has reviewed and approved this manual and will in the future periodically review and revise the policies contained in this manual, as it deems appropriate.

Administrative Office

The Administrative and principle business office of the District shall be located at the designated Administrative Center.

Official Records

District public records as defined by the Code, the Local Records Act (Illinois Revised Statutes, Chapter 116, Paragraph 43.101, et seq.) and the Open Meetings Act (Illinois Revised Statutes, Chapter 102, Paragraph 41, et seq.), shall be made available for inspection and copying in accordance with the rules and regulations of the above stated laws.

A. Philosophy

The District is ever mindful that the public parks and facilities of the community are held in trust by the District for the use and enjoyment of the general public and this use and enjoyment is a valuable right; the First and Fourteenth Amendments to the United States Constitution guarantees to individuals and groups the inalienable right of public assembly and expression and, historically, public parks and facilities have been a forum for such expression; and an orderly assembly, properly administered, is in accordance with the rights of the general public, nearby park residents, and normal activities within the parks and facilities. For these reasons, the District intends to make the parks and facilities available for various uses.

B. Conditions

So that the philosophy stated above shall not be misunderstood, the use of District parks and facilities shall be restricted by certain conditions including but not limited to:

1. The District shall not delegate to any group or individual its duty of administering the parks and facilities.
2. Permission to use a park or facility shall be granted only where the function can be

reasonably accommodated by the park system and such use will not unduly interfere with the rights of the general public, the general public enjoyment of the park facility, the prior use by District programs or by others, and will not present a clear and present danger to the health and safety of the community.

3. No function shall be undertaken or conducted in a District park or facility by any group or individual without a written application being filed and approved and a permit being issued.
4. Any permit issued may contain reasonable terms and conditions that will protect District property and assure orderly and proper use of the park or facility.
5. Any permit issued may be revoked for misrepresentation in the application or for violations of the terms and conditions of the permit; the ordinances, rules and regulations of the District; and/or the laws of the State of Illinois.
6. The issuing of a permit shall not be construed as an endorsement by the District or the Board of the subject matters discussed, the opinions expressed, or the group sponsoring the function.
7. Further policies concerning the use of District parks and facilities may be found in the Oak Lawn Park District Policy Manual, Recreation Department and, at the Revenue Facilities.

Acquisition of Park Land and Acceptance of Land Donations Policy

The Oak Lawn Park District will provide a high-quality park and open space system that offers a balance of active and passive recreational opportunities. When possible staff will:

- Add and enhance cultural resources and historic interpretive opportunities.
- Continue to include natural areas as a component of neighborhood and city parks.
- Consider acquiring areas of unique, high-quality open space or natural resources that are not adequately protected by regulations.

We recognize the need to have guidelines in determining the appropriateness of property for park purposes. There are many modes of acquisition. These are as follows: gifts and bequests, purchase, dedication, exchange or transfer, and eminent domain or domain or condemnation. The following guidelines should be reviewed in determining the appropriateness of such property. These are not meant to be absolute criteria, but rather a guide for park district review.

- Each site must be considered on its own merit
- Higher consideration is given to properties adjoining existing parks, schools and public properties
- Higher consideration is given to properties in neighborhoods void of park land
- Higher consideration is given to properties with unique vegetation
- Donations may be either accepted directly by park district or by the Parks Foundation whichever meets the park district or the donor's needs
- All donations become the sole property of the park district and as such can be utilized in any manner which is in the best interests of the park district
- Proposed property should have sufficient public access
- Proposed property should have utility access
- Proposed property's legal description and survey will be issued by the party donating the property
- The party donating the property shall pay for any vacations or subdivisions required by the village, state or county regulations
- Properties lying in the flood plain or serving as detention basins must have significant recreation opportunities to be considered
- Staff review should include proposed development, expected maintenance issues, expected liability issues and neighboring property review

- When at all possible, street frontage for neighborhood parks should be the entire length of the park on two sides:
    - To provide better visibility
    - To allow on-street parking
    - To discourage users from cutting through private property to get to the park
    - To develop facilities away from adjacent residential property; and
    - To provide more usable space.
- The service area of each neighborhood park should be within approximately one-half mile basin-free pedestrian walking distance
- Storm water control facilities should occupy no more than one-half of any neighborhood park
- Utilize existing public land whenever possible for the acquisition and development of new neighborhood parks

General Guidelines

- To provide for adequate light air and open space
- To prevent the over-crowding of land
- To avoid undue concentration of populations
- To protect and preserve scenic, historic, cultural, or ecologically sensitive areas
- To regulate density and distribution of population and the uses of land for recreation, forestry and conservation
- To assure the provision of needed public open spaces in new land developments through the dedication of land and recreation purpose

If the park district is acquiring land that is not going through the development process, the park district will use cash for acquisition (park dedication funds or open space referendum funds). The Director of Parks and Recreation will use the following process:

- Approach the landowner and discuss the possibility of the park district acquiring some or all of their property. If the property owner is interested in selling their property, the first step is to get a formal appraisal.

  Once the appraisal is completed, one copy is given to the landowner fopr their review. It is also suggested that the landowner might choose to get their own appraisal done on the property before negotiations begin. Depending on the property to be acquired, an environmental study may need to be performed to determine that the site is free of contamination.

  Once this is completed, park district staff sits down with the landowner and negotiates a fair market sale of the property. If and when an agreement is reached the purchase agreement is drafted by the park district Attorney's office and taken to the Oak Lawn Park District Board for review. Upon approval by the Board, a closing date is scheduled by the attorney's office and a formal closing takes place for the acquisition of the park property.

- After the purchase has been completed, the Attorney's office contacts the county and files the necessary paperwork to get tax exempt status on the property.

- The Parks Department will then put the appropriate signage on the boundaries of the property identifying it as public land and marking it so that no encroachments will take place on the property.

- The deed for the property is filed for safe keeping in the park district's Maintenance facility. Once this is completed, all park district mapping and documents are updated to show the acquisition of the property and public domain.

Approved by the Board of Commissioners, Oak Lawn Park District, December 8, 2008, Revised November 14, 2016

Advertised Bids

Bid Process

Where advertised bids are required by the Code, the advertisement shall describe the character of the undertaking in sufficient detail to enable bidders thereon to know that their obligations will be either from the advertisement itself or by reference to detailed plans and specifications on file with the district at the time of the publication of the advertisement. The advertisement shall state the date; time and place of the opening of the bids, and no bid shall be received subsequent to the time set forth in said advertisement. The Business Department shall also invite bids by mail, telephone or otherwise. All bids shall be sealed and opened at the time and place indicated in said advertisement and shall be open to public inspection. If two or fewer bids are received, the bids received will not be opened and the following occurs:

1. The bid opening date is extended by two weeks.
2. Staff contacts all potential bidders to solicit sealed bids for the new date.
3. Vendors who submitted sealed bids for the original date are contacted and offered the option of submitting a new bid and having the original bid forfeited, or keeping the original bid.
4. The bid opening proceeds on the second date according to the original specifications regardless of the number of bids received.

Unadvertised Purchases

Contract and purchases of less than $10,000 are not specifically governed by the Park District Code and are handled as follows:

A. Except as otherwise herein provided all purchase orders or contracts of whatever nature for services, the purchase, lease or sale of personal property, materials, equipment or supplies involving an expenditure of District funds of $10,000 or less may be let in the open market in a manner calculated to insure the best interests of the public and District after solicitation of quotes by mail, telephone, comparative shopping or otherwise.

B. Purchases of $2,500 to $10,000 may be made only after obtaining written quotations.

C. Purchases of less than $2,500 may be made after obtaining verbal or telephone quotations.

D. Purchases of less than $500 do not require verbal or telephone quotes but staff is advised to make every effort to solicit a fair price for items purchased.

E. Section 1.04 subparagraphs A through C shall not be applicable to purchases of merchandise, equipment and supplies for use and resale in the Tennis/Racquetball Pro Shop, Stony Creek Golf Pro Shop, Ice Rink Pro Shop and in case of purchases of food and merchandise for use and resale in the Golf Pro Shop and Ice Rink and pools concession, such purchases shall be governed by the limitations set forth in Section 8-1 © of the Code.

F. In the case of purchase of materials, equipment and supplies for use and resale in the Tennis/Racquetball Club Pro Shop, Stony Creek Golf Pro Shop, and such purchases of food and merchandise for use and resale in the Golf Course Clubhouse, and Ice Rink and pools concession, such contracts or purchase orders shall be made in a manner calculated to ensure the best interests of the public and District and only after solicitations of quotations by mail, telephone, comparative shopping or otherwise.

G. Under the foregoing provisions, an item or service provided for and within the current annual budget of the District may be purchased as follows:

1. By a Superintendent for his/her department if the purchase of such item or service does not exceed $1,000.

2. By the Director or under his/her authorization if the item or service does not exceed $10,000. Any expenditure of District funds exceeding $10,000 or not otherwise provided for in this policy shall be presented to the Board for its approval.

Annual Compensation Planning

An annual base pay adjustment should be consistent with the results of the performance evaluations. Not all employees perform equally. The increase approved annually by the Board should represent the average salary increase based on the prior year actual base salary.

The pay rate should be reviewed in the fall of each year to coincide with the annual budget compensation planning process. Any pay adjustment made as part of this process is effective on May 1 for full time staff.

An employee who is hired, promoted, transferred or reclassified in the first half of the fiscal year (May 1 through October 31) would be eligible for a salary increase effective the following May 1 (e.g. if hired 5/1/X1 – 10/31/X1 they would be eligible for a salary increase on 5/1/X2). Future annual adjustments should occur on May 1.

If an employee who was hired, promoted, transferred or reclassified in the second half of the fiscal year (November 1 through April 30) they would not be eligible for a salary adjustment the following May 1. A mid-year raise could be considered on November 1 not to exceed the effective raise rate approved by the Board for that year provided budget is available (e.g. if hired 11/1/X1 – 4/30/X2, not eligible for raise effective 5/1/X2. A mid-year raise could be considered effective 11/1/X2 based on raise rate effective 5/1/X2.) Future annual adjustments should occur on May 1.

The chart below displays this cycle:

Date of hire/promotion/transfer/reclassification:	5/1 to 10/31	11/1 to 4/30
Review date on following:	5/1	11/1
Subsequent review date:	5/1	5/1

It is the Park District's practice to award salary increases through the annual compensation planning cycle. As with all practices, however, some flexibility is needed to respond to exceptional circumstances. A supervisor may request an off-cycle adjustment to provide consideration to critical and/or unusual pay administration problems. For example lighting caused a power surge that disabled a major computer system that required extraordinary efforts to restore or rebuild. With all requests for salary increases, a compelling argument must be made to explain the reason for an increase to a staff employee's base pay. Any off-cycle adjustment request must be presented to and approved by the Board by the Director before communicating the change to the affected employee.

Any reasons for a pay adjustment outside of the regular annual compensation planning cycle may include issues such as external pressure in high demand areas (e.g. the government mandates new rules and regulations with our recreation programs that must be implemented in a short period of time), internal pay compression (i.e. permanently eliminate a position. Some of the

duties are also eliminated but other are assigned to existing staff in addition to their existing duties), and/or retention considerations (i.e. specialized knowledge with a facility such as the Ice Arena.) In these instances, a pay increase may be approved to remedy a pay inequity. Off-cycle pay adjustment is not granted to reward performance. Written justification must accompany any request for pay adjustment and budget must be available to cover the requested increase. Any off-cycle pay adjustment request must be presented to and approved by the Board by the Director before communicating the change to the affected employee.

Approved by the Board of Commissioners, Oak Lawn Park District, December 9, 2013

Aquatics Facilities Group Usage Policy

Groups of ten persons or more visiting any Oak Lawn Park District aquatics facility are required to reserve all days and times of usage through the Aquatics Director. The Aquatics Director has the right to determine all days, times and locations available for each group. Groups assigned specific days, times and location must abide by the parameters set for their group on all visits. If any facet of the usage agreement needs to be changed due to weather, scheduling changes or any other reason, the Aquatics Director and the Park District Director must approve the change.

Approved by the Board of Commissioners, Oak Lawn Park District, August 9, 2010

Award of Contracts

All contracts in excess of $30,000 (except as otherwise authorized herein) shall be awarded by the Board and to the lowest responsible bidder. In determining the responsibility of any bidder, the Board may take into account other factors in addition to financial responsibility, such as past records of transactions with the bidder, experience, adequacy of equipment, ability to perform, time limits, services to be rendered by the bidder, location of bidder, conformity with specifications, terms of delivery and other pertinent considerations. Any and all bids received in response to an advertisement or otherwise may be rejected by the Board if the bidder is not determined responsible or the character or quality of the services, supplies, materials, equipment or labor does not conform to the Board's requirements or if the public interest may otherwise be served thereby. The Board reserves the right to award a contract for all or only a portion of the specific bid work.

Other Items

A. No undertaking shall be split into parts so as to avoid the provisions of this policy.
B. The Board may require a cash deposit or bid bond of any bidder and may require a security bond of any successful bidder.
C. A business within the District shall be considered a preferred bidder when the amount of the bid will not adversely affect the District.
D. Whenever feasible and/or advantageous to the District, cooperative purchases with other governmental agencies such as the State, Village of Oak Lawn, and other park districts shall be made.
E. All promotional incentives and contest awards made available to qualifying District personnel by vendors, which are based on District purchases from those suppliers, automatically become the rightful property of the District and must be considered and administered as District owned assets. The incentives referred to above include, but are not limited to, all purchase premiums, sales incentives and/or remunerative awards of any kind (such as merchandise premiums, free goods offered as part of so called "bakers dozen" deals, quantity discounts, promotional allowances, cash prizes, special sales, commissions, merchandise prizes, etc.) that are made available or awarded by any reason to District personnel from vendors. Under no circumstances are payments of sales incentives, personal remuneration or contest awards of any kind to be made to district employees based on purchases from vendors.

Approved by the Board of Commissioners, Oak Lawn Park District, August 22, 1990
Revised by the Board of Commissioners, Oak Lawn Park District, June 13, 2022

Baseball Field Priority Policy

The Oak Lawn Park District has a long affiliation with the two largest baseball organizations in Oak Lawn (Oak Lawn Baseball and Westside Baseball). These two organizations provide playing opportunities for thousands of children and are open to anyone regardless of playing ability.

The Park District relies on OLB and Westside to provide this programming. As such, it shall be the policy of the Oak Lawn Park District to give Oak Lawn Baseball and Westside Baseball priority usage of park district fields. Both OLB and Westside will try to accommodate any outside organizations or travel teams that may want to utilize the park district ball fields. Scheduling of field usage shall be worked out between OLB, Westside and the outside organizations.

This policy in no way absolves the various organizations using the park fields from paying any and all fees as set by the park district.

The park district's in-house programming shall take priority over all outside organizations and affiliations.

Approved by the Board of Commissioners, Oak Lawn Park District, March 10, 2008

Behavior Code of Conduct

The Oak Lawn Park District is committed to providing an atmosphere of hospitality, civility and respect. We dedicate ourselves to the safety and well being of both staff and participants/patrons. All participants are expected to exhibit appropriate behavior at all times.

The following guidelines have been developed to help make our programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff. You must be respectful to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.

<u>If a person is:</u>
- ignoring directions and/or requests from staff
- using vulgarity
- making remarks of a personally destructive nature towards any other person (employee, volunteer or patron)
- restricting or preventing someone of free movement

<u>If anyone's actions are:</u>
- of a physical, spoken, or written act of abuse
- of a violent nature
- considered harassment
- considered intimidation
- considered extortion

Immediate disciplinary action may be taken regardless if the act is deliberate, intentional or unintentional.

Appeals by the participant/patron should be directed to the Facility Manager. The manager will supply a current chain of command for the appeals process.

(This information will be posted on a sign at all Oak Lawn Park District facilities.)

Discipline for a participant
A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Oak Lawn Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

If the participant exhibits inappropriate actions, the following guidelines should be followed:

A program leader should determine the severity of the action and immediately take steps to correct it.
These may include but are not limited to:

Adult (18 & up)
1. A verbal warning.
2. A suspension from the program for a designated time period. *(Documentation required.)*
   Suspension period will be determined based on the severity of the action and frequency of that action causing the suspension. Suspensions will be at least the remainder of that class plus the following class. Suspensions will not extend over half of the scheduled program period. Ex. During a class that meets once per week over an 8-week period, a single suspension will not be more than 4 classes. If more than half of the class is considered for suspension the supervisor should look to dismissing the participant from the program.
3. Dismissal from the program or activity.
   The length of dismissal from a program or activity will be at least for the remainder of that program or activities scheduled duration. In extreme including but not limited to fighting, physical, or verbal abuse of a Park District employee the participant may be dismissed from that program or activity and all District programs and activities for a period of one year. Return to District programs will require written consent from a Park District Department Head or Executive Director.

Youth (17& under)
1. A verbal warning.
2. A supervised time-out from the program.
3. A suspension from the program for a designated time period.
   Suspension period will be determined based on the severity of the action and frequency of that action causing the suspension. Suspensions will be at least the

remainder of that class plus the following class. Suspensions will not extend over half of the scheduled program period. Ex. During a class that meets once per week over an 8-week period, a single suspension will not be more than 4 classes. If more than half of the class is considered for suspension the supervisor should look to dismissing the participant from the program.

4. Dismissal from the program or activity.

The length of dismissal from a program or activity will be at least for the remainder of that program or activities scheduled duration. In extreme including but not limited to fighting, physical or verbal abuse of a Park District employee the participant may be dismissed from that program or activity and all District programs and activities for a period of one year. Return to District programs will require written consent from a Park District Department Head or Executive Director.

Youth Options: Communication between staff and parent should be ongoing regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including:

1. Transfer to another program where inappropriate behavior may be less prone to occur.
2. Limited/reduced timeframe that participant is allowed to attend the program.

Discipline for a patron

A positive approach will be used regarding discipline. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Oak Lawn Park District reserves the
right to remove a patron from a park district grounds/facility, whose behavior endangers his or her own
safety or the safety of others.
If the participant exhibits inappropriate actions, the following guidelines should be followed: Staff should determine the severity of the action and immediately take steps to correct it. These may
include but are not limited to:

Adult (18 & up)

1. A verbal warning explaining what the patron is doing that is inappropriate. *Example: "Sir, you cannot have that beer in the facility. Alcohol is not allowed in Oak Lawn Park District facilities. I am going to have to ask you to get rid of the beer."*
2. A suspension from the facility for a designated time period. *Example: "Sir, I asked you to get rid of the beer. I am now going to have to ask you to leave the facility."*
3. Dismissal from the activity/facility. *Example: "Sir, I asked you to get rid of the beer, which you did not. I then asked you to leave the facility, which you won't. Since you are not cooperating, I have no other choice but to make the manager aware of this incident. You will not be allowed into the facility until the manger contacts you. Until then, I need for you to leave. If you refuse to leave, sir, I will be forced to call the police."*

Youth (17& under)

1. A verbal warning explaining what the patron is doing that is inappropriate. *Example: "You*

cannot run around the lobby area. People need to be able to walk in and check their id. It is not safe with you running around."

2. A supervised time-out from the program.

3. A suspension from the facility for a designated time period. *Example: "I have told you that running around is not allowed. The time out did not seem to have any effect on you because you are still running around. You are going to have to leave. Let's call home to inform them you need to be picked up." Always call home with a minor – you don't want them wandering the streets when the parents think they are at your facility.*

4. Dismissal from the facility or activity. *Example: "We seem to have a problem. You have been told and disciplined for running around in the lobby. Since you are not cooperating, I have no other choice but to make the manager aware of this incident. You will not be allowed into the facility until the manger contacts you. We need to call you parents to make them aware.*

Youth Options: Communication between staff and parent should be ongoing regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including:

1. Limited/reduced timeframe that participant is allowed to attend the facility or allow child to use facility only when his parent(s) accompany him.

TIME OUT (YOUTH): Most experts agree that a minute a year is a good rule of thumb for time-outs. Example: If a participant were 9 years old, they would have a 9-minute timeout. The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made should be given to the full-time supervisor.

SUSPENSION: When determining the timeframes of suspension, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; willingness to improve their inappropriate behavior.

DISMISSAL: If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Oak Lawn Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

WHEN TO CONTACT THE POLICE:

- If a participant/patron becomes overly aggressive, verbally abusive and refuses to follow instructions from staff, call the police.
- If participant/patron becomes disruptive (causing a scene and preventing business to continue) or destructible (causing damage to property), call the police.
- If a participant/patron makes a direct threat of hurting himself, if a minor, call the parent/guardian immediately. If a parent/guardian is not available, call the police.

Appeals

• Chain of Command: Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager first, then to the Safety Manager, then finally the Director of Parks & Recreation (if needed).

Director of Parks & Recreation
Safety Manager
Facility Manager
Staff

Approved by the Board of Commissioners, Oak Lawn Park District, November 18, 2002,
Revised April 6, 2009
Revised December 12, 2022

Bid Process

Where advertised bids are required by the State Code, the advertisement shall describe the character of the undertaking in sufficient detail to enable bidders thereon to know that their obligations will be either from the advertisement itself or by reference to detailed plans and Specifications on file with the District at the time of the publication of the advertisement. The advertisement shall state the date, time and place of the opening of the bids, and no bid shall be received subsequent to the time set forth in said advertisement. The Business Department shall also invite bids by mail, telephone or otherwise. All bids shall be sealed and opened at the time and place indicated in said advertisement and shall be open to public inspection. If two or fewer bids are received, the bids will not be opened and the following occurs:

1. The bid opening date is extended by two weeks.
2. Staff contacts all potential bidders to solicit bids for the new date.
3. Vendors who submitted sealed bids for the original date are contracted and offered the option of submitting a new bid and having the original bid forfeited, or keeping the original bid.
4. The bid opening proceeds on the second date according to the original specifications regardless of the number of bids received.

Goods or Services greater than $30,000

All contracts in excess of $30,000, with the exception of vehicles (and except as otherwise authorized herein) shall be awarded by the Board and to the lowest responsible bidder. In determining the responsibility of any bidder, the Board may take into account other factors in addition to financial reasonability, such as past records of transactions with the bidder, experience, adequacy of equipment, ability to perform, time limits, services to be rendered by the bidder, location of bidder, conformity with specifications, terms of delivery and other pertinent considerations. Any and all bids reviewed in response to an advertisement or otherwise may be rejected by the Board if the bidder is not determined responsible or the character or quality of the services. supplies, materials, equipment or labor does not conform to the Board's requirements or if the public interest may otherwise be served thereby. The Board reserves the right to award a contract for all or only a portion of the specified bid work.

For all Bids over $30,000 Presented to the Board:

1. On the bottom of the bid sheet provided, the account number that will be charged, its budget, and year to date actual expenditures must be listed. If the purchase exceeds the budget available, than an explanation of the funding source must be supplied. Here there will be a clear understanding of the budget impact and it is not up the Board to assume or guess what fund it will be charged to:

2. For any lease agreement being presented, full disclosure of all the terms and conditions need to be provided in addition to the budget availability for the item. The bid sheet or an addendum to it should specify the cost to purchase the equipment outright along with the lease information and other items that are included in the lease and staff's recommendation.

Approved by the Board of Commissioners, Oak Lawn Park District, September 12, 2016
Revised by the Board of Commissioners, Oak Lawn Park District, June 13, 2022

Responsible Bidder's Ordinance

In determining which bidder is a "responsible bidder" on Oak Lawn Park District projects, the bidder must comply with the following criteria and submit an affidavit of compliance, in addition to any other requirements as determined from time to time by the park district for the specific type of work to be performed. District attorney shall promulgate an affidavit, which shall be executed with the park district contract and which shall require the following certifications:

Compliance with all applicable laws and codes and ordinances prerequisite to doing business in Illinois and the Village of Oak Lawn, including Village licenses: B. Affidavit of compliance with:

A. Submittal of Federal Employer Tax Identification Number or Social Security Number (for individual):
B. Provisions of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11375 (known as the Equal Opportunity Employer provisions);
C. Certificate of Insurance indicating at least the following coverage at minimum limits established by the park district; general liability, worker's compensation, completed operations, automobile, hazardous occupation, product liability and professional liability;
D. Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, medical and hospitalization insurance and retirement for those trades as covered by the Act;
E. Participation in apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training;
F. Compliance with the applicable provisions of the Illinois Human Rights Act and the rules of Illinois Human Rights Commission;
G. Adoption of a Sexual Harassment Policy pursuant to Illinois Public Act 87-1257;
H. Furnishing of required Performance and Payment Bonds;
I. Certificate of no delinquency in the payment of any tax administered by the Illinois Department of Revenue;
J. Certificate that the bidder is not barred from bidding or contracting as a result of a violation of either Section 33E or 33E-4 of Ch. 720, Article 5 of the Illinois Compiled Statues;
K. Affidavit that the bidder has not only the financial responsibility but also the ability to respond by the discharge of the contractor's obligations in accordance with that which is expected or demanded under the terms of the contract.
L. Compliance with a Contractor's Drug-Free Workplace Certification;
M. Submission of an Indemnity and Hold Harmless Agreement; and
N. An Anti-collusion Affidavit or Compliance.

This ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

ORDINANCE PASSED THIS 13th day of August 2007
Gary Callahan, President, Donald Andersen, Board Secretary

Board Member Attendance at Conventions, Conference and Seminars Policy

1. PHILOSOPHY

The Board of Commissioners recognizes the value of Park and Recreation related conventions. The Board acknowledges that Commissioners should attend conventions on a scheduled basis.

2. NATIONAL CONVENTION

The Annual National Parks and Recreation convention may be attended by all commissioners as authorized by Board action at least thirty days prior to the convention date. Attendance at the Convention must be justified by the schedule of events, location, and agenda.

3. STATE CONVENTIONS

The State of Illinois convention may be attended by the Commissioners and appointed members of the Board if approved by the Board action at least 60 days prior to the convention schedule and agenda.

4. OTHER CONVENTIONS

The Board encourages attendance at other meetings and seminars where appropriate. Request for Board approval must be made at least 60 days prior to the date of the event.

5. TRAVEL AND EXPENSE

Travel and Expense shall be in accordance with guidelines established for staff.

6. REPORTS

Recognizing the value of conventions to the community and to the Board of Commissioners, commissioners shall present a written report within 60 days after the convention to the Board at a regularly scheduled monthly meeting.

Approved by the Board of Commissioners, Oak Lawn Park District, July 13, 2009

Bond Rating Policy

It shall be the policy of the Park Board of Commissioners to determine annually the need for a bond rating. The Park Board of Commissioners directs the Director, Superintendent of Finance & Personnel and the Treasurer to annually determine the need for a bond rating based on what is in the best interest of District.

Approved by the Board of Commissioners, Oak Lawn Park District, September 10, 2001

Bus Policy

Terms and Conditions

1. All groups applying for use of bus must submit their application no earlier that one-month prior to scheduled trip, and no later than two weeks before scheduled trip. The adult responsible for the conduct of the group must sign the permit.
2. The bus will be available with a full tank of gasoline and must be returned in like manner. The group will be charged for the filling of the gasoline tank during the course of the trip.
3. All tolls and parking fees must be paid by permittee on day of trip.
4. ONLY a licensed Park District bus driver may drive the bus.
5. A $50.00 deposit is required one-week prior to trip. This is non-refundable unless the Park District cancels permit.
6. Payment for use of Park District bus must be made no later than two weeks after scheduled trip.
7. NO SMOKING, ALCOHOL OR OBSCENE LANGUAGE IS ALLOWED ON THE BUS.
8. Rental time is from portal-to-portal. Minimum rental time is five (5) hours. Hourly charge is computed on a quarter-hour rate.
9. Lessee is responsible for any damage to the bus caused by negligence or rowdiness.
10. The Park District has the right to refuse rental of bus/buses to any group that rented in the past and did not adhere to the Park District rules.
11. Capacity of bus may not be exceeded.

12. OVERNIGHT TRIPS – Bus will not be permitted to outside groups for overnight trips. Only Park District programs my do so. In addition to driver's salary, lodging and meals must be provided.
13. Park District driver will not drive longer that ten (10) continuous hours. After this period of time, an eight (8) hour resting period is required.
14. Any non-profit organization/agency/church/school not affiliated with the Park District but based in Oak Lawn may rent bus if available.

Approved by the Board of Commissioners, Oak Lawn Park District, July 13, 2009

Building Repair and Improvement Fund

Statement of Purpose

The Building Repair and Improvement Fund is a subsidiary fund of the Corporate Fund. Section 5 - 1 of the Park District Illinois Code allows the District to accumulate funds for the purpose of building repairs and improvements and may annually levy taxes for such purposes in excess of current requirements for its other purposes but subject to the tax rate limitation as specified in the current Park district Code Book.

Formation

A. Transferring the accumulated reserved fund balances in the Corporate Fund to the Building Repair and Improvement Fund forms the fund. Each year through the Budget and Appropriation Ordinance, funds will be allocated to the Building Repair and Improvement Fund in order to maintain an adequate level to provide necessary repair and improvements of buildings.
B. At the end of each fiscal year the District may choose to allocate any accumulated surplus funds generated in the Corporate Fund to the Building Repair and Improvement Fund. Due care will be used to maintain an adequate fund balance in the Corporate Fund at all times.
C. Monies shall be transferred from the Building Repair and Improvement Fund to the Corporate Fund only upon the authority of the Board of Commissioners.

Repair and Improvement

Repair and improvement projects undertaken through the Building Repair and Improvement Fund is those projects that are generally not recurring on a "year-in, year-out" basis and fit within the following categories:

A. Major repairs and improvements that are not routine expenses and that maintain or enhance the value of the buildings or facilities of the District
B. The cost of repairs and improvements including engineering, design, consultants and other related expenses with an estimated cost in excess of $1,000.
C. Major equipment or furnishings required to furnish or improve buildings or facilities.
D. Improvements that preserve and protect the health and safety of the residents shall receive priority consideration.
E. Improvement that is required to update the facility within any prescribed statutes, zoning and accessibility.

Expenditure Categories

A. Repairs - This account reflects materials, supplies and contractual services ... needed-to repair buildings, and related structures such as roofing, plumbing, furnaces and electrical repairs.
B. Improvements - This account reflects the acquisition value of permanent improvements that add value to the facility, improve efficiency, and would be qualified as fixed assets within the parameters of the fixed assets policy.

Authorization

The Administrative Ordinance that establishes policies as to purchases governs any items allocated to this fund. Each month at the Regular Board Meeting, the Board of Commissioners will formally approve

items that are allocated to the Building Repair and Improvement Fund.

Abolishing of Fund

This fund may not be abolished unless the Board of Commissioners has authorized and directed the transfer of any balance in such fund to the Corporate Fund at the close of the fiscal year.

Camera Phone Policy

The law states misusing such a camera phone component to take unauthorized photos of persons is criminal. (Using a camera phone to take a picture of an inanimate object, or using the camera phone to make a call is not criminal rather, it's misusing the camera component to take unauthorized photos of persons that is criminal.)

In the advent of the camera phone and the reality of the possible misuse of them, the Oak Lawn Park District strictly prohibits camera phones and any/all video equipment in any dressing room, locker room, shower, bathroom, bathhouse and/or any room being used for such similar purpose. There will be designated areas at each facility, in common areas that are easily accessible and are not used for the above-mentioned purposes, that a person can use their camera cell phone to receive or place calls without violating this policy.

Al violates of this policy will be fined $500 and are subject to arrest and criminal prosecution.

The following wording will be posted at every park district facility in all areas pertaining to this policy:

> **"All camera cell phones and video equipment are strictly prohibited from this area! The designated area for camera cell phone to be used to place and receive calls in this facility is located (insert located). Violators will be fined $500 and may be subjected to arrest and criminal prosecution.**

Enforcing the policy:

Patrons, who are using the camera cell phone as a phone in the above-mentioned areas, will be given a verbal warning and will be expected to continue their phone calls in the designated areas. If a patron has been verbally warned prior and continues to violate the policy, the patron will be fined. However, the police will not be called. If a patron was seen using the camera of the phone in the above-mentioned areas, the patron will be fined and the police will be called.

Approved by the Board of Commissioners, Oak Lawn Park District, January 12, 2004

Capital Budget and Capital Improvement Program Policy

Statement of Purpose

The Capital Improvement Program is a multi-year instrument used by the District to identify needed capital projects and to coordinate financial timing of improvements in a way that maximizes the return to the residents. The first year of the Capital Improvement Program is called the capital budget. The capital budget is incorporated in the annual budget, which appropriates funds for specific facilities, and programs equipment and improvements. Projects slated for subsequent years in the program are approved on a planning basis and do not receive ultimate expenditure authority until they are eventually incorporated in the capital budget. The Capital Improvement Program is a "rolling" process, because subsequent year items in the initial capital program are moved up in each future year. Each project, including ongoing projects, must however be reconsidered in subsequent years.

Capital Projects

Capital Projects are major projects undertaken by the District that are generally not recurring on a "year in, year out" basis and fit within one or more of the following categories:

A. All projects requiring debt obligation or borrowing.
B. Any acquisition or lease of land.
C. Purchase of major equipment or vehicles valued in excess of $2,500 with a life expectancy of five years or more.
D. Construction of new buildings or facilities including engineering, design, and other pre-construction costs with an estimated cost in excess of $2,500.
E. Major building or facility improvements that are not routine expenses and that substantially enhance the value of the structure.
F. Major equipment or furnishings required furnishing or improving buildings or other projects. Major studies requiring the employment of outside professional consultants with costs in excess of $2,500.

Capital Improvement Program Guidelines

A. Projects included in the Capital Improvement Program shall be consistent with the Oak Lawn Park District Comprehensive Plan.
B. The Capital Improvement Program shall incorporate all of the District's capital project resources (District funds allocated to capital projects, grants, bonds, donations, and any other funding available.)
C. Capital Projects for the Enterprise Funds, should be financed to the greatest extent possible through user fees where direct benefit to users result from the project.
D. Where grants or private funds are available to finance projects, efforts should be made to secure these funds.
E. Efforts should be made to continue cooperative efforts with other agencies.
F. Projects mandated by State and Federal agencies and law will receive priority consideration.
G. Projects, which have been previously initiated and are a completion of subsequent phases, shall receive priority consideration.
H. Projects, which preserve and protect the health and safety of the residents, shall receive priority consideration.
I. Projects which provide for the renovation of existing facilities, resulting in preservation of the District's prior investment or which reduce maintenance and operating cost, shall receive priority consideration.
J. Facilities whose construction or acquisition results in new or substantially increased operating costs should be considered only after an assessment indicates a clear need for the project and plans for funding current and future operating costs are developed.

Monitoring the Capital Improvement Program

Regular reports shall be prepared on the progress of each active project in the Capital Improvement Plan. These reports shall summarize progress made to date on each project, identify changes in targeted completion dates and financial status.

A. There shall be a quarterly review of all capital projects in progress so that any funds no longer required for the original purpose may be re-assigned.

Capital Projects And Significant Asset Acquisitions Policy

PURPOSE Capital projects and major asset acquisitions general require significant outlays of funds and will benefit the Park District for many years. Capital projects involved expenditures for the

construction or renovation of property and major asset acquisitions, involve the purchase of machinery, furniture, and equipment. While capital projects are recorded in the Capitol Projects Fund, asset acquisitions are generally accounted for in the fund for which the asset will benefit or the fund that it responsible to finance the expenditure.
Due to their nature, it is important that the Park District adopt procedures that assure that the item is reported and accounted for properly. Accordingly, the following procedures should be adopted in order to enhance the reporting and accounting of capital projects and major asset acquisitions.
PROCEDURES:

1. The Board of Commissioners should specifically approve all capital projects and major asset acquisitions. (Capital projects and major asset acquisitions are those transactions or series of transactions that require the Park District to obtain formal bids.)
2. For all capital projects and major asset acquisitions the Business Managers office should prepare at least monthly, a report that summarizes the financial status of the project. At a minimum, the report should include the following:
    a. Construction projects:
        i. Original budget or contract amount to line item as approved by the board.
        ii. Original estimated date of completion.
        iii. Cost incurred to date.
        iv. Estimated cost to complete.
        v. Revised completion date (as approved by the board)
        vi. Board approved change orders.
        vii. Pending change orders.
3. The Finance Committee should present to the Board on a monthly basis, all progress reports and request for asset acquisitions for their approval. The Board of Commissioners should then specifically vote to approve all asset acquisitions, progress reports and any change orders presented. Such approval should be indicated in the monthly minutes of the Board.
4. As part of the capital projects policy, the Board of Commissioners should establish a retention policy for all progress payments on construction projects.

Approved by the Board of Commissioners, Oak Lawn Park District, July 13, 2009

Child Abuse Reporting Policy

It is the policy of the Oak Lawn Park District to maintain compliance with the State of Illinois Abused and Neglected Child Reporting Act under section 325 ILCS 5/1, Chapter 23 and Paragraph 2051 which protects the health, safety, and best interest of children in all situations which children are vulnerable to child abuse or neglect.

Child Abuse Reporting Procedure - When To Make A Report

The report should be made at the first opportunity after there is reasonable cause to believe that the child has suffered abuse or neglect (see observation check list). The report should be sent directly to the Department of Children and Family Services, either through a statewide toll free telephone number or through the nearest department office. Reporting should be regarded as a request for an investigation into a suspected incident of abuse/neglect: a report does not necessarily constitute a proven fact – it is the raising of the question about the condition or state of a child. Making a report can be the beginning of a process that helps parents with their own problems and to protect their own children. If a child seems in immediate danger, his/her life is threatened and/or emergency medical care is needed, the supervisor may call the police. In a medical emergency the child may be taken to an appropriate hospital for treatment. The parent should be immediately contacted.

Mandated Reporters

These include "director or staff assistant of a nursery school or a child day care center, recreational programs." See Illinois Rev. State Ch. 23, Paragraph 2054.

What To Report

The actual type of incident to report may often be considered open to individual interpretation. Whenever there is a doubt in a particular case, whether it should be reported to not, the circumstances of the case should be discussed with
Child Protective Services or law enforcement.
Information to have available for discussion. (See Child Abuse and Neglect Report Form.)

1. Name, address and age of the child.
2. Name and address of the child's parent/guardian or other persons having custody.
3. Nature and extent of the injury or injuries, neglect and/or sexual abuse.
4. Any other information that may be helpful in establishing cause of injury, neglect or identity of perpetrator.

Department of Children and Family Services Division of Child Abuse
State Central Abuse 406 E. Monroe Street
Springfield, IL 62701 217-785-4010 (Administrative) 1-800-25ABUSE (hotline)

After calling the Hotline number certain information will be requested,

1. Name of site
2. Date of suspected maltreatment
3. Name of child
4. Address
5. Age
6. Sex
7. Name of person suspected of being responsible for abuse/neglect and their addresses.
8. Name of person making report
9. Indicators of abuse, physical and behavioral (See indicators of Child Abuse and Neglect)
10. Involvement of other agencies (police dept., hospital, etc).
11. Facts about the family. (Keep on file at the center or site).
12. Always record the name of the Hot Line Worker.

What Will Happen After The Hotline Is Called

Illinois Department of Children and Family Services Procedures:
The Hotline worker takes the call and checks it against the central register to see if there was a previous child abuse report concerning an individual child or her/his family. The worker takes the information over the phone (it is recorded on tape) and adds it to any previous information.
The information is then relayed by computer to a caseworker within the area of the child's home.
Investigation is initiated within 24 hours (in an emergency within 2 hours). Sexual abuse has high priority and is investigated in less than 24 hours. The investigation will include:

a. Evaluation of the environment of the child named and any other children in the same environment.
b. Determination of risk to such children if they continue in the existing environment.
c. Determination of the nature, extent and cause of any condition enumerated in the report.
d. Notification to the subject in the report of such report and their rights.

A determination is made on the findings within 60-90 days. The investigator may find the case either "indicated" or "unfounded". If the case is indicated and the child protection worker feels the child is in danger of continued abuse or neglect, the child may be removed from the home and placed in foster home. (Section 5 – Child Abuse and Neglect Reporting Act). If the Child Protective Service Unit determines that there is a probable cause to believe the child is abused or neglected and there are service needs for the child and family, then DCFS shall develop with the family an appropriate service plan for the family's voluntary acceptance or refusal. If the family refused services and the child is in continuing danger, the state could proceed to terminate parental rights and place the child up for adoption.

Pointers to remember

- All parents want to be good parents
- Don't' put parents on the defense. Don't try to make them admit they abused their child.
- Control your feelings. Anger provokes anger. Don't be judgmental.
- Be helpful by being patient and understanding. Help the parent to recognize that you want to help.
- A child's life or well-being may rest with a staff member's decision or indecision to take action.
- When discussing the incident with the child, it is extremely important not to lead the child. Improper questioning can dismiss a possible legal case. Always try to have a witness present when talking to the child.
- Always write down any and all discussions made with the child and parent.
- Teamwork is essential. However, at all times, confidentiality must be observed.

The Illinois Abused and Neglected Child Reporting Act (325 ILC5/1 et seq.) provides guidelines for the reporting of child abuse and neglect and in certain circumstances, the taking of protective custody of abused children. Because the Act is a reporting statute, its emphasis is on the detection, reporting and investigation of child abuse. Following are some general guidelines for child abuse detection and reporting.

Indicators/Warning Signs

- A child may describe events that appear to be abusive.
- A parent may tell you of family practices that are abusive.
- A child may have injuries that are not consistent with the stated cause.
- A child may have unusually frequent or serious injuries.
- A child has frequent "unexplained" bruises and injuries.
- A child is observed to have difficulty remaining seated.
- A child's attitude and behaviors change dramatically.
- A child appears to become atypically depressed, withdrawn or aggressive.
- A child's school performance suddenly declines.
- A child's social relationships adversely change
- A child becomes frequently truant, both excused and unexcused.
- A child may suddenly begin acting out more regularly.
- A child may express otherwise unexplained fears of an older person or child.
- A child's basic needs of food, shelter, medical or dental treatment and shelter may not be met.
- A child may have knowledge of sexual matters that are not age appropriate.
- A child may exhibit sexually acting out behaviors with adults, peers, and younger children.
- A child may not want or be afraid to go home after school.

The "Do's and "Don'ts in reporting suspected child abuse.

Do:

- Notify your supervisor immediately so they can make a report.

Don't:

- Call the child's parents to ask if an allegation is true.
- Tell the Hotline worker that your report is an EMERGENCY unless a child is in imminent danger of physical or mental abuse or neglect.
- Try to investigate the complaint yourself. DO NOT GET PERSONALLY INVOLVED!
- Wait a few weeks to see if the situation improves. ACT IMMEDIATELY-CONTACT YOUR SUPERVISOR AND LET PROFESSIONAL INVESTIGATORS DETERMINE IF YOUR SUSPICIONS ARE TRUE.
- Tell everybody else in the program what you suspect. KEEP ANY INFORMATION YOU ARE AWARE OF TO YOURSELF AND APPROPRIATE SUPERVISORS!
- Promise a child who confides in you that you won't tell anyone what he or she said.
- Ignore a child who makes a statement about abuse.
- Let anyone else make your decision about whether to report. MAKE AN EDUCATED DECISION. DON'T LET EMOTIONS PLAY A PART IN THE PROCESS!

Checklist

Observing Children

Appearance

- Good hygiene
- Poor hygiene, evidence of poor care: dirty and un-bathed.
- Appropriately dressed for weather.
- Inappropriately dressed for weather.
- Reports injury by parent/caretaker
- Unusual, unexplained marks, scratches, cuts, or other injuries or skin disorders.
- Well rested
- Appears tired

Health

- Physical problems attended to, such as: cuts and wounds
- Physical problems not attended to or infected for lack of treatment
- Scratching in genital area

Activity

- *Seems alert
- *Seems tired
- *Interested in toys and environment
- *Withdrawn, engages in unusual fantasy or infantile behavior
- *Calms down easily
- *Easily overexcited, is difficult to calm down or comfort
- *Accepts physical closeness
- *Avoids closeness, shrinks at touch from an adult
- *Seems frightened of parent or caretaker

Eating

- *Hungry at regular times
- *Hungry at irregular times, complains of hunger
- *Accepts new foods
- *Eating habits usual
- *Abrupt changes in eating habits: overeating, under-eating

- *Eating habits are unusual, eats from garbage, takes food from other children, hides food
- *Complains of stomach aches

Sleeping

- Falls asleep and wakes easily
- Does not fall asleep or wake easily
- Irregular sleep habits, resists going to bed and has difficulty sleeping, nightmares

Behavior

- No unusual habits
- Unusual habits for age such as sucking, biting, rocking, bedwetting
- Interacts well with adults and other children
- Anti-social behavior such as destructiveness, cruelty and stealing
- Sexualized behavior: acts out details of sexual intercourse
- No behavior extremes or sudden changes
- Behavior extremes of sudden changes such as compliant, passive or aggressive, demanding, crying
- Crying often and showing no real expectations of being comforted
- Excessively fearful or fearless of adults
- Taking over the role of parent, being protective, or otherwise attempting to take care of parent's needs.

Child Abuse And Neglect Report

Name of
Child _____ Birth date _____

Address _____ Sex _____
Parent/Guardian's Name _____
Phone _____

1. Nature and extent of the child's injuries or evidence of neglect or molestation.
2. Describe any evidence of previous known or suspected abuse of neglect of the child.
3. Names and addresses of the person(s) responsible for the suspected abuse or neglect, if known.
4. Name and position of the person making the report
5. Date of the report
6. Name of supervisor.

RETURN IMMEDIATELY TO THE TO THE SCHOOL SUPERVISOR

Department Of Children And Family Services Written Confirmation Of Suspected Child Abuse/Neglect Report:
Mandated Reporters

DATE: _____

Child's Name _____ Child's Birth date _____

_____ _____
2nd Child's name (if any) (2nd Child's Birth date (if any)

3rd Child's name (if any) (3rd Child's Birth date (if any)

_____Street Address of
Child(ren) City Zip Code

Parent/Custodians:
_____Name and address
Occupation

This is to conform my oral report of _____ 20_____ made in accordance with the Abused and Neglected Child Reporting Act Rev. Stat. Ch. Sec, 2051 et seq.). Please answer the following questions. (If you need more space, use the back of this page).
What injuries or signs of abuse/neglect are there?
How and approximately when did the abuse/neglect occur?
How do you know?
Had there been evidence of abuse/neglect before now? ____yes____no
When first seen?

If the answer to question 3 is "yes", please explain the nature of the abuse/neglect.
Name and addresses of other persons who may be willing to provide information about this case.
Your relationship to Child(ren):

Reporter Action Recommended or Taken:
PLEASE CHECK THE APPROPRIATE RESPONSE:
____I saw the child(ren)
____I heard about the child(ren) From whom?
____I have told the child's family of my concern and of my report to the Department
____I have not told the child's family of my concern and of my report to the Department
____I am willing to tell the child's family of my concern and of my report to the Department.
____I am not willing to tell the child's family of my concern and of my report to the Department
____I do believe the child is in immediate physical danger.
____I do not believe the child is in immediate physical danger.

(Signature) (Title) (Organization)

Instructions

The Abused and Neglected Child Reporting Act states that mandated reporters shall promptly report or cause reports to be made in accordance with the provisions of the Act.
The report should be made immediately by telephone to the IDCFS Child Abuse Hotline (800-252-2873) and confirmed in writing via the U.S. Mail, postage prepaid, within 48 hours of the initial report.

Mailing Instructions

Mail the original to the nearest office of the Illinois Department of Children and Family Services, Attention: Child Protective Services.
Mail a copy to:

State Central Register
Illinois Department of Children and Family Services
406 East Monroe
Springfield, Illinois 62701-1498

Approved by the Board of Commissioners, Oak Lawn Park District, August 13, 2001
Reviewed September 8, 2003

Acknowledgement Of Mandated Reporter Status

I, _____ understand that when I am employed
(Employee Name)
as a _____, I will become a mandated reporter under the Abused and
(Type of Employment)

Neglected Child Reporting Act [325 ILCS 5/4]. These include "director or staff assistant of a nursery school or a child day care center and/or recreational programs." See Illinois Rev. State Ch. 23, Paragraph 2054. This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

_____
Signature of Applicant/Employee

_____
Date

Citizen Advisory Board Policy

Statement of Purpose:

An advisory board provides for vital citizen involvement and participation. Citizen advocacy is an important element in determining, implementing, and gaining financial support for services and programs. It is not a governing board. An advisory board for the Oak Lawn Park District can have several functions, but is purely advisory to the staff and board of commissioners.

It is the intent of the District to encourage its residents to provide citizen feedback, relating to the provision of services, programs and facilities. The District has an obligation to solicit citizen input to determine if the best services are being provided, facilities are safe and functional and citizen inquiries are appropriately acknowledged. Numerous mechanisms for soliciting citizen input will be used to meet this obligation. Some criteria to consider when recruiting members for an advisory board is: resident of Oak Lawn and an interest in the Oak Lawn Park District and its programs.

Administration of Policy:

The District will solicit citizen feedback through the following practices:

- Public Meetings—Citizens shall be invited to provide input during the "Citizens to be Heard" and possibly at other times during the meeting

- Citizens Advisory Committee—Citizens are encouraged to participate in the Citizens Advisory Committee in order to study specific problems of the District and afford help and assistance in the District's major undertakings.

- Customer Comment Cards—Customer comment cards, at times, may be made available at facilities for citizen input. Comment cards may be facility-specific or general in scope to measure customer satisfaction, condition of facilities and quality of services.

- Program Assessments—District programs at times may request participants to evaluate their satisfaction level in the provision of specific programming in order for District staff to evaluate and improve upon services provided.

- Public Hearing—The District may at times, conduct public hearings to solicit citizen input on specific items, and issues. Examples of items and issues may include, but are not limited to, the issuance of debt, site-specific or master planning or other general topics open for discussion and examination.

Approved by the Oak Lawn Park District, Board of Commissioners, June 8, 2009

Citizen Input Policy

The Oak Lawn Park District solicits resident input in the planning and development of recreation programs that includes ongoing and systematic outreach to include the entire community. Some of the methods utilized include:

- Resident Comment Opportunities at Board Meetings
- Citizen Focus Groups
- Citizen Advisory Boards
- Survey
- Comprehensive Needs Assessment
- Recreation Program Evaluations
- Initiation of Feedback by Staff

Approved by the Oak Lawn Park District, Board of Commissioners, May 11, 2020

Commercial Photography In Parks And Facilities Of The Oak Lawn Park Policy

It is the policy of the Oak Lawn Park District to provide a structure for voluntary contributions for the use of public parks or facilities for commercial photography.

The Voluntary contribution scale is as follows:

Video/motion picture tapes: $100 to $500 per day
Depending upon complexity
Of request and facility or park used.

Still photography: $75 per day

Where restricted use of a park area is required, advance special permission shall be received from the Park District, with an identification of any special services required. For all special services provided by the Park District, the direct costs will be increased by 20%.

Approved by the Board of Commissioners, Oak Lawn Park District, September 14, l992

Community Input Policy

The Oak Lawn Park District solicits resident input in the planning and development of recreation programs that includes ongoing and systematic outreach to include the entire community. Some of the methods utilized include:

- Resident Comment Opportunities at Board Meetings
- Citizen Focus Groups
- Citizen Advisory Boards
- Survey
- Comprehensive Needs Assessment
- Recreation Program Evaluations
- Initiation of Feedback by Staff

Approved by the Board of Commissioners, Oak Lawn Park District, May 11, 2020

Community Planning Policy

In an effort to provide the highest quality of services to the residents of Oak Lawn, the Oak Lawn Park District promotes interaction between organizations in the community. Board members and staff are encouraged to be become involved in local community planning groups within Oak Lawn and also regional and national groups such as the Illinois Association of Park Districts (IAPD), the Illinois Park and Recreation Association (IPRA), Department of Natural Resources (DNR) and the National Park and Recreation Association (NRPA) whose actions may have an impact on the services that we provide. The Oak Lawn Park District also welcomes input from representatives from other agencies in order to provide a broad spectrum of ideas and knowledge.

Approved by the Board of Commissioners, Oak Lawn Park District, July 9, 2007

Comprehensive Assessments Policy

The Oak Lawn Park District is always re-evaluating and assessing the leisure needs of the community. In order to provide our residents with quality recreational and leisure activities, the Board of Commissioners will review the changing needs of the community by contracting a comprehensive assessment study at least every ten years to assist in determining the direction of the Park District offerings. Included in the study shall be the economic conditions, population shifts and changing social needs.

Approved by the Board of Commissioners, Oak Lawn Park District, December 8, 2008

Comprehensive Master Plan Policy

The Oak Lawn Park District's comprehensive master plan has been developed to define present and future recreation needs for our patrons. This plan reflects population profiles, needs assessment, capital improvement plan, park master plan, recreation programming plan, marketing

plan, and inventory of existing conditions. After the initial adoption of the plan, it shall be updated by staff and approved by the board at least once every 5 years.

Approved by the Board of Commissioners, Oak Lawn Park District, February 8, 2016

Consultant and Independent Contractor Policy

Consultant

The Oak Lawn Park District may approve the use of consultants when a project calls for the expertise of a well-defined nature for a fixed period of time. The Oak Lawn Park District uses consultants to provide such services as general contractor for renovation/construction, wetlands management, auditors and insurance brokers. Generally, the department requesting services issues a Request for Proposals (RFP).

Independent Contractor

The park district may also create an Independent Contractor Agreement with an individual. Contract personnel are used by the Park District to conduct a variety of programs and activities.

Approved by the Board of Commissioners, Oak Lawn Park District, October 10, 2012

Contest Ineligibility Policy

The Oak Lawn Park District contest ineligibility is as follows:

- Employees and their immediate families are not eligible to enter any contest conducted by the Oak Lawn Park District involving a draw or competition where a major prize is awarded.
- During their term on the Park Board, Oak Lawn Park District Board of Commissioners and their immediate families are not eligible to enter any contest conducted by the District involving a draw or competition where a major prize is awarded.
- Prize winners may be asked t sign a declaration indicating they are not Oak Lawn Park District employees, board members, or their immediate family members.
- The District will include information about contest ineligibility on promotions.

Definitions/Clarifications

Immediate Family: "Immediate family" includes: parents, "common-law partner" (of at least one year) or spouse, brothers or sisters, and children of the employee/board member, and the employee/board member's partner, grandparents and grandchildren.

Major Prize: A "major prize" is an item valued at $100 or more. It does not apply to small incentives offered, or drawn for, during staff and board exclusive/specific events.

Approved by the Board of Commissioners, Oak Lawn Park District, October 17, 2011

Control of the Parks

The Board shall have the authority to establish by ordinance all needful rules and regulations for the governing and protection of parks, boulevards and driveways, and other property under its jurisdiction (Code, Section 8-1 [d]) and to prescribe such fines and penalties for the violation of ordinances as it shall deem proper not exceeding $200.00 for any one offense (Code, Section 8-1 [e].) Exercising this authority, the Board has adopted, and may from time to time amend, the Oak Lawn Park District Ordinance, an Ordinance Defining Misdemeanors and Providing Penalties for such Misdemeanors.

Cooperation Between Agencies Policy

The Board of Commissioners of the Oak Lawn Park District recognizes the need and desirability of cooperating with the community agencies. In order to best serve the residents of the District in the most economical manner, all cooperative efforts should be instituted when it is believed that such cooperative efforts will better serve District residents on making the best utilization of District revenues. Board members and staff of the District shall strive to cooperate to the fullest extent with other agencies in the community, including governmental, public, private and voluntary organizations. This cooperation,

however, shall not be initiated or endured to the detriment or curtailment of the functions or operations of the District or to the detriment or curtailment of prior commitments with individuals or groups.

Approved by the Board of Commissioners, Oak Lawn Park District, September 10, 2001

Data Security Policy

In order to ensure that the patrons, staff and Board of Commissioners of the Oak Lawn Park District have confidence that personal information pertaining to their relationship with the District is not compromised, all reasonable measure taken to do so will be enforced and approved data security procedures adhered to. This includes but is not limited to: requirements from the Illinois Local Records Act, Health Insurance Portability and Privacy Act, Payment Card Industry, and all other Federal, State and Local government Statutes.

Approved by the Board of Commissioners, Oak Lawn Park District, January 12, 2015

Disbursement Of Cash Policy

Purpose

Virtually all assets, liabilities, revenues and expenses of the Oak Lawn Park District (Park District) clear through the cash accounts. Therefore, it is important that the Park District adopt the best procedures possible to make sure that it receives all cash to which it is entitled; that cash is fully safeguarded while in our possession; and that it is spent for only legal, authorized purposes. These precepts are important for the benefit of citizens and for the protection of the Commissioners as well.

Since cash is the most liquid asset maintained by the Park District, it is imperative that procedures are developed and maintained which provide for the proper recording and reporting of its' activity.

The system of internal control over cash and cash transactions should provide assurance that:

1. Advance planning is adequate to anticipate and provide for cash needs that exceed cash available from normal operations, and to utilize cash available in excess of anticipated needs.
2. Independent accountability is established for all cash that is collected.
3. Disbursements are made only for authorized purposes by a limited number of designated persons.
4. A record is created for every disbursement that is made.
5. Cash balances are adequately protected from theft or misappropriation.

Procedures

1. Except for nominal disbursements for which petty cash funds are utilized, all disbursements shall be made by check. Petty cash transactions require disbursement documentation (cash receipts attached to petty cash slips) even though no check is written).
2. The duties and functions of all persons preparing checks should be separate from the following duties or functions:
    a. Reconciling bank accounts.
    b. Mailing or delivering the general or payroll checks.
    c. Preparation and/or approval of payrolls for payment including time cards, time sheets, and salary contracts.
    d. Approval of purchase orders (or vouchers) for payment.
    e. Approval of discounts, refunds or allowances.
3. Vendor (and payroll) checks should be pre-numbered – all numbers should be accounted for. Spoiled checks should be voided and kept on file for subsequent review.
4. Persons who prepare checks should not handle cash receipts.
5. Employees who are authorized to review and approve documents for disbursements should be clearly designated.
6. Checks should be written monthly with exceptions for:

a. Refunds to program participants
b. Utility billings
c. Insurance billings
d. Federal/FICA payments, State withholding payments, IMRF payments
e. Payroll
f. Deposits for recreation program reservations
g. Vendor payments which require timely payment to take advantage of discounts
h. Debt Service payments
i. Emergency items

7. For a check to be prepared, the following must be available:
   a. A valid purchase order approved by the responsible manager.
   b. An invoice for the expenditure signed by the manager as indicating the goods have been received or service has been rendered at an agreed upon price for that goods or services.
   c. The Director shall recommend payment on each invoice.
   d. The Director shall approve exceptions to "B" above.
8. For a check to be valid, it shall require two signatures as designated by the Board.
9. A record must be kept of every disbursement. Once the bill has been paid, the purchasing package (purchase order, invoice, packing slips, etc.) shall be cancelled through a stamp "PAID" or perforated "PAID" as well as the paid date.
10. Someone other than the preparer shall mail signed checks.
11. Statutory approval of disbursements, statutory authority for approving expenditures lies solely with the Board by action taken at a duly constituted meeting.

Approved by the Board of Commissioners, Oak Lawn Park District, March 10, 2003

Disposal of Land Policy and Procedure

Ill. Rev. Stat., Chapter 105, Paragraph 113 states that:

> *"Any board of park commissioners having the control or supervision of any public park, boulevard, driveway or highway, and having any piece of parcel of land not exceeding three acres in area, which shall no longer be needed or deemed necessary or useful for the purpose of said park, boulevard, driveway or highway may apply to the Circuit Court of the county in which such piece or parcel of land is situated, by petition in writing for leave to sell the same. Notice of such application shall be given by said board of park commissioners in some newspaper published in said county at least ten days before the day named therein, when said application will be made. All persons interested may appear before said Circuit Court either in persons or by attorney when said application shall be made, and object to the granting thereof. After hearing al persons interested, if said court shall deem the granting of said application to be for the public interest, it shall direct that the property mentioned in said application, or any part thereof, be sold and conveyed by the said board of park commissioners for the use of said park, boulevard, driveway or highway, upon such terms and conditions as the said court may think proper."*

The Oak Lawn Park District is responsible for the management of approximately 308 acres of parkland. This acreage is distributed throughout the jurisdictional boundaries of the Village of Oak Lawn as well as 12.7-acres in Chicago Ridge.

The Park District shall manage land in its possession with the objective of maximizing Park District purposes and benefits.

All parkland management decisions shall be based on a finding of compatibility with Park District interests and the overall mission of the Oak Lawn Park District.

As a landlocked community with limited land acquisition opportunities, it is unlikely that the Park District would dispose of any parkland. However, if disposal of parkland is determined to be in the best interest of the Park District and consistent with its purpose and mission, a written proposal shall be generated identifying the details associated with the proposal including: method, terms, projected effects on the neighborhood and facilities, and other relevant information.

At a minimum, a property disposal report shall contain the following:

- A full legal description of the property
- A full physical description of the property
- Plans and maps of the property
- Full details for any requirements for the site (easements, special considerations)
- Current market value of the property
- Any recommendations or concerns from staff
- Final recommendations to the Board of Commissioners

The park district shall be required to publish notice of a meeting to allow for public input.

It is recommended that the public be allowed to comment prior to disposal of any parkland.

Leasing of Park Property

Ill. Rev. Statues 8-16, Chapter 105 states that:

In addition to the other powers and authority now possessed by it, every park shall have the power and authority to lease real estate for a period not to exceed 99 years and to improve the same in such manner as may be required for corporate purposes by the construction of capital improvements there-on when so authorized by the affirmative vote of two-thirds of the governing board of the park district.

Any park district owning or holding real estate that the board deems is not required for park or recreational purposes may lease such real estate to any entity and may collect rents therefrom. The lease may not exceed 20 years.

Oak Lawn Park District property may be leased to an agency or organization if it is in the best interests of the Park District and/or the community.

Leases are considered cooperative relationships between the Oak Lawn Park District and the lessee. Lessees will be consulted on proposed activities affecting their authorized uses or any proposed changes in lease terms and conditions. The Park District will encourage lessees to make improvements to parkland consistent to lease purposes. However, any lessee proposing such improvements must receive Park District authorization prior to making the improvements, and must agree to maintain the improvements in good working order over the length of the lease.

Approved by the Board of Commissioners, Oak Lawn Park District, February 12, 2007
Revised by the Board of Commissioners, Oak Lawn Park District, May 14, 2018

Disposition of District Personal Property Policy

From time to time the District may own personal property that is no longer necessary or useful to the

District. In this event, the following shall apply.

A. If the personal property is valued from$250.00 to $500.00, the Director shall authorize the sale in such manner as he may designate, with or without advertising the sale.

B. If the personal property is valued from $501.000 to $750.000, the Director shall authorize the sale based on the receipt of three (3) competitive bids. If three (3) competitive bids cannot be obtained, then the Board shall authorize the sale by resolution in such manner as they may designate, with or without advertising the sale.

C. If the personal property is valued at more than $750.000, the Board shall authorize the sale by resolution in such manner as they have designated, with or without advertising the sale.

D. If feasible, the personal property may be converted into some other form that is useful to the District by using the material in the personal property.

E. If feasible, the personal property may be conveyed as partial payment on a new purchase of a similar item.

F. A written record shall be kept of any and all disposition of District personal property.

Approved by the Board of Commissioners, Oak Lawn Park District, July 13, 2009

Distribution Of Event Materials (Posters, Flyers, Etc.) And Endorsement Of Fund Raising Events By Non Profit Organizations Policy

While the Park District recognizes the importance of cooperative efforts to support those non-profit social services, health and other human service agencies, and the importance of fund raising events to said organizations, it shall be the policy of the Park District not to provide cash contributions or to permit solicitation of residents on park property or in park facilities.

The Park District will, however, designate certain space in our buildings for advertising such events. The building supervisor shall approve such posters or publicity.

Approved by the Board of Commissioners, Oak Lawn Park District, July 13, 2009

Donation Request Policy

The number of requests for donations has increased significantly, to the point where the continuation of granting these donation requests is placing a burden on the park district. In order to provide the highest quality of recreational benefits for Oak Lawn residents at the most reasonable rates, it is necessary to limit the scope of donations provided to organizations for fundraisers and benefits. Therefore, the Oak Lawn Park District will provide donations only to organizations or individuals located in Oak Lawn or to other worthy organizations at the discretion of the director or Board of Commissioners.

Approved by the Board of Commissioners, Oak Lawn Park District, April 12, 2010

Education of Code of Conduct in Youth Sports Policy

The Oak Lawn Park District is committed to providing an atmosphere of hospitality, civility and respect. We dedicate ourselves to the safety and well-being of both staff and participant/patrons. All participants are expected to exhibit appropriate behavior at all times.

The Oak Lawn Park District provides education and training for all youth sports participants, coaches and spectators regarding proper conduct at al activities.

Abusive language by parents, spectators, coaches and participants will not be tolerated. Anyone that verbally abuses other spectators, coaches, participants, referees or staff will be removed from the premises. Any parent, spectator, coach and participant that is removed for violating this policy will have to be reinstated by the youth advisory board prior to returning to any youth athletic event or participation in any youth sport.

Approved by the Board of Commissioners, Oak Lawn Park District, July 13, 2009

Emergency Appropriations Policy

In the case of emergencies, which call for immediate resolution, the Director shall take prompt action to employ persons or firms to do the necessary corrective work but shall require the persons or firms doing the corrective work to furnish a detailed report of the corrections made and the basis for making the corrections. For the purpose of this paragraph, an emergency shall consist of a threat to the health or safety of park users or of severe damage to District property. The Director will obtain authorization from the Board of Commissioners for any expenditures of funds pursuant to the emergency which occurred.

Supplemental Appropriations/Funding Procedures

Unbudgeted expenses resulting from increased participation in programs can be met with the associated increase in revenues from these programs. The Controller and / or the Superintendent of Finance and Personnel will verify the increase in revenues before the additional funds are authorized.

Unbudgeted expenses resulting from situations other than increased program participation will need to be verified before funding is authorized. The needs and reasons for the expenses must be presented to the Controller and / or the Superintendent of Finance and Personnel. Discussion with the appropriate supervisor will be held to determine the necessity of the increased funding. Once the needs are found to be appropriate, other line items within the same Fund will be investigated for available funding. Budgeted funds for these other line items will then be reduced.

In the event of an emergency, disaster or other unanticipated event of a more serious nature, funding from other sources may be required. Funds for repairs needed to be made to a facility or other piece of property will be supplied by the Capital Projects Fund. Funds not yet committed to Projects will be prioritized and those deemed to be not absolutely necessary will be applied to the emergency. Those affected projects will have to be funded in a future year. The Board will be informed of any such actions.

In situations for which there is no available funding in the current year budget, the facts and expense estimates will be brought to the Board for proper treatment, be it spending of reserves or issuance of debt. In all cases, all proper insurance claims will be filed, either with our own insurer, PDRMA, or with another carrier. The Insurance Fund, in anticipation of reimbursement from the insurance carrier, will provide expenses for immediate repairs to secure a facility.

Revised and approved by the Board of Commissioners, Oak Lawn Park District, June 8, 2009

Employees with Chronic Infectious Diseases Policy

The Oak Lawn Park District recognizes that the transmission of communicable disease is a genuine health risk. It is the desire of the Oak Lawn Park District to exercise appropriate measures to assist in the prevention of the spread of diseases. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

Statement of Purpose

Employees with identified chronic infectious diseases shall be permitted to retain their positions whenever, through reasonable accommodation, their employment does not constitute a direct threat to the health or safety of themselves or others and the employee is able to satisfactorily perform the Essential Functions: of his/her job.

Administration of the Policy

Employment decisions will be made in accordance with applicable law and in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual

cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the Oak Lawn Park District. Employees with chronic infectious diseases shall maintain all rights, privileges and services provided by law and the policies and procedures of the Oak Lawn Park District.

The Oak Lawn Park District shall respect the right to privacy of any employee who has a chronic infectious disease. Subject to applicable law, the employee's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the employee or others. The number of personnel aware of the employee's condition will be kept at the minimum needed to assure proper care of the employee and to detect situations in which the potential for transmission may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

Approved by the Board of Commissioners, Oak Lawn Park District, September 8, 2003

Employer's Requirement to Report New Employees Policy

In accordance with the State of Illinois Employer's Requirement to Report New Employees, the Oak Lawn Park District fully complies by providing the Illinois Department of Employment Security with the name, address, social security number and date of hire for each employee as hired.

Approved by the Board of Commissioners, Oak Lawn Park District, October 19, 2009

Employment Procedures Policy
Application

Applicants for District employment shall complete an application form and file it through the appropriate department. Only those applicants who in the District's opinion possess the skills and abilities to meet the job requirements shall be eligible to be considered for employment.

Determination of Ability

The District shall attempt to determine a qualified applicant's ability through reference checks or any testing deemed necessary. Testing may be written, oral, physical, or in the form of a demonstration of skill, or any combination of these and shall be designed to test and determine the relative ability of a qualified applicant. The District shall be responsible for any expenses incurred due to testing. In hiring professional staff, applicants who have attained CPRP (Certified Park and Recreation Professional) status are preferred.

Approved by the Board of Commissioners, Oak Lawn Park District, October 15, 2001
Revised October 20, 2008

Environmental Policy
Statement of Philosophy

The community and the Oak Lawn Park District are increasingly aware of the environmental issues, which affect the quality of life within the District. It is the intent of the Oak Lawn Park District to set an example in the development and use of sound environmental policies, practices and educational opportunities.

By incorporating the following environmental principles and practices and by prescribing to our Statement of Philosophy, the Oak Lawn Park District shall set a high standard of leadership and competency in maintaining and improving the quality of the environment.

Environmental Principles

The Oak Lawn Park District will to the greatest extent practicable:

- Promote the acquisition, protection and environmentally sensitive management of open space and natural habitat areas.
- Protect, enhance and interpret the historic natural resource heritage exemplified by Oak Lawn's prairie remnant and wetland- wildlife refuge.
- Design, develop and maintain parks, facilities and natural areas in a manner that enhances and protects the environment through conservation of soil, water and energy; by minimizing the adverse impact on air and water quality; by reducing waste; and by utilizing utilities in the most efficient manner possible.
- Facilitate recycling practices that utilize renewable resources and minimize the use of nonrenewable ones.
- Practice integrated pest management, which reduces or eliminates the District's dependence on pesticides.
- Abide by the federal and state Endangered Species Protection Acts in order to avoid adverse impacts on endangered or threatened species during park operations.
- Function as a role model within the community by actively promoting public awareness and educational programs, which encourage environmentally sensitive lifestyles for staff and residents.

Environmental Practices

- The District shall develop relationships and agreements with public and private organizations and individuals in order to have open space and natural habitats preserved and/or managed.
    A. Habitat preservation and restoration at Chicago Ridge Prairie and Wolfe Wildlife Refuge with the Illinois Nature Preserves Commission and the Volunteer Stewardship Program.
    B. The District will adequately plan and construct, using the latest available information, new and renovated open space areas and facilities. These projects will not negatively impact the environment and will conserve soil, water and energy resources and protect indoor and outdoor air quality.
    C. The District has determined that it is in the best interest of the health, safety and welfare of persons using District buildings and vehicles that smoking be prohibited.
        - Buildings. Smoking is prohibited on all building properties owned or controlled by the Oak Lawn Park District, including parking lots.
        - Vehicles. Smoking is prohibited in all motor vehicles owned, leased or otherwise used by the Oak Lawn Park District.
        - Signs. "No Smoking" signage shall be appropriately posted in all public areas of the District.
    D. The District recognizes the importance of both safe and attractive parks and open space and has established a balanced Integrated Pest Management Program. This program utilizes cultural methods that include:
        - Select appropriate plant species and their proper location.
        - Use of preventative maintenance procedures.
        - Practice monitoring to detect problems early.
        - Utilize, where possible, natural control methods.
        - Test for better application methods.
        - Minimize overall pesticide use.

    Where and when pesticide use is necessary, the standardized and uniform procedures for the application and safe handling of pesticides will be adhered to.

- Administration. The District will comply with the Federal Insecticide, Fungicide and Rodenticide Act and the Illinois Department of Agriculture regulations governing the use of pesticides. Compliance includes state licensing of all employees involved with the implementation of this program.
- Education. Pesticide Licensed Staff will participate in training sessions and periodic recertification sponsored by affiliated professional organizations designed to improve the supervision, safe handling and application of pesticides.
- Characteristics. Pesticides used by the District in the form of herbicides, insecticides or fungicides will be of the "General Use" classification.
  Notification. Pesticide application notices will be posted 24 hours prior to the treatment and will remain up until 24 hours after completion of treatment. Posting will otherwise comply with Illinois EPA requirements for the application of pesticides.
- Application. General use pesticides used by the District and registered with the Federal EPA will always be used according to specific label directions and procedures to ensure safe and effective application, storage and disposal.
- Calibration of equipment and application rates will be according to manufacturer's recommendations so that minimal amounts of pesticides are applied.

E. The District is committed to reducing solid waste by utilizing renewable or reusable resources as well as minimizing its dependence on nonrenewable ones.

- Achievement of the following objectives will be targeted:
- Maximize aluminum collection at all indoor facilities and expand collection to all developed parks.
- Increase paper collection by recycling newspapers, all office paper types and cardboard at indoor facilities.
- Continue recycling of trees as wood chips and firewood.
- Compost all leaves, grass and other landscape materials.
- Incorporate glass recycling at all indoor facilities and developed parks.
- Incorporate plastic recycling at all indoor facilities and developed parks.
- Use recycled paper to the greatest feasible extent.
- Use recycled products, such as Durawood, biodegradable bags, recycled paper, etc., in all feasible situations.
- Continue the use of paper products in place of Styrofoam or plastic and phase out environmentally damaging products.
    1. Recycle batteries, antifreeze and Freon whenever feasible.
    2. Recycle used oil.

F. Comply with all other applicable federal, state and local regulations and guidelines.

G. The District has assumed and will continue an environmental leadership role for public and private agencies by participation in the Model Community Program.

H. The District will encourage other park districts and affiliated agencies to adopt similar policies and become responsible environmental stewards.

Source Reduction:

- Recycle by purchasing items that can be reused or have minimal packaging. Reduce waste before it enters the park district.

- Inventory all hazardous materials including cleaners, paints, solvents, sealants, wood preservatives, pool chemicals, office products and investigate environmentally sensitive alternatives.
- Minimize the use of petroleum based products such as inks, stains and plastics and avoid the use of chlorine-bleached paper products.
- Reduce indoor air pollutants such as fluorocarbons from spray cans and fumes from cleaning solutions, sealants and paints by using less harmful alternatives.
- Reduce vehicle emissions through regular tune-ups and preventative vehicle maintenance program.
- Maintain vehicles to reduce fuel consumption and implement energy savings.
- Investigate the development of a water conservation program to include leak detection.
- Use plant material as sources of energy conservation by shading buildings from summer heat and screening from winter winds.
- Improve efficiency of existing lighting by retrofitting outdoor and indoor lighting with energy efficient bulbs and require all new lighting to be energy efficient.
- Establish a minimum and maximum thermostat temperature setting for all facilities, and reduce heating and cooling usage when buildings are unoccupied.
- Support use of transportation alternatives such as bicycles, car pooling and walking.
- Continue to purchase in bulk, minimize packaging, reduce use of paper, and when cost effective, purchase reusable and recyclable products.
- Reduce paper use by making double-sided reports, reduce junk mail, use memo routing slips and keep mailing lists current.
- Eliminate the use of Styrofoam products by staff, concessionaires, and park/facility users.
- Reduce the use of disposable products by staff, concessionaires and park/facility users.
- Minimize indoor pesticide use by incorporating integrated pest management within all facilities.
- Retrofit all facilities with water conservation hardware, and develop a leak detection and correction program.
- Design and build energy efficient buildings, giving consideration to insulation and energy efficient appliances and incorporating alternative, renewable technologies such as solar and wind energy.
- Conduct energy audits and retrofit buildings with energy saving devices.
- Properly maintain refrigerators and air conditioners for more energy efficient cooling.
- Insulate hot water heaters and pipes and reduce temperature settings.
- Consider alternative fuels such as propane and natural gas and alternative energy technologies such as electrically powered vehicles.
- Identify sources of indoor air pollution and implement a prevention program.
- Develop a program to monitor and remove asbestos.
- Conduct an inventory of toxic air emissions and implement an action plan to reduce emission levels.

Reuse:

- Develop a water conservation plan for the swimming pool.
- Investigate ways to reuse materials that are often discarded.
- Investigate using soy-based ink and recycled paper for printing of marketing materials.
- Develop plans for dealing with environmental disasters such as chemical spills and floods.

Recycle:

- Compost or recycle all landscape materials.

- Continue to evaluate in-house recycling program.
- Recycle batteries, antifreeze, motor oil, Freon, and tires.
- Select products with recycled content, as well as, compatible with available resources, whenever possible for use in recreation program, offices, parks, development projects and facilities.
- Encourage the conservative use of paper and wood in place of plastics and other non-biodegradable and non-renewable products.

Ecological Maintenance:

- Continue maintenance plans for the re-establishment and /or restoration of native grasslands and woodland ecosystems.
- Continue to protect wetlands and other wildlife habitats
- Support county efforts to establish greenways.
- Investigate alternative snow melt products, using those which have the least impact upon the surrounding soil, water and plant life.
- Practice soil management and appropriate landscaping to prevent erosion.
- Use drought resistant and native species for landscaping.
- Avoid using products harvested from rainforests or other endangered natural communities.
- Develop relationships with land trusts and preservation/conservation organizations to assist in open space and natural habitat preservation.
- Develop a plan to balance appropriate recreational use of environmentally sensitive lands with preservation goals.
- Eliminate or control exotic and invasive plant and animal species that inhibit ecological diversity and integrity.
- Abide by existing laws to protect rare, threatened and endangered plant and animal species.
- Adopt a resolution to protect heritage trees.
- Incorporate environmental impact considerations in the design process of facilities and parks.
- Work with commercial or private land owners in an effort to acquire or otherwise ensure the use of these lands for open space.

To educate staff and residents of the community about environmentally sensitive lifestyles:

- Continue to hold monthly or bi-monthly Environmental Committee meetings of representatives of all departments.
- Require contractors and vendors to comply with this environmental policy.
- Promote leisure activities that minimize environmental impact and energy use.
- Develop a public relations program to inform the community of our efforts, as well as provide community leadership.
- Include environmental lifestyle information in materials distributed to the public.
- Continue to train staff on proper handling, use, storage and disposal of hazardous materials.
- Make use of electronic mail resources such as phone or computer message systems in place of paper memos.
- Provide appropriate recreational access to and enhance public awareness of such restored and protected natural sites.
- Involve agency staff in an environmental education program which explains the commitment of the agency to the environment, provides information about

environmentally-conscious lifestyles and workplace choices and habits, and stresses the need for staff input and involvement.

- Develop and implement an energy awareness program for employees and park/facility users.
- Develop and present public programs which enhance the public's relationship with the natural world and teach environmentally responsible lifestyles.
- Use Earth Day as a vehicle to educate the public about the environment.
- Interpret the natural resources specific to the community via programs, presentations, signage or brochures.
- Work with other interested community agencies and organizations to develop and enhance a strong environmental ethic.
- Encourage staff to recycle paper, cans, and shut down computers at night.
- Develop an agency environmental policy statement for use in bidding documents.

Approved by the Board of Commissioners, Oak Lawn Park District, March 10, 2008
Revised: March 12, 2012

Errant Golf Ball Policy

The park district regrets any and all personal injuries or damage to personal property caused by golf balls alleged to have left the golf course property. Understandably, it is impossible to eliminate the risk of errant balls insofar as it is an inherent risk of the activity. Accordingly, the Stony Creek Course assumes no responsibility for any and all personal injuries or damage to personal property caused by errant golf balls. Please refer to the following district policy on all such incidents:

** All golfers accept the responsibility for their actions while on the golf course property and are notified of such through signage that is displayed on the course.

** An individual alleging a loss is permitted to accompany an employee of the golf course onto the course/range in an attempt to locate the individual who may have hit the errant ball. If one fails to take this option it should be understood that is will be nearly impossible to locate and identify the offender. Please note, it is NOT the employee's responsibility to accuse anyone of hitting the ball.

** It is your responsibility to exchange phone numbers, insurance company information and other pertinent details that you feel are needed. The golf course staff is not responsible for determining its accuracy but will assist you in whatever way possible.

** A complete report will be made out on the incident, with a copy provided for you.
Approved by the Board of Commissioners, Oak Lawn Park District, September 11, 1995

Executive Session Policy

It is the policy of the Oak Lawn Park District Board of Commissioners to strictly comply with all of the laws and regulations pertaining to the holding of closed session by public bodies.

The board can hold executive sessions that are closed to the public if it desires to discuss the topics listed in 5 ILCS 120/2. (A copy of the Open Meetings Act is attached and made part of this policy.) If the board decides to close the session and go into executive session, a motion should be made identifying the nature of the matter being considered and the particular exception to the public meeting requirement of the Act. There must be a second to the emotion and a majority vote of a quorum must be present. The vote of each member must be publicly disclosed and records. All final action must take place in open session, rather than closed or executives session, except that the board may issue binding direction on land acquisition or

litigation matters in closed or executive session. A board may also come to a consensus agreement on any appropriate topic to proceed to the next step (i.e., counteroffers in real estate, disciplinary action of an employee, etc.). If the matter involved litigation, the particular matter discussed should be disclosed.

The board is required to audio or video record its closed session. {5 ILCS 120/2.06(a)} The board must retain this verbatim recording for at least 18 months. Thereafter, it can only be destroyed if two requirements are met. First, the board must approve the written minutes of the closed meeting. Second, the board must then approve the destruction of the verbatim recording. This approval can take place in a closed session. Once the board takes these two actions, the audio or video recording can then be destroyed. Unless the public body has determined that the recording no longer requires confidential treatment or consents to disclosure, the recording is not available for public inspection or subject to discovery except by Court order.

Minutes of meetings closed to the public need only be available to the public after the board determines that confidentiality of the minutes is no longer necessary to protect the public interest or the privacy of an individual. The board must periodically, but at least semi-annually, meet to review the minutes of closed sessions and determine whether the need for confidentiality still exists as to all or part of the minutes. The board must report its findings in open session. Minutes that no longer require confidential treatment must be available for public inspection.

Approved by the Board of Commissioners, Oak Lawn Park District, May 11, 2009

Facility Usage Policy For Commissioners, Former Commissioners, Appointed Personnel And Members Of Their Immediate Families

Whereas the Board of Commissioners of the Oak Lawn Park District wishes to afford use of its facilities and programs without cost for its commissioners, former commissioners, appointed personnel and members of their immediate families.

Now, Therefore Be It Ordained By the President and Board of Commissioners of the Oak Lawn Park District as follows:

1. Park commissioners, former park commissioners, appointed personnel and the members of their immediate families shall be entitled to use all Park District facilities and take part in all Park District programs without cost or charge.
2. Immediate family herein shall be construed as those blood relatives living in the same household as the commissioner, former commissioner or appointed personnel.
3. If the particular program will cost the Park District a sum of money because of the participation of the commissioner, former commissioner, appointed personnel or members of their immediate family then that cost shall be paid by the person taking part in that program.
4. This ordinance shall become effective upon its approval and passage.
5. This Ordinance shall be governed by the laws of the State of Illinois.

Approved by the Board of Commissioners, Oak Lawn Park District, June 14, 1993

Fees And Recreation Program Policy

1. General Statement

It has been found to be necessary and desirable for the District to make certain charges for recreation programs. General practices have been followed in establishing these charges but a basic written philosophy and guidelines have not been established. This policy is designed to serve as a guide in establishing fees for recreation programs, and it is not intended as a consideration for determining admission charges to facilities or areas.

2. Guiding Principle

A. **Relation to Tax Funds** - Recreation is recognized as a basic human need, and the meeting of this

need is a shared responsibility of the District with private enterprise, individual pursuits, and other recreation and community agencies and organizations. Under the present Park Code of Illinois, a legal limitation of .075% is placed on the recreation fund tax levy. With the increased leisure and the greater needs for recreation by the residents, this limitation has made tax funds most inadequate if the District is to attempt to meet the recreation responsibilities it has. The charging of certain fees is necessary in order to supplement available tax funds.

B. **Prohibiting Participation:** For recreation to be public, it would be most unwise to establish fees that would cause any large number of residents to be unable to participate because of lack of financial resources. Regardless of the amount of fees that are charged, however, it may encourage them to make a free choice of the activity that they can best afford to participate. In the event that certain families or individuals are in dire financial difficulty, it would be reasonable to provide a means for them to still take part in some program or programs at a reduced fee or no fee, or payment of the fee on an installment plan. The determination of eligibility may be delegated to the Director of Parks and Recreation.

C. **Expression of Interest:** It is accepted by the District that a nominal charge does not only assist in paying a portion of a certain program cost but can also secure a sincere expression of interest by the person registering. Many of the District's programs are operated on a small group or limited registration basis, and it is important that each registrant take part to provide the best experience for the group and the leader. In addition, certain activities are organized on a so-called "club" basis, and it becomes an integral part of this activity to pay dues to become a "member".

D. **Expendable or Consumable Materials:** Many programs make use of materials that are expendable and become the property of the participants. It is reasonable to include a fee for the cost of these materials that are either expended by the participant or become the property of the participant. Materials, which remain the property of the District and only receive what would be termed normal wear through use, should not be charged against the participant.

E. **Service Charges:** When a participant or resident receives exclusive use of certain equipment or supplies even though these items of equipment or supplies may be returned to and remain the property of the District, it is reasonable to make a service charge to assist in eventually replacing the equipment, material or supplies.

F. **Specialized Instructional Programs:** These programs are an important part of the over-all program of the District. Generally, these programs have a limited number in the class in order to provide a high quality of instruction to each individual and in addition, require a leader or instructor of specialized training and/or ability. These two factors result in a relatively expensive program to operate. It is considered that this type of program is beyond what should be considered as a basic general interest recreation program and therefore, it is desirable that the user or participant be charged a fee to offset all or a portion of the direct costs to the District of that program.

G. **Non-Resident Participation -** The recreation program of the District is financially supported by the taxes of the District and therefore, the residents and/or taxpayers of the District shall be given preference over non-residents. The District may, in certain programs, determine that there is an overall advantage to include non-residents. The including of non-residents may be necessary to increase the numbers in a certain program to make it financially feasible or to get enough people to maintain a program. In programs where fees are charged, in no case are the standard fees sufficient to make the program totally self-supporting. Therefore, it is reasonable and proper that the non-resident should pay more since the resident is supporting the program through taxes in addition to any fees that are charged.

3. Fees and Charges:

A. **Review of Charges:** The Board of Park Commissioners shall annually review and authorize registration charges for each program where a fee is to be charged. The Director of Parks and Recreation shall have the authority, subject to review by the Board, to establish service charges

and administrative charges for expendable and/or consumable materials.

B. **Specialized Instructional Programs:** It shall be the policy of the District to charge a fee for what shall be classified as special services or special privileges. Generally, the fee shall be established to enable the District to recover all or the majority of the cost of direct leadership and expendable materials or supplies. Costs of planning, administration, office services, publicity, general supervision or leadership, and facility costs shall not necessarily be included in the charge to the participant but shall instead be considered the general services of the District.
C. **Expression of Interest:** It shall be the policy of the District that a nominal registration charge may be made if the activity has a requirement for a certain number to make the program feasible. Further, where a limitation is placed on the number, which can be registered in a certain program, a nominal fee may be charged as an indication of the individual's sincere interest in the program. In addition, for activities organized on a "club" basis and where dues, therefore, become an integral part of the program, a nominal charge may be made.
D. **Service Charges:** Certain service charges shall be made to cover the costs when an exclusive service is contracted for or performed when an individual is given exclusive privilege of use of certain materials, equipment or supplies. The charge shall be established on the basis of actual cost to the District or as nearly as can be determined
E. **Expendable and/or Consumable Supplies and Materials Charge:** A charge will be made to an individual for other than ordinary supplies and materials which, after use, become the property of the individual. In addition, when the District supplies food, beverages or other consumable materials to be used by the participant, these materials shall be charged to the participant on a direct cost basis.
F. **Non-Resident Charges:** When an individual who does not reside in the corporate boundaries of the District is enrolled in a specialized instructional program, which has a limited enrollment, a fee of fifty percent higher will be charged. A nonresident shall not be registered in a limited enrollment program until a reasonable time has been given for residents to first enroll. However, the Board reserves the right to establish the non-resident rates.
   Non-resident fees may be charged for programs, which are offered either at no charge or at a nominal expression of interest charge if the Board deems that the non-resident entering the program may cause additional expense to the District or if the program should become less effective due to this enrollment of the nonresident.
G. **Waiver of Fees:** The Board authorizes, upon the recommendation of either the President or the Director on an individual basis, to either completely waive or to lower a registration fee as established such as in the case of a youth under seventeen years of age who cannot or whose family cannot reasonably afford the fee because of financial difficulties and who has expressed an interest or desire to be enrolled in a certain program.

Approved by the Board of Commissioners, Oak Lawn Park District, July 13, 2009

Fee Waiver Policy

Part of the mission of the Oak Lawn Park District is to provide the highest quality of recreational benefits for Oak Lawn residents at the most reasonable rates. In endeavoring to fulfill this mission and ensure that all residents have the opportunity to enjoy the recreational benefits the District has to offer, the District has embraced an informal policy of granting fee waivers to qualifying organizations who seek to use Park District facilities during specified times. Qualifying organizations are not-for profit agencies permitted to be exempt from taxation under Sections 501(c) or 501 (d) of the United States Internal Revenue Code. A copy of the organization's not-for-profit status must be submitted to the park district prior to consideration for a waiver. Only not-for-profit organizations located in Oak Lawn will be considered for fee waivers. In accordance with our mission, however, affiliate organizations that share the mission of the Oak Lawn Park District are exempt from fees.

The fee waiver policy does not apply to Athletic fields or any of the Enterprise Fund facilities. The Enterprise Fund facilities include the Stony Creek Golf Course, Stony Creek Clubhouse, The Ice Arena and the Racquet Club.

The number of requests for fee waivers has increased significantly, to the point where the continuation of full waivers of fees for all that make such requests will conflict with, rather than complement, our mission by forcing heavier reliance for revenue on increases in taxes and program fees, resulting in a disproportionate burden on all residents of Oak Lawn. Therefore, direct costs to the Park District, which are associated with the fee waiver request, such as cost of food, labor, supplies, additional sanitation charges, police presence, additional personnel salaries above what is required for normal operations, and/or other miscellaneous costs will be passed on to the organization seeking a waiver and will be additional to the amount of the waiver. Fee waiver requests are limited to one per year per organization with the exception of requests from governmental agencies located in Oak Lawn such as school districts, etc. The Oak Lawn Park District hereby adopts the following policy to be applied to all requests for fee waivers.

WAIVERS OF $200.00 OR LESS

All qualifying not-for-profit organizations seeking a waiver of Oak Lawn Park District fees and costs in an amount of $200.00 or less will be considered for full waiver. Direct costs and labor charges are additional and may not be waived.

WAIVERS OF $201.00 - $999.00

All qualifying not-for-profit organizations seeking a waiver of Oak Lawn Park District fees and costs in an amount of $201-$999.00 will be considered for a waiver of fees up to 50% of the cost of the rental. Direct costs and labor charges are additional and may not be waived.

WAIVERS IN EXCESS OF $1000

All qualifying not-for-profit organizations seeking a waiver of Oak Lawn Park District fees in excess of $1000 will be considered for a waiver of fees up to 25% of the cost of the rental to a maximum amount of $2000. Direct costs and labor charges are additional and may not be waived.

DISPLACEMENT OF OAK LAWN PROGRAMS

The Oak Lawn Park District facilities are for the enjoyment of all residents. Oak Lawn Park District programs take precedence. We reserve the right to displace or cancel the rental should it conflict with an Oak Lawn Park District program.

Approved by the Board of Commissioners, Oak Lawn Park District, January 8, 2001
Revised March 8, 2004, Revised March 13, 2006, Revised April 11, 2011

Fixed Asset Policy

Statement of Purpose

Adequate control should be maintained over Park District fixed assets. Adequate accounting procedures and records for fixed assets are essential to the protective custody of District property.

General Fixed Asset Group of Accounts

All general fixed assets of the District are to be shown in one place, the General Fixed Asset Group of Accounts. The sources through which general fixed assets are acquired are recorded in the accounts and expressed as Investment in General Fixed Assets. Maintaining these general ledger accounts is recommended as a means of:

A. Maintaining a physical inventory of assets
B. Fixing accountability
C. Establishing replacement costs
D. Determining adequate insurance coverage
E. Preparing a capital budget

Financial Aid Policy

Policy

To help ensure that residents of the Oak Lawn Park District who are experiencing financial hardship have the opportunity to participate in recreation programs.

Eligibility

To be eligible to receive financial assistance, the applicant must meet the following criteria:

- Must be a resident of the Village of Oak Lawn
- Must apply for assistance in writing using financial aid form provided by the District.
- Must provide written documentation if requested by the District.
- Residents must submit documentation as listed below.

Documentation required:

- Copies of birth certificates for dependent children under the age of 16.
- Copy of personal check, driver's license or current utility bill showing proof of address and residency
- Copies of documents showing aid from any agency listed that you receive aid from
- Copy of most recent federal income tax return (Form 1040),
- Copy of most recent state income tax return
- Copies of all W2s
- Three recent pay stubs from each job of each wage earner listed in application

****Please remove any social security numbers that may appear on any forms that you submit.**

Scope of Financial Aid

- The financial aid program is intended to benefit residents in temporary financial need.
- Financial aid may not be available for all programs or for some direct cost as determined by the Park District. This would include contractual programs, field trips and ticket type events.
- The amount of aid may vary, depending on financial need, number of aid applications and money available; however, in no case shall the amount of aid to an individual exceed 50% of the program fee. Financial aid is awarded on a first come, first served basis and approval is dependent on space being available. The maximum amount of financial aid is $1,000 per family, regardless of family size. The total maximum amount that will be awarded by the Park District is $12,000 per calendar year.

Other

- All information on the application must be true and accurate. Financial aid provided is legally recoverable if awarded on the basis of false information. Any applicant who receives financial aid based upon false information, shall pay the entire amount back to the Park District upon demand, and shall also be responsible for the payment of all costs of collection, including attorney's fees and costs.
- All information received will remain confidential.
- All financial aid shall be awarded solely based upon the individual need of the applicant without regard to race, color, gender, religion or sex.

Application Procedures

- Complete the financial aid application form which is available at the park district office. Return the completed form along with all required documentation to:

Oak Lawn Park District
9400 S. Kenton
Oak Lawn, IL 60453
Attn: Financial Assistance

- Upon receipt, the application will be reviewed and a decision of approval/disapproval made. If approved, the percentage amount of financial aid to be provided. Aid provided will be based on many factors including, but not limited to, family size, family income, other types/amount of aid received from agencies and other extenuating circumstances. Another consideration shall the number of applicants for financial aid.
- Applications for financial aid will be notified within two weeks of receipt of completed application, including all necessary documents, as to the grant status.
- Upon approval, applicants may register for programs through regular district registration procedures.
- Financial aid is valid for one calendar year and a new application must be submitted each year.

Financial Aid Application Form

Completion of this form is mandatory in order to qualify to receive financial assistance from the district. All information is held in the strictest confidence and will not be made available to the public. There are limited funds available. The Oak Lawn Park District reserves the right to request additional information from applicants which will aid in awarding financial aid. Completing this form quickly and completely will speed up your consideration**. As our financial assistance funds are limited to the residents of Oak Lawn, it is necessary to submit a copy of a personal check, driver's license or current utility bill showing proof of address and residency.**

I. General Information

Father's Name: _____

Mother's Name: _____

Child's (Children's) Name (s): _____

Present Address: _____

Home/Cell Phone: _____

Mother's Work Phone: _____

Marital Status: Father: _____ Single _____ Married/Remarried
Mother: _____ Single _____ Married/Remarried

Total Number in Household _____

First Name: _____ *Age: _____ First Name: _____ *Age: _____
First Name: _____ *Age: _____ First Name: _____ *Age: _____
First Name: _____ *Age: _____ First Name: _____ *Age: _____
First Name: _____ *Age: _____ First Name: _____ *Age: _____

Age of Children only

Copies of birth certificates must be submitted for dependent children under the age of 16.

Housing: _____Own _____Rent Monthly Payment $ _____
Car(s) (1) ____Own _____ Monthly Payment $ _____
Year _____ Make of Car _____
(2) ____Own _____ Monthly Payment $ _____

Year _____ Make of Car _____

II. Financial Resources

Public Assistance

Do you receive Public Assistance: _____ Yes _____ No (If yes, please list each source)

	Agency	Contact Person	Yearly Amount
_____	Dept. of Public Aid	_____	$_____
_____	Township	_____	$_____
_____	Food Stamps	_____	$_____
_____	Aid to Dependent Children	_____	$_____
_____	_____	_____	$_____
		Total Public Assistance	$_____

Please submit copies of documents showing aid from any agency listed that you receive aid from.

Employment

Please complete the following:

_____ Father: Employer _____
Address _____
Employer Phone #: _____
Last Year's Gross Yearly Income $_____

_____ Mother: Employer _____
Address _____
Employer Phone #: _____
Last Year's Gross Yearly Income $_____

_____ Other: Employer _____
Address _____
Employer Phone #: _____
Last Year's Gross Yearly Income $_____

Families must submit a copy of your most recent federal income tax return (Form 1040), state income tax return, W2s and submit three recent pay stubs from each job of each wage earner listed above.

Other Cash Resources (Check all that apply)

		Amount Per Month		Yearly Income
_____	Alimony/Maintenance	$_____	X 12 = $	_____
_____	Child Support	$_____	X 12 = $	_____
_____	Unemployment Compensation	$_____	X 12 = $	_____
_____	Current Savings (Parents & Children)	$_____	X 12 = $	_____
_____	Assets, i.e. Properties, CDs	$_____	X 12 = $	_____
_____	Other Income (Social Security & Disability)	$_____	X 12 = $	_____
	Total Other Cash Resources			$ _____

Income Summary

*Total Public Assistance $_____
*Total Employment Income $_____
*Total Other Cash Resources $_____
*Grand Total Financial Resources $_____

III. Extenuating Circumstances

The following information will assist us to better understand any extenuating financial circumstances you incur.

- Medical expenses (other than deductibles) not covered by insurance: $_____

Please specify medical condition resulting in the expense(s): _____

_____

- Child Care $ _____ per month X 12 months = $ _____
  Name of Provider: _____
- Credit Card Debt: $ _____
- Other, please specify: _____

IV Please explain the extenuating circumstances that necessitate applying for financial assistance. (If additional space is needed, please add a sheet).

_____
_____
_____

V. If you are applying for assistance for a specific activity or program, please specify:

_____
_____
_____

VI. Signature

I certify that the information contained in this application is correct and accurate. Furthermore, I understand that it is my responsibility and obligation to notify the park district of any changes in my financial status. In the event that the information submitted by the applicant requesting financial aid is determined to be false, I agree to promptly repay the Park District any and all amounts of financial aid received, upon demand, along with all costs of collection, including attorney's fees and costs.

_____ _____
Applicant's Signature Date

For Office Use Only

Grand Total Financial Resources	**$** _____	
Less Extenuating Expenses	**$** _____	
Adjusted Income	**$** _____	
Park District % Subside Granted:	**50%**	**25%**

_____ _____
Approval Signature **Date**

3/2013

Approved by the Board of Commissioners, Oak Lawn Park District, July 11, 2011

General Fixed Asset Definition

A specific piece of property must possess three characteristics to be classified as a general Fixed Asset.

A. Must be tangible in nature
B. Have a useful life greater than one year
C. Be of significant value greater than $5000

Classification

General Fixed Assets should be classified in one of the following major control groups:

B. Land
C. Buildings
D. Improvements Other Than Buildings
   (Value of permanent improvements other than buildings, which add value to land. Examples of such improvements are fences, roads, lighting systems, curbs, sidewalks, pavements, gutters, tunnels and bridges.)
E. Equipment & Furniture
F. Valuation

General Fixed Assets should be accounted for at cost or, if the cost is not practically determinable, at estimated cost. Donated fixed assets should be recorded at their estimated fair value at the time received.

General Obligation Bond Issues

The District will try to assess the long-term economic impact of public debt in relation to concerns such as municipal bond credit ratings, effect on the operating budget, tax rate and commitments to future operations and maintenance costs.

Grilling in the Parks Policy

Permit holders for the shelters at Centennial Park, Memorial Park, Wolfe Wildlife (109th), and Worthbrook Park (east shelter) may use the provided grills. Only permit holders may use the provided grills or their own charcoal grills adjacent to the shelter during hours listed on their permit only, and must properly dispose of charcoal in provided charcoal ring. Grilling away from the shelters and by non-permit holders is prohibited. Propane grills are prohibited.

Approved by the Board of Commissioners, Oak Lawn Park District, September 12, 2016
Revised by the Board of Commissioners, Oak Lawn Park District, June 14, 2021

Health Insurance Portability And Accountability Act (Hippa) Policy

The Oak Lawn Park District will comply with the Health Insurance Portability and Accountability Act (HIPAA) as passed in 1996 and as many as may be amended.

Approved by the Board of Commissioners, Oak Lawn Park District, September 10, 2001

Identity-Protection Policy

I. INTRODUCTION AND IDENTIFICATION OF ACT

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq*. The Identity Protection Act requires OAK LAWN PARK DISTRICT to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers (SSNs) that the District collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require the District and other local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality. All District officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

II. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

"Act" means the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq*.

"Board" means the Board of Commissioners of the District.

"District" means Oak Lawn Park District

"Person" means any individual in the employ of the District.

"Policy" means this Identity-Protection Policy.

"Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.

"Redact" means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

"SSN(s)" means any Social Security number provided to an individual by the Social Security Administration.

"Statement of Purpose" means the statement of the purpose or purposes for which the District is collecting and using an individual's SSN that the Act requires the District to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the District is attached to this Policy.

III. STATEMENT OF PURPOSE

The District shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the District with his or her SSN or if an individual requests it.

IV. PROHIBITED ACTIVITIES

(a) Neither the District nor any Person may:

1. Publicly post or publicly display in any manner an individual's SSN.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

(b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the District nor any Person may:

1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an Internet website.
3. Use the SSN for any purpose other than the purpose for which it was collected.

(c) The prohibitions in paragraph (b) above do not apply in the following circumstances:

1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
5. The disclosure of SSNs by a State agency to the District for the collection of delinquent child support or of any State debt or to the District to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

V. COORDINATION WITH THE FREEDOM OF INFORMATION ACT AND OTHER LAWS

The District shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq*., and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the District shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the District shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request.

VI. LIMITED EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

VII. EMBEDDED SOCIAL SECURITY NUMBERS

Neither the District nor any Person shall encode or embed a SSN in or on a card or document, including but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

VIII. APPLICABILITY

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy does not apply to:

1. the collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation; or
2. documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the District shall redact the SSN from such document if such law, rule, or regulation permits.

IX. AVAILABILITY OF POLICY

The Policy shall be filed with the Board within 30 days of its approval. All District employees shall be advised of the existence of this Policy.

District employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: The Oak Lawn Park District, 9400 S. Kenton, Oak Lawn, IL 60453

X. AMENDMENTS

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

XI. EFFECTIVE DATE

This Policy becomes effective April 11, 2011.

Approved by the Board of Commissioners, Oak Lawn Park District, April 11, 2011

ATTACHMENT

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS BY THE OAK LAWN PARK DISTRICT

The Identity Protection Act, 5 ILCS 179/1 *et seq*., and the Identity-Protection Policy of the Oak Lawn Park District ("District") require the District to provide an individual with a a statement of the purpose or purposes for which the District is collecting and using the individual's Social Security number ("SSN") anytime an individual is asked to provide the District with his or her SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the District to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons checked below:

- ❑ Form W-4; Employee's Withholding Allowance Certificate (IRS Form)
- ❑ Form I-9; Employment Eligibility Verification (Department of Homeland Security Form)
- ❑ Form W-9; Request for Taxpayer Identification Number & Certification (Vendors IRS Form)
- ❑ State of Illinois New Hire Reporting Form
- ❑ All Employee Insurance Enrollment Forms
- ❑ Bank resolutions Regarding the District's authorized officers/signatories
- ❑ Criminal Conviction Background Information
- ❑ Other: namely_____

What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected.

We will <u>not</u>:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

Questions or Complaints about this Statement of Purpose

Write to the OAK LAWN PARK DISTRICT
9400 S. KENTON
OAK LAWN, IL 60453
ATTN: SUPT. OF FINANCE

lllinois Municipal Retirement Fund Policy (IMRF)

ILLINOIS MUNICIPAL RETIREMENT FUND
RESOLUTION TO ADOPT THE ANNUAL
1,000 STANDARD FOR IMRF PARTICIPATION

WHEREAS, Section 7-137 of the Illinois Pension Code provides that effective January l, l982, certain employers in the Illinois Municipal Retirement Fund may elect to exclude from participation in the fund persons in positions normally requiring performance of duty of less than 1,000 hours per year; and

WHEREAS, the exclusion may be applicable only to persons first employed in positions under the fund by any employer in the fund after the adoption of the resolutions establishing the exclusion; and

WHEREAS, the Oak Lawn Park District Board of Commissioners of the Illinois Pension Code to adopt such exclusion and it is desirable that it do so:

RESOLVED that the Board of Commissioners of the Oak Lawn Park District does hereby elect to exclude from participation in the Illinois Municipal Retirement Fund all officials and employees in positions requiring performance of duty for less and 1,000 hours per year.

FURTHER RESOLVED that this exclusion shall apply only to officials and employees who first occupy offices or positions under the Fund after adoption of this resolution.

FURTHER RESOLVED that the Secretary is authorized and directed to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund

Approved by the Board of Commissioners
Oak Lawn Park District
May 13, 1991

lllinois Municipal Retirement Fund Resolution (IMRF)

ILLINOIS MUNICIPAL RETIREMENT FUND
RESOLUTION TO INCLUDE COMPENSATION PAID UNDER AN INTERNAL REVENUE CODE SECTION 125 PLAN AS IMRF EARINGS

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include compensation paid under and Internal Revenue Code section 125 plan or compensation directed into a premium conversion plan or flexible spending account; and

WHEREAS, an IMRF participating unit of government may elect to include in IMRF earnings compensation paid under an I.R.C. section plan or compensation directed into a premium conversion plan or flexible spending account by action of the governing body; and

WHEREAS, the Board of Commissioners of the Oak Lawn Park District is authorized to include section 125 plan and premium conversion and flexible spending account compensation as earnings reportable to IMRF and it is desirable that it do so.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Oak Lawn Park District does hereby elect to include as earnings reportable to IMRF compensation paid under I.R.C. section 125 plan and/or compensation directed into a premium conversion plan or flexible spending account effective June 12, 2006

BE IF FURTHER RESOLVED that the Secretary is authorized and direct to file a duly certified copy of this with the Illinois Municipal Retirement Fund.

Approved by the Board of Commissioners, Oak Lawn Park District, June 12, 2006

Inclusion Services Policy

The Oak Lawn Park District Special Recreation understands that not every person with a special need or disability requires Special Recreation Programming. In cooperation with our member districts, the Special Recreation staff will be happy to advise and/or assist residents who wish to participate in the Oak Lawn Park District recreation department programs. We strongly encourage integration, as this inclusive recreation environment provides our residents with even greater options for their leisure time. We strive to make all of our experiences safe and positive ones. Therefore we must have a person fill out Inclusion Information sheets TWO WEEKS prior to the program start date. This will help us understand the needs for you or your child. Support service may include:

- One to one consultation
- In-service training with park district and recreation department staff
- Assistance through the use of an Inclusion Aide
- Provisions of community resources

These services are provided at no cost. We are committed to doing everything possible to make your inclusion experience a successful one.

Approved by the Board of Commissioners, Oak Lawn Park District, June 8, 2009

Invasive Plant Policy

The Oak Lawn Park District shall exercise its responsibility as the environmental steward of the natural resources that it is charged to manage, oversee, protect and preserve by curbing the use and distribution of harmful invasive plant species, and by managing, with the goal of eradication, those invasive plant species already present on park district managed land such as parks, gardens, open spaces, natural areas and greenways.

Native plant – the federal Plant Conservation Alliance defines a native plant species as one that occurs naturally in a particular region, ecosystem, and/or habitat without direct or indirect human intervention. Sometimes called an indigenous plant, native plants are widely and effectively used and promoted by the landscape and horticulture sectors.

I**nvasive plant** – a plant that causes or is likely to cause economic or environmental harm or harm to human health. These are plants that are harmful or threatening to our parks, gardens, open spaces, natural areas and greenways. Invasive plants spread into disturbed areas, riparian buffers and natural areas. They can damage forests, shade out shrubs and wildflowers, reduce food and habitat for wildlife, compete and replace rare and endangered species, and interfere with outdoor recreation by crowding out the diverse and healthy mix of plants and wildlife that we want to preserve.

Exotic plant – a plant species that occurs artificially in locations beyond its known historical range. Sometimes called an alien or introduced plant. Most of these plants are not invasive and provide many benefits to urban landscapes, including beauty, sentimental and/or historic value, economic value to homes and businesses, and environmental benefits such as shade/heat reduction, pollution reduction, soil stabilization and conservation, storm water management, and food and nectar sources for wildlife.

PROCEDURE

- The Oak Lawn Park District will not plant or distribute known invasive plants and it will manage these holdings on Oak Lawn Park District managed property as resources allow.
- The Oak Lawn Park District will facilitate, lead, coordinate and evaluate educational programs on invasive plants for Oak Lawn Park District staff, volunteers, park neighborhood associations, and others
- The Oak Lawn Park District will develop partnerships in our area with surrounding governments, nongovernmental agencies, organizations, and volunteers to develop a coordinated and consistent approach to managing invasive species and promoting public education
- The Oak Lawn Park District will use and encourage others to use non-invasive alternative plants, which include native plants, that are adapted to local water and soil conditions
- The Oak Lawn Park District will use a variety of strategies in the management of invasive plant species including but not limited to the following
    - The Oak Lawn Park District will use existing staff resources and seek outside funding to manage, with the goal of eradicating, invasive species from public lands. The Oak Lawn Park District will facilitate eradication work days in partnership with other area organizations and solicit the help of volunteers to remove invasive plants. The Oak Lawn Park District will lead and fund (subject to budgetary considerations) the development of environmentally sound methods to control harmful invasive plant species on our public lands and promote their control on adjacent private lands.
    - The Oak Lawn Park District will coordinate and facilitate collaboration in databases, early warning systems, monitoring, and other means of preventing invasive plant species problems.
    - The Oak Lawn Park District will promote the use of non-invasive alternative plants, both native and non-native, within all government units and to the public.
    - The Oak Lawn Park District will develop partnerships to assist in the invasive plant species management program and to provide non-invasive restoration materials.
    - The Oak Lawn Park District will develop and provide a forum for regular evaluation of the effectiveness of this invasive plant species program.

Approved by the Board of Commissioners, Oak Lawn Park District, June 13, 2011

Investment Policy

It is the policy of the Oak Lawn Park District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes and ordinances governing the investment of public funds.

Scope

This investment policy applies to all financial assets of the District. These funds are accounted for in the District's annual financial report and include the Corporate Fund, Special revenue Funds, Capital Fund, Debt Service Fund, Enterprise Funds and any other funds that may be created from time to time. All transactions involving the financial assets and related activity of the foregoing funds shall be administered in accordance with the provisions of this policy.

Deposits

When money deposited by the District is not needed for immediate disbursement, it will be invested within two working days at prevailing rates or better in accordance with 30 ILCS225/1.

Investment Earnings

In accordance with the Governmental Accounting Standards Board Statement 31, interest income will be reported as revenue in the fund that earned the interest. An operating transfer, as approved by the Park Board will move all interest earned to the Corporate Fund.

Valuation of Investments

All investments will be valued in accordance with the GASB Statement 31.

Objectives

1. Safety of Capital-Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.
2. Liquidity-The District's investments shall remain sufficiently liquid to enable the District to meet all operating requirements that may be reasonably anticipated in any District fund. Maturities of all investments shall not exceed 3 years, unless the Board of Park Commissioners approves a temporary extension of maturities.
3. Return on Investments-The investments of the District shall be designed to attain a market average rate of return throughout the budgetary and economic cycles, taking into account the District's risk constraints, the cash flow characteristics and legal restrictions for return on investment.
4. Maintaining the Public's Trust-All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transactions that might impair public confidence in the District.
5. Prudence- Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the probable safety of their capital as well as the probable income derived. The standard of prudence to be used by investment officials shall be the "prudent person" and shall be applied in the context of managing an overall portfolio.
6. Local Consideration- The District shall make every attempt to invest in banking institutions operating in the Village of Oak Lawn, which actively promote and support local civic and economic development.

Investment Instruments

The District may invest in any type of security allowed by Illinois law, notably Illinois Compiled Statues 235 (30 ICS 235). A summary of the allowable instruments follows:

1. Passbook savings accounts
2. Now, Super Now and Money Market accounts, including but not limited to, Illinois Funds and Illinois Trust, IPDLAF+ Class profound.
3. Certificates of Deposit and Time Deposits.

Collateralization

1. Financial institutions must collateralize all deposits in excess of the maximum limit provided by the FDIC limits to 102% of the market value. The ratio of market value of collateral to the amount of funds on deposit shall be reviewed on a monthly basis. Additional collateral will be required should the ratio fall below the minimum required level.
2. Safekeeping of Collateral
    a. Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:
        i. A Federal Bank of its branch office
        ii. At another custodial facility – generally in a trust department
        iii. Through book-entry at the Federal Reserve, unless physical securities are involved.
        iv. By an escrow agent of the pledging institution.

b. Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement.
c. Substitution or exchange of securities held in safekeeping can be done without prior written notice of the District provided the market value of the replacement securities are equal to or greater than the market value of the securities being replaced. The District will be notified in writing of all substitutions.

Management of Program
The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize release of pledged collateral, and to execute any documents required under this policy.
Superintendent of Finance & Personnel
Comptroller/Accounting Supervisor
Director
Treasurer

Ethics and Conflicts of Interest
Officers and employees of the District who are involved in the investment process shall refrain from any personal business activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Park District Board of Commissioners any material financial interests in financial institutions that conduct business with the District.

Indemnification
Investment officers and employees of the District acting in accordance with this investment policy and written procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

Reporting
The Superintendent of Finance & Personnel shall submit to the Park Board a comprehensive annual report on the investment program and activity. The report shall include a review of the fiscal year's overall performance as well as a projection of what may be anticipated in the next fiscal year. This report should be reviewed as part of the external annual audit of the District's financial records.

Amendment
This policy shall be reviewed from time to time, at least once annually, and revisions shall be presented to the Park Board for approval.

Conflict
All district ordinances and parts of ordinances and all resolutions and policy statements or parts thereof in conflict with this policy, or any parts thereof, are hereby repealed. In the event of any conflict between this policy and the Illinois Compiled Statutes or case decisions of the State of Illinois, the then Statutes and case law decisions shall control.

Approved by the Board of Commissioners, Oak Lawn Park District, September 12, 2016

Loan of District Equipment

The District shall cooperate with other governmental agencies in the loan of equipment between the agencies. The loan of District equipment shall only be made where the District's operations will not be interfered with and the borrowing agency furnishes the transportation of the equipment, necessary labor for dismantling and erecting the equipment, receipts for the equipment, and obligates itself to return and

replace any equipment lost or damaged while in the borrowing agency's custody.

Approved by the Board of Commissioners, Oak Lawn Park District, July 13, 2009

Maintaining Statistics Policy

The Oak Lawn Park District will utilize data to remain informed and report on the success of its strategy-driven operations. Data sources within the district will be identified, including any necessary tools for collection and analyzation. The Park District will define key performance metrics to measure its success and make informed decisions. Dedicated staff will be assigned to the Performance Metrics Analyst position within the district to ensure the integrity of data collection and proper correlated use in district decision-making practices.

In order to ensure that the Park District is fulfilling its mission and meeting the needs of the community, park district staff will analyze data reports on program enrollment, patron satisfaction, and facility utilization with the assistance of the district's performance metrics analysts. Trends within the data will be identified and acted upon when necessary.

The Park District will continue to pursue opportunities to compare key performance metrics to national and state standards. The Park District's participation in the IL Parks & Recreation Benchmarking Group will allow the district to identify and compare key performance metrics with agencies similar in size, amenities, and funds throughout the state.

Approved by the Board of Commissioners, Oak Lawn Park District, May 11, 2020

Naming of Parks and Property Policy

(Exceptions may be made for extraordinary circumstances.)

Community and Neighborhood Parks

The following criteria in the order listed in sections a. through d. shall be given priority over each succeeding paragraph in the naming and re-naming of community and neighborhood parks;

A. Park features, such as topography, natural assets, and the purpose of the park or activities to be held in the park.
B. Names of areas, such as the neighborhood or subdivision where the park is located, provided if the area is named for an individual, company, or organization, such name would not be used.
C. Major street names surrounding the park site.
D. Former Presidents of the United States or significant historical events.
E. The additional criteria set forth in sections a. and b. may also be used in the naming or re-naming of neighborhood parks only;
F. Donations to the District wherein the donor's name or that of a third party is used.
G. Names of former park commissioner, Village officials or citizens who have contributed substantial services in the expansion or growth of the community or who were closely associated with a significant community event.

Naming for Major Donations/Sponsorships

If a significant donation is made to the park district that will add considerable value to the district, recognition of this donation by naming a park/recreation facility in honor of/or the request of the donor will be considered.

As a guideline, the threshold for considering the naming of a park and/or recreational facility will include one or more of the following:

- Land for the majority of the park was deeded to the park district
- Contribution of a minimum of 50% of the capital construction costs associated with developing

the park/recreational facility.
- Provision of a minimum 20-year endowment for the continued maintenance and/or programming of the park/recreational facility.

Special Conditions
The following special conditions shall prevail in the naming or re-naming of parks:
- No park shall be re-named unless the Board casts a unanimous ballot in favor of the re-naming of the park.
- The selected name for a new or re-named park shall require a majority vote of the Board.
- No park will be named or re-named by reason of a donation to the District, unless:
    - The donation is of land for the park site or the cash, services, or personal property donated equals the value of the park site for which the name is proposed.
    - The donation is not at the request or by reason of an ordinance of the Village of Oak Lawn; and
    - The proposed name to be used is with the consent of the person to be honored, if living, and a majority of the Board.
- A park shall not be named for a former park commissioner or Village official unless he has been retired from office for a minimum period of ten (10) years provided, however, this condition may be waived if the person is being honored posthumously.
- The Board may conduct public contests for the naming of parks, if such contest is held in accordance with these policies.

Plaques
Plaques honoring individuals or non-profit organizations will only be permitted where a significant cash or property donation to the District is made or services donated to the District is of major significance, and there is unanimous approval of the installation of the plaque by the Board.

Approved by the Board of Commissioners, Oak Lawn Park District, May 11, 2015
Revised by the Board of Commissioners, Oak Lawn Park District, March 11, 2019

Network And Internet Acceptable Use Policy

This Policy applies to all activities that involve the use of Oak Lawn Park District equipment, laptops/desktops, and communications infrastructure. This includes Microsoft Outlook, AEK access, network access or any public networking forum including the Internet. The term "network access" refers to the use of any system that has the potential for distributing electronic information through networking forums while utilizing either a Park District-provided or an individually acquired user account. This includes the use of any system of interconnected computers capable of transferring electronic information to OLPD on non-OLPD individuals or groups. These systems include Internet, e-mail, bulletin boards, real-time chat sessions, Internet service providers, on-line services (e.g., CompuServe, America On-line, Prodigy, etc.), UseNet newsgroups, World Wide Web (WWW), Internet file transfer protocol (FTP), attachments, and all other computer systems and on-line services. The term "use" relates to any time that the user makes information available to others within and outside the District and includes posting information, asking questions, answering questions, uploading files, creating personal web pages and sending e-mail. It also relates to any time the user acquires information from a source outside the Park District and includes reading newsgroups, "surfing" the World Wide Web, searching for information, downloading files and receiving e-mail.

This policy will also apply to all external communications via e-mail or other similar electronic media which relate to Park District business or involve Par District resources or time (external e-mail)—whether

the communications forum or medium is the public Internet, an on-line service a third-party computer network, or any other similar medium (an external system).

Attribution to Park District by Readers. Others may construe any Internet communications or external e-mail originating from or traceable to a person representing the Oak Lawn Park District as attributable to the Park District. For this reason, all Internet communications and external e-mail must comply with this Policy regardless of the intended audience.

Enforcement
Disciplinary actions, ranging from revocation of Internet access to dismissal, may result from the failure to adhere to any policy contained in this document.

Adopted by the Board of Commissioners, Oak Lawn Park District, July 8, 2002

Non-Discrimination and Anti-Harassment Policy

The District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

It is the responsibility of each and every employee, intern, officer, official, commissioner or board member, agent, volunteer, and vendor of the District, as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment of or by employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of their actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the District prohibit disparate treatment based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

In addition to this Policy and the District's EEO Policy, the District provides training on discrimination, harassment, and retaliation to its employees at or near the time of hire and annually thereafter.

Definitions of Harassment

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:

a. Submission to the conduct is made either implicitly or explicitly as a condition of the individual's employment;

b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or

c. The harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law, or that of an individual's relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events, and any other location where the individual is assigned to perform their job duties.

Note	**Any employee, intern, or other individual engaging in practices or conduct constituting sexual harassment, discrimination, harassment, or retaliation (as discussed later in this policy) of any kind will be subject to disciplinary action, up to and including discharge.**

Retaliation Is Prohibited

The District prohibits retaliation against any individual because the individual reports discrimination, harassment, or retaliation, participates in an investigation of such reports, and/or files a charge of discrimination, harassment, or retaliation. Retaliation against an individual for reporting harassment, discrimination, or retaliation, for participating in an investigation of a claim of harassment, discrimination, or retaliation, or for filing a charge of discrimination, harassment, or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination of employment.

In addition to the District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

Complaint Reporting Procedure

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to advise the offender.

If you experience or witness harassment, discrimination, or retaliation of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to your immediate supervisor, Department Head, Human Resources and Safety Manager, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, e-mails, and telephone messages can strengthen documentation. It is not necessary that discrimination, harassment, or retaliation be directed at you to make a complaint.

- Direct Communication with Offender: If there is harassing, discriminatory, or retaliatory behavior in the workplace and if you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed individual, and if you feel comfortable doing so, you should also clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are **not** required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. Further, you are **not** required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

- Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor or Department Head. If you feel uncomfortable doing so, or if your immediate supervisor and/or Department Head are the source of the problem, condones the problem or ignores the problem, please report the conduct directly to the Human Resources and Safety Manager or the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board.

- Report to Executive Director/President of the Board: An individual may also report incidents of harassment, discrimination, or retaliation directly to the Executive Director. If your complaint alleges harassment, discrimination, or retaliation by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board.

- Complaint against A Board Member: If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the District, such as a Commissioner, the allegations should be reported to the Human Resources Department, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment or retaliation. If a complaint is made against an elected official of the District under this Section, the matter must be referred to the District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Human Resources Department (or their designee) or an independent attorney or consultant and will be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment: 877-236-7703.

Harassment Allegations against Non-Employees/Third Parties

If you make a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer, or person using District programs or facilities, the Executive Director (or their designee) will promptly investigate the incident(s) and determine the appropriate remedial action, if any. The District will take reasonable efforts to protect you from further contact with such persons or other reasonable steps to remediate the situation.

Important Notice to All Employees	**Individuals who have experienced conduct which they believe is contrary to this policy have an obligation to take advantage of this complaint reporting procedure.**

Harassment Allegations by Elected Officials against Other Elected Officials

Alleged harassment by one elected official against another can be reported to the District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other District commissioner. If a complaint is made against an elected official of the District by another elected official of the District under this Section, the matter must be referred to the District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Executive Director of the District. If both the Human Resources Department and the Executive Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Executive Director, or Board President (or his or her designee) as appropriate and, if warranted; reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the District and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

Responsibility of Supervisors and Witnesses

Any supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination, and/or retaliation of or by any individual should immediately advise the Executive Director, and the Executive Director (or their designee) will investigate the conduct promptly and take prompt remedial action if the allegations are substantiated.

All individuals are encouraged to report incidents of harassment, discrimination, and retaliation, regardless of who the offender may be or whether you are the intended victim.

The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The District will make every reasonable effort to investigate in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality, as the District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

Responsive Action

After investigation, the District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate responsive action for a substantiated complaint may include, by way of example only: training, referral to counseling, and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination of employment), as the District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

Conclusion

In summary, employees have a right to: be free from unlawful discrimination, harassment, or retaliation in the workplace (see this Policy and the District's EEO Policy); file a charge of discrimination, harassment, or retaliation (see this Policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the District's ADA Policy and Pregnancy Discrimination Policy).

While we hope to be able to resolve any complaints of discrimination, harassment, or retaliation within the District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR determines that there is enough evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

Approved by the Board of Commissioners, Oak Lawn Park District, February 9, 2015
Revised by the Board of Commissioners, Oak Lawn Park District, January 8, 2018
Revised by the Board of Commissioners, Oak Lawn Park District, January 13, 2020
Revised by the Board of Commissioners, Oak Lawn Park District, December 12, 2022

Park District Relationship With Sponsored Organizations Policy

GENERAL STATEMENT: Certain Park District activities or programs can best be assisted through coordination of special interest organizations, hereafter referred to as sponsored clubs. The District shall determine the activities best provided through this programming method and further define the relationships that shall be followed to provide a clear understanding of the District's reference to these organizations and a system of reporting to insure conformity to District recreational standards. To qualify as a sponsored organization you must provide proof of a not-for-profit status.

Under no circumstances shall any sponsored organization utilize any facility to the exclusion of the general public.
The advantages of being an Oak Lawn Park District sponsored club is the club would be covered by the Park District's general liability insurance.

SPONSORED CLUBS
These organizations would not normally use District staff and administration services, but would, through special request, use District facilities.
Examples of Sponsored Organizations are: Oak Lawn Senior Citizen Club, Oak Lawn Booster Club, Greater Oak Lawn Diggers Club, Oak Lawn Camera Club.

GUIDELINES FOR SPONSORED ORGANIZATIONS:

A. All activities of the organization must be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District subject to membership fees and general membership requirements. In such instances, where membership applications exceed the club's ability to handle such membership, the District, in conjunction with club officials, will determine the method of membership selection.
B. The District shall provide such services and/or facilities to accommodate the activities of these organizations commensurate with existing programs offered by the District. However, there will be a fee charged for the use of facilities and any personnel required.
C. Each affiliate must have a constitution and/or by-laws that shall be submitted for review and approval by the District yearly.

D. If a membership fee is required to join the affiliated organization, those fees must be deposited in a separate account under the organization's name; however, an annual financial statement shall be provided to the District no later than January 1 of each calendar year.
E. Fundraising for the purpose of supporting an activity within a park district facility must be authorized by the Board. The manner in which fund-raising is to be conducted, the purpose for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising must be placed in the affiliated or sponsored organization's separate account.
F. Any services provided by the Park District on behalf of any sponsored organization should be charged back to the club at Park District cost. Billing of such service charges will be done on a monthly basis.

Approved by the Board of Commissioners, Oak Lawn Park District, January 14, 1991

Participants with Chronic Infectious Diseases Policy

The Oak Lawn Park District recognizes that the transmission of communicable disease is a genuine health risk. It is the desire of the Oak Lawn Park District to exercise appropriate measures to assist in the prevention of the spread of diseases. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws

Statement of Purpose

Participants with identified chronic infectious diseases may attend Oak Lawn Park District programs whenever, through reasonable accommodation, their attendance does not constitute a direct threat to the health or safety of themselves or others.

Administration of the Policy

Decisions will be made in accordance with applicable law and in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

The determination of whether a participant with a chronic infectious disease may attend Park District programs shall be made in accordance with procedures implemented by the Oak Lawn Park District. Participants with chronic infectious diseases shall maintain all rights, privileges and services provided by law and the policies and procedures of the Oak Lawn Park District.

The Oak Lawn Park District shall respect the right to privacy of any participant who has a chronic infectious disease. Subject to applicable law, the participant's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the Participant or others. The number of personnel aware of the participant's condition will be kept at the minimum needed to assure proper care of the participant and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "direct need to know" will be provided with the appropriate information and will be made aware of confidentiality.

Approved by the Board of Commissioners, Oak Lawn Park District, September 8, 2003

Personal Data Changes Policy

It is the responsibility of each employee to promptly notify the employer of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. Any changes in personnel data should be reported in writing to the Business Office as soon as possible.

Approved by the Board of Commissioners, Oak Lawn Park District, April 8, 1991

Post-Issuance Tax-Exempt Bond Compliance Policy

Scope

This Policy sets forth the Oak Lawn Park District's methodology for ensuring post-issuance compliance with Internal Revenue Service (IRS) requirements pertaining to tax-exempt bonds.

Policy Statement
The Oak Lawn Park District (the "District") is a duly organized and existing park district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois. In accordance with the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended, the Park District Board of Commissioners (the "Board") have the authority to issue bonds for the payment of land condemened or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land of the District. The District is entitled to the financial benefits of tax-exempt bonds. The District recognizes its legal and ethical obligation to ensure that this tax-exemption benefit is stewarded responsibly. The District therefore practices full compliance with legal requirements pertaining to the expenditure of tax-exempt bond proceeds, the use of the resulting facilities, and required record keeping.

Reason for the Policy
This policy documents the principles and processes adopted by the District to ensure compliance with all tax-exempt bond requirements. This policy also provides guidance to all District personnel involved in tax-exempt bond compliance so they understand and are able to carry out their roles in these processes.

Organizational Responsibility
A compliance team shall be created with the primary responsibility for ensuring and monitoring post-issuance compliance with tax-exempt bond regulations. The compliance team shall consist of the Finance Chairperson of the Board (or the Board President if a Finance Chairperson is not designated), the Treasurer of the District, and the Attorney of the District. Individual duties of the compliance team members are outlined throughout this policy. The Compliance team shall work with any other District personnel as deemed necessary to comply with the requirements of this policy.

Non-Arbitrage and Tax-Exemption
The purpose of this section is to set forth the facts regarding the Bonds and to establish the expectations of the Board and the District as to future events regarding the bonds and the use of the bond proceeds. the District covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the bonds) if taking, permitting or omitting to take such action would cause any of the bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Service Code of 1986 (the Code) or would otherwise cause the interest on the bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the IRS) of the exemption from federal income taxation for interest paid on our bonds, under present rules the District may be treated as a "taxpayer" in such examination and we agree that we will respond in a reasonable manner to any inquires from the IRS in connection with such an examination. The Board and the District certify, covenant and represent as follows:

"Capital Expenditures" means costs of a type that would be properly chargeable to a capital account under the Code under federal income tax principles if the District were treated as a corporation subject to federal income taxation, taking into account the definition of Placed-in-Service set forth herein.

"Gross Proceeds" means amounts in the Bond Fund and the Project Fund.

"Net Sale Proceeds" means amounts actually or constructively received from the sale of the bonds

reduced by any such amounts that are deposited in a reasonably required reserve or replacement fund for the bonds.

"Placed-in-Service" means the date on which, based on all facts and circumstances (a) facility has reached a degree of completion that would permit its operation at substantially its design level and (b) the facility is, in fact, in operation at such level.

"Preliminary Expenditures" means architectural, engineering, surveying, soil testing, costs of issuance and similar costs that were incurred prior to commencement of construction, rehabilitation or acquisition of the Project, but do not include any costs related to land acquisition, site preparation and similar costs incident to commencement of construction.

"Private Business Use" means any use of the Project by any person other than the District, including as a result of (i) ownership, (ii) actual or beneficial use pursuant to a lease or a management, service, incentive payment, research or output contract or (iii) any oth similar arrangement, agreement, or understanding, whether written or oral, except for use of the Project on the same basis as the general public. Private Business Use includes any formal or informal arrangement with any person other than the District that conveys special legal entitlements to any portion of the Project that is available for use by the general public or that conveys to any person other than the District any special economic benefit with expect to any portion of the Project that is not available for use by the general public.

"Purpose of the Bond". Bonds are issued to finance projects in a prudent manner consistent with the revenue needs of the District. At least 75% of the bond proceeds and earnings thereof less cost of issuance are expected to be used for construction purposes with respect to property owned by the District. No proceeds from alternative source bonds will be used for the purpose of paying any principal or interest on any issue of bonds, notes, certificate or warrants or on any installment contract or other obligation of the District or for the purpose of replacing any funds of the District for such purpose.

"Project Commitment and Timing". The District has or will, within six months of the bond closing, incur a substantial binding obligation (not subject to contingencies within the control of the District) to a third party to expend at least five percent of the net bond proceeds. It is expected that the work of acquiring and constructing the project and the expenditures of amounts deposited into the project fund will continue to proceed with due diligence through the two year period commencing on the bond closing date, at which time it is anticipated that all proceeds and earning thereon will have been spent.

"Bond Fund". When required by the bond agreement, a Bond Fund will be used primarily to achieve a proper matching of revenues and earnings with principal and interest payments on the Bonds in a bond year. It is expected that a Bond Fund will be depleted at least once a year, except for a reasonable carry over amount not to exceed the greater of (a) the earnings on the investments of money's in the Bond Fund or (b) 1/12th of the principal and interest payments on the Bonds for the immediately preceding bond year.

"Project Fund". For bond issues other than the annual general obligation roll-over bond issued by the District, a Project Fund will be established where by the net proceeds from the bond issue will be deposited. The costs of the Project will be paid directly from or used to reimburse the District for Project cost and no other moneys (except for investment earnings on amounts in the Project Fund) are expected to be deposited therein.

Qualified Tax-Exemption and Bank Qualified

Qualified Tax Exempt Obligations as it relates to the District means any obligation described in Section

103(a) of the Internal Revenue Code of 1986 (the Code), the interest on which is excludable from gross income of the owner thereof for federal income tax purposes and is not an item of tax preference for purposes of the alternative minimum tax imposed by Section 55 of the Code.

The District designates its bonds as "qualified tax-exempt obligations" for the purposes and within the meaning Section 265(b) (3) of the Code. In support of such designation the District certifies that (1) none of the Bonds will be at any time a "private activity bond" (as defined in Section 141 of the Code), (2) it will not issue more than $10,000,000 of obligations of any kind by or on behalf of the District during any calendar year.

Private Business Use

The District's tax-exempt bonds, which are qualified tax-exempt bonds, will lose their tax-exempt qualified status if more than 10 percent of the net proceeds[1] of the bond issuance are used for any private business use. For this reason, this policy prohibits the approval of any use of tax-exempt bonds for private business use in excess of 10 percent of a bond series' net proceeds. Because the IRS considers the use of the bond proceeds to finance the bond issuance costs as private business use, the allowable private business use percentage is reduced by the cost of issuance percentage.

Private business use occurs when private business users are given special legal entitlements to use tax-exempt bond-financed property. Private business users include corporations other than entities exempt under Section 501(c)(3) of the Code; 501(c)(3)s if their activities constitute unrelated trade or business for either the 501(c)(3) or the District; and government entities other than the fifty states and their subdivisions. Special legal entitlements to tax-exempt bond-financed property fall into the following categories, which are discussed in more detail in the category sections below:

1) Leases of District property
2) Management contract
3) Naming rights
4) Other actual or beneficial use of District property
5) Sale of Debt-Financed Property

Note: According to the IRS regulations, activities are private business use only if they are carried out in tax-exempt bond-financed space. This policy however, uses the private business use to refer to activities that arguably meet the criteria set forth in the IRS regulations for private business use, regardless of whether they take place in tax-exempt bond-financed facilities.

Compliance

The District's general policy is not to engage in private business use, as defined in IRS regulations, in tax-exempt bond-financed facilities.

The District implements this policy by:

i. **Identification:** establishing guidance for the District to identify activities that may be private business use and to report them to the compliance team.

ii. **Decision-making**: specifying how the compliance team, determines whether the identified activity

[1] *Under IRC section 150(a) (3), net proceeds mean the proceeds of the issue (which under IRS Regulation 1.141-1 generally means the sale proceeds plus investment proceeds) less proceeds held in a reserve fund. Since District has not set aside funds in a reserve fund, net proceeds for District's purposes are sales proceeds plus investments proceeds.*

should be treated as private business use and if so, whether it should be permitted. Full information must be gathered and reported prior to decision-making, including the details and location of the (proposed) activity, the financing structure of those facilities, and information about other past or present private business use in those facilities. The compliance team will seek approval from the Board to allow the private business use activity only if:

a) The proposed private business use would not make the private business use percentage of a building come close to 10 percent; and

b) Any projects with tax-exempt bond financing for the facilities used must have enough non- tax-exempt bond funding to allow the private business use to be fully and documentably allocated to that non- tax-exempt bond funding; and

c) Any allocation of the private business use to non- tax-exempt bond funding must not use up most of the non- tax-exempt bond funding available for private business use allocation for that project.

If these three conditions are not met, the compliance team will advise staff to explore ways to reduce or eliminate the amount of private business use or, if that is not possible, the compliance team will not bring forward the recommend to the Board to approve the activity and will advise staff that the activity is not permitted.

iii. **Tracking**: tracking all private business use activity by location and duration will be maintained by the Treasurer. Any project that is listed with an end-date (such as private business use arising from a contract with a fixed term) will be retained as a private business use until the Treasurer confirms that the project has in fact ended. At least annually, the Treasurer will prepare a spreadsheet showing the tax-exempt bonds used for private business use by project by bond series. The capital projects to be included in this analysis are those that: (a) are financed with outstanding (i.e. non-retired) tax-exempt bond series; and (b) have remaining expected useful lives. This spreadsheet will be shared with the compliance team.

iv. **Training**: training staff in how to identify possible private business use and refer the activity to the compliance team for further analysis. Appropriate staff (e.g. facility manager) will be provided with the information below as to what constitutes private business use. The Treasurer will monitor to ensure that training is repeated periodically and that new staff is trained as appropriate.

Category-Based Rules
Activities involving outside entities are analyzed based upon the following four categories. An activity that fits more than one of the categories must be analyzed using the rules in each category. If it is treated as private business use in one category, the fact that it is non- private business use in another is not relevant and the District must treat it as private business use.

1) Leases of District Property
a. Leases to outside entities:
i. Identification:
a) The Business Office is responsible for maintaining a list of the District facilities leased to third parties. The Business Office will provide that list and periodic updates to the Treasurer. At least annually, the Treasurer will request the Business Office's list.
b) The Business Office will seek the compliance team's approval of any first-time lease of Oak Lawn Park District-owned property.
c) The Business Office will at least annually run reports listing all rental income district-wide, broken down by rental type (facility rental, club or cart rental, etc.) and location and provide the list to the Treasurer. The Treasurer will then compare the list of buildings with rental income to the list of all District property leased to outside persons and entities maintained for purposes of private business use.

The Treasurer will investigate any differences between the two lists and determine which such leases involve tax-exempt bond-financed space.

ii. Decision-making: Any first-time lease of space must be approved by the compliance team prior to execution to avoid private business use in tax exempt bond-financed space.

iii. Tracking: All leases to third parties deemed to be private business use will be tracked by the Treasurer.

2) Management Contracts

i. **Identification:**

A management contract is defined by the IRS as a management, service, or incentive payment contract with a service provider under which the service provider provides services involving all or a portion of or any function of a facility. Examples would include management of the gym or the pools where the outside company has an ongoing presence in the facility (i.e. George Shimko Basketball). Exemptions include contracts for janitorial services oroffice equipment repair.

A service provider means any person other than the District that provides services under a contract to, or for the benefit of, the District.

All facility managers are responsible for identifying whether any management contract might constitute private business use.

Management contracts are not treated as private business use when:

1. The compensation paid is reasonable for the services rendered with no compensation based, in whole or in part, on a share of net profits from the operation of the facility.
2. Arrangements that are not treated as net profit arrangements (compensation based on a percentage of gross revenue or a percentage of expenses but not both, a capitation fee, or a per unit fee.)
3. There is no productivity reward in the contract. A productivity reward would be an amount equal to a stated dollar amount based on increases or decrease in gross revenues or reductions in total expenses in any annual period during the term of the contract.

Permissible arrangements would include:

1. When at least 95 percent of the compensation for services for each annual period during the term of the contract is based on a periodic fixed fee. The term of the contract, including all renewal options, must not exceed the lesser of 80 percent of the reasonably expected useful life of the financed property or15 years.
2. When at least 80 percent of the compensation for services for each annual period during the term of the contract is based on a periodic fixed fee. The term of the contract, including all renewal options, must not exceed the lesser of 80 percent of the reasonably expected useful life of the financed property or 10 years.
3. If at least 50 percent of the compensation for services for each annual period during the term of the contract is based on a periodic fixed fee or all of the compensation for services is based on a capitation fee or a combination of a capitation fee and a periodic fee. The term of the contract, including all renewal options, must not exceed 5 years. The contract must be terminable by the District on reasonable notice, without penalty or cause, at the end of the third year of the contract term.
4. If all of the compensation for services is based on a per-unit fee or a combination of a per-unit fee and a periodic fixed fee, the term of the contract, including all renewal options, must not exceed 3 years. The contract must be terminable by the District on reasonable notice, without penalty or cause, at the end of the second year of the contract term.

5. If all of the compensation for services is based on a percentage of fees charged or a combination of a per-unit fee and a percentage of revenue or expense fee, the term of the contract, including all renewal options, must not exceed 2years. The contract must be terminable by the District on reasonable notice, without penalty or cause, at the end of the first year of the contract term.

ii. **Decision-making:** The facility manager will work with the District's Attorney to see if the contract can be structured to meet any of the permissible arrangements noted above. If not, it will be treated as private business use and must be reviewed and approved by the compliance team prior to the Board's approval.

iii. **Tracking:** All management contracts deemed to be private business use will be tracked by the Treasurer.

3) Naming Rights

i. **Identification**

a) When the District enters into a contractual agreement giving a party legal entitlement to name a tax-exempt bond financed facility, or portion thereof, after a for-profit entity, such contract may give rise to private business use with respect to the named space. This also applies when the space is named after an individual or nonprofit entity whose name overlaps with the name of a commercial business with which such individual or nonprofit is associated (e.g. Frank Mancari or the Frank Mancari Foundation, and The Mancari Organization.)

b) If a facility is named after a for-profit entity other than pursuant to a legally binding commitment – e.g., in gratitude for the donation of an unrestricted gift—such naming opportunity might not be treated as private business use, but this will depend on the facts and circumstances.

c) The following naming opportunity will not be treated as private business use: If a facility is named for an individual or nonprofit entity whose name does not overlap with the name of a for-profit entity with which the person or nonprofit is associated (e.g., Bill Gates and Microsoft Corporation).

ii. **Decision-making**: Any naming opportunity identified by the District referred to the compliance team will be reviewed for purposes of determining whether such opportunity gives rise to private business use. If the Compliance team determines that such naming opportunity would give rise to (or should be treated as giving rise to) private business use, it will be disclosed as such to the Board.

iii. **Tracking**: Naming opportunities that are referred to and approved by the Board will be tracked as a private business use following execution of the final agreement.

4) Other Actual or Beneficial Use of District Property

i. **Identification:** Any other arrangement that conveys special legal entitlements for beneficial use of the District property or that creates priority rights to the use or capacity of a facility must be reported to the compliance team.

ii. **Decision-making**: The compliance team will determine if the use private business use. All private business use of District property must be approved by the Board.

iii. **Tracking:** Those activities deemed to be private business use will be tracked private business use purposes by the Treasurer.

5) Sale of Debt-Financed Property

i. **Identification:** It is the District’s policy to finance projects using tax-exempt bonds that the District intends to own for the entire term of the debt issue that financed the project. Prior to selling or otherwise disposing of any tax-exempt debt financed project for which debt remains outstanding, the District will consult with its bond counsel to determine the impact, if any, such sale or disposition would have on the tax status of the Districts outstanding tax-exempt debt.

ii. **Decision-making**: The Districts Attorney and Treasurer will review any proposed sale of District property to determine if such property was tax-exempt bond financed. If such property was bond-financed, the District's Attorney will consult with bond counsel to determine the impact on the tax status of the outstanding debt.

iii. **Tracking:** All sales or dispositions of District property will be reviewed by the District's Attorney and Treasurer.

Exception for Short-Term and Incidental Uses
Certain uses of bond-financed space by third parties that might otherwise appear to be private business use based on the categories described above are sufficiently short term and incidental in nature as to prevent their characterization as private business use, because they are so non-possessory as to fall within one of the permitted use exceptions under the IRS regulations for activities that might otherwise be counted as private business use.

In general, the compliance team will determine if a particular use satisfies these criteria and if prior approval by the Board for use by a third party is required. If however an activity satisfies each of the following three pre-conditions, prior approval will not be required. The three pre-conditions are:
1. The activity does not occur and is not expected to occur on a regular basis, such as weekly, monthly or quarterly.
2. The activity does not occur for more than five days within a given year, whether or not they are contiguous days. Use for any portion of a day is treated as a full day.
3. The activity takes place in a single space, which is not being used exclusively for the activity, and the activity is not partitioned from the rest of the room (e.g., temporary partitions).

Record Retention
Compliance
The District will retain all records for the length of time required to comply with IRS tax-exempt bond regulations associated with each bond issuance. Currently, records of tax-exempt bond issuances and related post issuance compliance documentation must be maintained for the life of the bonds plus three years per IRS regulations.

The Treasurer along with the Attorney are responsible for identifying the documents to be retained. All documents related to the bond issue itself shall be maintained by the Business Office. The Business Office shall notify the compliance team of the location of such documents. If documents are moved from the location recorded by the compliance team (e.g. sent to an offsite storage facility or moved to a different server if kept electronically), notice of such relocation must be given to the compliance team in advance, describing the destination of the documents and providing sufficient information to permit prompt retrieval of the documents. If hard-copy documents are transferred to electronic storage, advance approval must be obtained from the Compliance team. All electronic files and information must satisfy the IRS's requirements for electronic storage systems.

No employee shall discard or destroy any information relating to the tax-exempt bond and private business use during the period such records are required to be maintained.

Category Rules
The following categories of documents evidencing use of facilities will be retained as follows:
1) Leases

The Business Office will retain the lease and sublease documents along with a summary document with key identifying fields, such as, for example, address, beginning and end dates, and square footage. The

compliance team will have access to those documents and field information.

2) Management Contracts
The Business Office will retain the contract and associated documents along with key identifying fields, such as, for example, private business use status (Y/N), beginning and end dates, primary locations, and the Boards approval.

3) Naming Rights
The Business Office will retain the agreement and associated documents along with the Boards approval.

4) Other Actual or Beneficial Use of District Property
The Business Office will retain the agreement and associated documents along with the Boards approval.

5) Sale of Debt-Financed Property
The Business Office will retain the list of property disposed of and associated documents along with the Boards approval.

Arbitrage
Tax-exempt bonds lose their tax-exempt status if they are classified as arbitrage bonds. In general, arbitrage is earned when the gross proceeds of a bond issue are used to acquire investments that earn a yield that is materially higher than the yield on the bonds issued. The Internal Revenue Code contains two separate sets of requirements that must be complied with to ensure that tax-exempt bonds are not arbitrage bonds. They are:
Yield Restriction requirements, which generally provide that in the absence of an applicable exception, bond issue proceeds may not be invested at a yield in excess of the bond yield; and Rebate requirements, which generally provide that when arbitrage is earned on an issue in excess of permitted amounts, the excess earnings must be paid to the U.S. Department of Treasury, even if an exception to the yield restriction requirements applies.

In general, the District will seek to comply with certain exceptions to these requirements, as described below.

Rebate Policy
1) The District will seek to comply with the Construction Exception to the rebate requirements for all non-annual general obligation rollover bonds herein referred to as construction bonds. A construction bond issue is one for which Oak Lawn Park District reasonably expects as of the date of issue that at least 75% of available construction proceeds will be allocated to construction expenditures. Available construction proceeds means, in general, the sale and investment proceeds of the bonds, excluding any sale proceeds used to fund a reserve fund or pay costs of issuance, but including any earnings on a reserve fund during the two-year period following issuance (or during the construction period, if shorter) and any earnings on proceeds used to pay the costs of issuance. Construction expenditures means, in general, capital expenditures allocable to the cost of real property or constructed personal property, including the cost of construction, reconstruction, or rehabilitation of such property (but not including the cost of acquiring any interest in land or other existing real property). Pursuant to this exception, the District must ensure that all available construction proceeds will be expended within the time periods indicated below (measured from the issue date of the bonds):

At least 10% within 6 months;
At least 45% within 12 months;
At least 75% within 18 months; and

100% within 24 months (subject to certain limited exceptions).

2) For purposes of the rebate policy, available construction proceeds will be deemed to have been allocated to expenditures at the time the District pays for the expense with District funds. While not required, it will be the District's practice to expend funds and submit a reimbursement requests to the Treasurer well in advance of these deadlines. The Treasurer will then draw down the proceeds by the deadlines. This process will allow the District to more easily prove based on our own records that the District has satisified the Construction Exception.

3) If an issue is not a construction bond issue or if the District fails to satisfy the requirements of the Construction Exception in connection with a construction bond issue, the Treasurer should consult with the Attorney and or Bond Counsel regarding complying with alternative exemptions from the rebate requirements or making appropriate rebate payments.

Yield Restriction Policy

1) To the extent the District issues construction bonds and satisfies the requirements of the Construction Exception, the District will in all likelihood also satisfy the less stringent requirements of the Reasonable Temporary Period Exception to the yield restriction requirements. The Reasonable Temporary Period Exception generally requires a borrower to reasonably expect the following as of the issue date of the bonds: (a) net sale proceeds and investment proceeds of the issue will be used for capital projects; (b) at least 85% of net sale proceeds will be spent within three years of the issue date; (c) it will incur a binding obligation to spend at least 5% of the net sale proceeds on the projects the bonds were issued to finance within six months of the issue date; and (d) it will proceed with due diligence towards expending the proceeds on and completing the projects.

2) If the District complies with the Reasonable Temporary Period Exception, the net sale proceeds and investment proceeds of the issue may be invested until needed for the project in higher yielding investments for a reasonable temporary period of three years (or a special five-year period if a licensed architect or engineer certifies that such longer period is necessary to complete the project).

3) If an issue is not a construction bond issue or is a construction bond issue that fails to satisfy the requirements of the Construction Except, the Treasurer should consult with the Attorney and or Bond Counsel to develop a plan to comply with the Reasonable Temporary Period Exception or some other applicable exemption from the yield restriction requirements or, in the alternative, to ensure that the District makes appropriate yield reduction payments.

Expenditure Policy

1) The District's policy is to use tax-exempt bond (other than annual general obligation rollover bonds) proceeds only for capital expenditures and costs of issuance.

2) In general, whenever a capital project is approved and a reasonable expectation has been formed that the project will be paid for in whole or in part with tax-exempt bonds, the District's Board will approve its intent to use tax-exempt bond proceeds to finance all or a portion of the project's costs.

3) The District follows the specific tracing methodology for allocating tax-exempt bond proceeds to expenditures by keeping all records that are needed to trace the outlay of District funds for project expenditures to specific requisition requests made by bond series. The District will also retain copies of all requisition requests.

4) Reimbursement of Pre-Issuance Expenditures ("Reimbursed Expenditures"). In the case of expenditures that are incurred prior to the date the tax-exempt bonds that will finance the project are issued, the District may pay for such expenditures with its own funds and then reimburse itself for such cash outlays with proceeds from tax-exempt bonds that are issued after the date of the original expenditure provided these expenditures have been identified in a "Reimbursement Resolution" passed by the Board. In such circumstance, the proceeds of the issue will be treated as having been allocated to the expenditure as of the date of the reimbursement allocation if the following requirements are satisfied:

a. The District declared an Official intent to reimburse such expenditures not later than 60 days after the District makes an expenditure with its funds.
b. The reimbursement allocation will be made no later than 18 months after the later of (i) the date the original expenditure is paid with District funds or (ii) the date the project is either placed in service or abandoned but in no event more than three years after the date the original expenditure is paid with District funds.
c. All Reimbursed Expenditures represent Capital Expenditures or Costs of Issuance.
d. The restrictions in (a) and (b) above do not apply to (i) preliminary expenditures that does not exceed 20% of the Sales Proceeds being used to finance the portion of the Project with respect to which the Preliminary Expenditures were occurred, (ii) the costs of issuance of any tax-exempt bond or (iii) an amount not in excess of the lesser of $100,000 or 5% of the proceeds of the issue.
5) Repayment for Post-Issuance Expenditures. In the case of expenditures that are incurred after the date the tax-exempt bonds that will finance the project are issued, the District generally uses District funds to pay for such expenditures and provides the Treasurer with a reimbursement request for tax-exempt bond proceeds to repay the District for its cash outlays. It is the District's practice to submit the reimbursement request to the Treasurer to release tax-exempt bond proceeds to repay the District for such post-issuance cash outlays in the month following the month during which such outlays were made, but in any event within a timeframe that permits the entire issue to satisfy the requirements of the Construction Exception.
6) Initial Allocations of tax-exempt bonds to Expenditures and Reallocations of tax-exempt bonds from One Capital Project to Another. The following requirements must be satisfied with respect to original allocations of tax-exempt bond proceeds and reallocations of tax-exempt bond proceeds from one capital project to another:
a. For purposes of compliance with this Section, the project list prepared as part if the tax-exempt bond is deemed the initial allocation.
b. The District may make a reallocation of tax-exempt bond proceeds from an initial allocation to another Capital Project provided the reallocated project is (a) a capital expenditure (cannot be used for principal or interest payments) and (b) the reallocation is approved by the Board.
c. Reallocation:
i. The District will ensure that the expenditure to which proceeds are being reallocated pursuant to this Section will have been made.
ii. Records of any reallocation made pursuant to this Section will be maintained by the Treasurer.
7) No Sale of the Project. Neither the Project nor any portion thereof has been, is expected to be, or will be sold or otherwise disposed of, in whole or in part, prior to the earlier of (i) e last date of the reasonably expected economic life to the District of the property (determined on the date of issuance of the tax-exempt bonds) or (ii) the last maturity date of the Bonds. (See the Bond document for any exceptions.)

Implementation
The Treasurer is responsible for ensuring that the above arbitrage requirements are met. Specifically, the Treasurer is responsible for the following:
1) Ensuring that all available construction proceeds of a construction issue are allocated within the time periods stated in the Rebate Policy section above.
2) Ensuring that funds are reimbursed only for projects that are included in the Project list (initial or reallocated project list.)
3) Ensuring that reimbursement requests and supporting documentation are within the budgets of the respective projects.
4) With respect to reimbursements for pre-issuance expenditures, ensuring that the requirements under the Expenditure Policy above are satisfied on a timely basis and that only permissible expenditures are reimbursed.
5) With respect to repayments for post-issuance expenditures, ensuring that reimbursement requests are made in a timely manner in accordance with Expenditure Policy section 5 above and that only permissible

expenditures are repaid.
6) Ensuring that original allocations of tax-exempt bond proceeds and any subsequent reallocations of expenditures to which tax-exempt bond proceeds were originally allocated, are made in accordance with Expenditure Policy section 6 above.

Approved by the Board Commissioners, Oak Lawn Park District, October 10, 2012

Pre-Placement Medical Examination Policy

The District may require employees to complete an alcohol and/or drug screen: (1) on a preemployment basis for positions whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have a Public Safety Responsibility (2) on a on a random basis for positions whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kid, or have a Public Safety Responsibility; (3) for all employees following a work place accident or injury (particularly those involving an injury to a third party, damage to property, and/or a possible violation of safety rules); (4) during and after an employee's participation in an alcohol or drug counseling or rehabilitation program; (5) or upon reasonable suspicion that the employee is under the influence of alcohol or drugs while working. The screening or testing will be conducted by a medical facility selected by the District at the District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Each District employee is required to sign a consent form, available through Human Resources. Prospective employees applying for positions that require a commercial driver's license will be required to sign a consent form prior to taking the pre-employment drug screening. Prospective employees for positions that require a pre-employment physical will be required to sign a consent form prior to taking the pre-employment physical.

Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility to conduct the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including discharge from employment, as deemed appropriate by the District, in its sole discretion, under the circumstances.

Approved by the Board of Commissioners, Oak Lawn Park District, April 8, 1991,
Revised October 21, 2001
Revised December 12, 2022

Program Evaluation And Statistics Policy and Procedure Policy

One of the goals of the Oak Lawn Park District is to provide a variety of recreation programs to meet the needs of the community. In order to evaluate the success of this goal, data should be maintained for recreation programs.

Procedure

1. Each season staff will complete detailed program evaluations on the appropriate program evaluation information report form. All data requested on the form should be completed along with a general narrative of the activity.
2. A master program date list will be generated each program season noting the type of programs offered, registration information, and overall enrollment figures.
3. During the summer season, all aquatic facilities will keep detailed attendance records and sales records where appropriate.

4. The Stony Creek Golf Course facility will maintain monthly attendance figures along with detailed sales reports.
5. Annually, a summary of pre and post season pool pass sales will be prepared.
6. Staff will survey program participants to evaluate programs on a seasonal basis.

Approved by the Board of Commissioners, Oak Lawn Park District, September 10, 2001

Prospective Candidate Informational Packet Policy

All prospective candidates running for the Oak Lawn Park District Board shall receive a packet of information, which will include the following:

a. Brochure from IAPD entitled "Serving on the Park District Board"
b. Article by Dr. Ted Flickinger titled "Across the Board. Serving on a Park Board Can Change Your Life"
c. Oak Lawn Park District Fact Sheet and PowerPoint presentation
d. Board Policy Manual section "Statutory Authority of the Oak Lawn Park District"
e. Any other information deemed essential for that time

Approved by the Board of Commissioners, Oak Lawn Park District, April 9, 2001, Revised November 14, 2016

Providing Recreation Programs Policy (Administrative Policy)

The Oak Lawn Park District is a separate unit of municipal government, established in 1944, governed by a Board of five elected commissioners who serve without pay. It is the purpose of the Oak Lawn Park District to effectively and economically pro
ide recreational programs, facilities, and open space for the residents of the District that are designed to provide wholesome, constructive, and enjoyable leisure time experiences that benefit the individual, the family, and the community. The District administration assists the Board in the formulation of policy and implementing those policies once they are approved, implementing sound management and financial practices, fostering a positive public image for the District, and insuring that quality park and recreation services are provided for the residents of the District.

Approved by the Board of Commissioners, Oak Lawn Park District, April 9, 2001

Purchasing Policy
Statement Of Purpose

The Park District's Purchasing Policy establishes the guidelines under which all purchases are made. Under the provisions of this policy, the Park District adheres to all requirements of Section 8-1 (C) of the Park District code and outlines administrative staff guidelines. It is the intent of this policy that the Park District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers.

Governance

The purchasing policy is governed in part by Illinois Statute Section 8-1 (C) of the Park District Code which provides: "Every Park District shall, have and exercise the following powers:

> "(C) To acquire by gift, legacy, or purchase any personal property necessary for its corporate purposes provided that all contracts for supplies, materials or work involving an expenditure in excess of $30,000 shall be let to the lowest responsible bidder, after due advertisement, excepting contracts which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part, contracts for the printing of finance committee· reports and departmental reports, contracts for the printing or engraving of bonds, tax warrants, and other evidence of indebtedness, contracts for utility service such as water, light, heat, telephone or telegraph, contracts for the use, purchase, delivery, movement, or installation of data

processing equipment, software, or services and telecommunications and interconnect equipment, software, or services, contracts for duplicating machines and supplies, contracts for goods or services procured from another governmental agency, purchases of equipment previously owned by some entity other than the district itself and contracts for the purchase of magazines, books, periodicals, pamphlets and reports and excepting where funds are expended in an emergency and such emergency expenditure is approved by three-fourths of the members of the Board.

Revised by the Board of Commissioners ,Oak Lawn Park District, September 12, 2016

Recognition Of Contributions By Park District To Outside Organizations Policy

All contributions, whether they are services of facilities, made by the Oak Lawn Park District to outside groups and organizations must be publicly acknowledged by such organizations. They shall be in written form recognizing the Park District as co-sponsor and appear on the organization's stationery, program, flyer or whatever publicity is used.

Approved by the Board of Commissioners, Oak Lawn Park District, July 13, 2009

Record Retention and Disposal Policy

The Oak Lawn Park District recognizes the need for orderly management, maintenance, and retrieval of all official public records, and a documented records retention and destruction schedule congruent with all state and federal laws and related regulations.

Records Retention Schedule: All official records will be retained for the minimum periods stated in the Records Retention Schedule of the Local Records Unit of the Illinois State Achieves and approved by the Board of Commissioners of the Oak Lawn Park District.
After a specified period of time, official records may be disposed of in a manner that is consistent with, and systematically carried out in accordance with, prescribed records and information management guidelines and procedures.

Duplicate files, duplicate copies, library materials, and stocks of obsolete forms or pamphlets originally intended for distribution are not considered to be official records or record copies. Duplicates or non-record convenience copies should be destroyed when they cease to be useful and should **never** be kept longer than the official record copy.

A list of official records for each department is attached and prescribes the periods of authorized retention.

Record Retention and Disposal Procedure

The Oak Lawn Park District adheres to the guidelines of the Local Records Unit of the Illinois State Achieves in making decisions relative to retention of certain records.

- The Office Manager inventories records maintained by the Oak Lawn Park District segregating those requiring permanent retention from those which would be marked for destruction at a certain time.
- An inventory record is filed with the Local Records Unit of the Illinois State Achieves by type, order of maintenance and storage spaced required. Copies of specific types of records may be required by the Local Records Unit.
- Guidelines provided by the Local Records Unit are used in determining the retention of specific types of records. Records which may be destroyed after an elapsed period are marked with a destruction date.

- An application is filed with the Local Records Unit, which seeks permission to destroy certain records. Once such permission is granted, the records are destroyed in a secure and confidential manner.

Description of Items	
Accident Reports	Retain for seven years, then dispose of
Administrative Correspondence Files	Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
Agreements and Leases, and Contracts	Retain for ten years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.
Annexation Records	Retain Permanently
Annual Financial Statements	Retain for seven years, then dispose of
Application for Authority to Dispose of Local Records and Records Disposal Certificates	Retain permanently
Assessed Valuations	Retain for two years, then dispose of
Audits	Retain one copy of each permanently
Bids, Specifications, and Proposals	Retain for ten years after acceptance or rejection, then dispose of
Bond Registers	Retain for two years after cancellation or due date, then dispose of
Budgets	Retain for seven years, then dispose of
Budget Work Sheets	Retain for two years, then dispose of
Cancelled Bonds and Coupons	Retain for two years after cancellation or due date, then dispose of
Cash Disbursement Journal	Retain for seven years, then dispose of
Cash Receipt Ledgers	Retain for seven years, then dispose of
Certificates of Publication	Retain for one year, then dispose of
Check Listings	Retain for seven years, then dispose of

Check Reconciliation Records	Retain for seven years, then dispose of
Check Stubs and Copies	Retain for two years, then dispose of
Contractors Affidavits	Retain for ten years, then dispose of
Contractors Licenses and Certificates of Insurance	Retain for three years following expiration of license, then dispose of
Contractors Waiver of Lien	Retain for one year after settlement or release of lien, then dispose of
Daily Cash Reports	Retain for two years, then dispose of
Donation Records	Retain for seven years, then dispose of
Election Records	Retain for one year, then dispose of
Employment Applications (Solicited and Unsolicited) and Supporting Documents	Retain solicited applications and supporting documents for two years from the date of the application, then dispose of. Retain unsolicited applications and supporting documents for one year from the date of the application, then dispose of
Equal Employment Opportunity Commission Reports	Retain for five years, then dispose of
Equipment Files	Retain until equipment is disposed of
Facility Use/Rental Permits	Retain for two years after expiration of terms of agreement, then dispose of
Freedom of Information Act Requests and Denials	Retain for two years after date of filing, then dispose of
Gas Tickets	Retain for two years, then dispose of
General Ledger	Retain for seven years, then dispose of
Grant Records	Retain grant records for three years following completion of the terms of the grant, then dispose of
IMRF	Retain Designation of Beneficiary Forms until superseded by new designation or until terminated employee's 78th birthday, whichever comes first, then dispose of. If employee has not retired by age 78, retain designation of beneficiary for ten years after termination of employment, then dispose of. Retain all other records contained in this record series for seven years, then dispose of.
Tax Anticipation Warrants	Retain for seven years, then dispose of

Insurance Claims and Policies	Retain policies for seven years after expiration or cancellation, then dispose of. Retain claims for seven years after settlement of claim, then dispose of.
Labor Distribution Records	Retain for seven years, then dispose of
Legal Files	Retain for three years following closure of case, then dispose of. Retain legal opinions permanently
Long-Range Plans	Retain for seven years, then dispose of
Maps, Blueprints, Plats and Surveys	Retain permanently
Minutes	Retain originals permanently. Retain duplicate minutes for one year, then dispose of
Monthly Account Summaries	Retain for two years, then dispose of
News Clippings	Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value
Officials' Appointments	Retain for two years after term of office, then dispose of
Officials' Oath	Retain for two years after term of office, then dispose of
Official Personnel Records	Retain individual work and salary history records for sixty years or until terminated employee's s78th birthday, whichever occurs first, then dispose of. If the employee has not retired by age 78, retain individual work and salary history records for ten years after termination of employment, then dispose of . Retain all other records within this record series for five years after termination of employment, then dispose of.
Ordinances and Resolutions	Retain ordinances permanently. Retain resolutions for 60 days, then dispose of provided they are recorded in the minutes.
Paid Bills and Invoices	Retain for seven years, then dispose of
Park Commissioners Annual Report	Retain for seven years, then dispose of
Participants Registrations and Waivers	Retain for one year, then dispose of
Payroll Earnings Reports	Retain for seven years, then dispose of
Payroll Journals and Ledgers	Retain for seven years, then dispose of
Petty Cash Records	Retain for seven years, then dispose of

Plans and Specifications	Retain permanently
Program Files	Retain until administrative use is complete, then dispose of
Real Estate Files	Retain permanently
Receipts	Retain for two years, then dispose of
State and Federal Tax Forms (W-2's, W-3's, W-4's, IL-501's, IL-941's, etc.)	Retain W-4's for five years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all other tax forms in this record series for seven years, then dispose of.
Statement of Amount of Taxes and Assessments Paid From Cook County Treasurer	Retain for seven years, then dispose of
Statement of Economic Interest Receipts	Retain for three years from the ate of filing with the county clerk, then dispose of
State of Illinois Department of Revenue Sales Tax Records	Retain for seven years, then dispose of
Tax Levy Files	Retain for seven years, then dispose of
Time/Attendance Records	Retain for two years, then dispose of
Treasurer's Annual Report	Retain for seven years, then dispose of
Treasurer's Monthly Report	Retain for two years, then dispose of
Unemployment Compensation Contribution and Wage Reports	Retain for seven years, then dispose of
Vendor Listings	Retain until updated, then dispose of
Vouchers	Retain for seven years, then dispose of
Voucher Disbursement Journals	Retain for seven years, then dispose of
Voucher Listings	Retain for seven years, then dispose of

Approved by the Board of Commissioners, Oak Lawn Park District, June 13, 2011

Refunds of Park District Programs

Refunds are given to program registrants under the following specific policy guidelines as approved by the Board of Park Commissioners. This policy applies to all programs offered by the Oak Lawn Park District or in any way were sponsored by the Park District.

A. General Guidelines

Refunds will be issued as follows:

1. Refunds are issued in check form to all registrants who paid the fee by check, cash or money order.
2. A credit is issued for fees paid by credit card.
3. Refund checks are always issued in the name of the program registrant regardless of who initially paid the fee.
4. **SATISFACTION GUARANTEE POLICY** The Oak Lawn Park District guarantees that you will be satisfied with the recreation celasses, programs and services in which you participate. If you are not completely satisfied, tell us and we will arrange for one of the following:
    A. Repeat the class at no charge
    B. Receive full credit that can be applied to any other program
    C. Receive a refund (**less 10% for handling fees)**
    D. Pro-rated refunds may be issues when accompanied by a written medical excuse from a physician provided the class session has not passed the halfway point. A service charge will be deducted.

Refunds are by check only. Please allow at least two weeks for a refund. A signed refund request form must be completed before a refund can be issued. Refund forms can be obtained from any facility. Filling out a refund form does not guarantee a refund. All refunds need supervisor approval. There will be a 10% service charge on all refunds. If the Park District cancels a program, a full refund will be issued to all participants.

Satisfaction Guarantee does not apply to Trips, Golf Course and Driving Range fees, adult sport leagues, food and beverage, or tickets to entertainment and sporting events, contracted programs or unless otherwise specified. All refunds must be applied for in person at the specified Park District facilities.

- ❖ Registrants will not be able to participate in classes or programs which require a Waiver if the Wavier is not signed.
- ❖ Refunds will not be given for season passes**.**

B. Refund Categories

The following situations allow for a refund to be awarded:

1. Class or programs canceled or status changed - a full refund of the registrants' fees will be given if the Park District must cancel or change the status of a program prior to its start. If the program is canceled after some sessions have elapsed, a prorated refund will be given based upon the number of sessions elapsed at the time of cancellation. The service charge does not apply.
2. Class closed - When a program fills the registrant is placed on the Wait List for that program.
3. Illness - A refund may be given in the case of illness verified by a doctor's certificate. If the illness occurs after the start of the program, a pro-rated refund will be given based upon the number of sessions elapsed at the time the request for refund is received. The 10% service charge applies.
4. Moved from the Park District - A refund may be given in the case where a program registrant moves from the Park District and adequate proof of the move is provided. If the move occurs after the start of the program, a pro-rated refund will be given based upon the number of sessions elapsed at the time the request for refund is received. The 10% service charge applies.
5. Instructor recommendation - On certain occasions a person enrolls in a program in which he or she is not capable of participating. Upon recommendation of the instructor and approval of the Program Supervisor, a refund may be given. The refund amount will be

pro-rated based upon the number of sessions elapsed. The 10% service charge applies.

6. Schedule conflict - On certain occasions a person can be registered for two Park District programs that meet at the same time. If the program has not yet started and the spot in the program can be filled then a refund may be given. The 10% service charge applies.
7. Special programs - Special programs are those in which the Park District incurs an out-of-pocket expense or the program is dependent upon group participation such as a bus trip, the purchase of entrance tickets or a team entry. If the participant in a special program gives five working days' notice to the Park District of cancellation and the vacancy caused by the cancellation can be filled, a refund may be issued. The 10% service charge applies.

Remote Attendance Policy

I. PURPOSE

The purpose of this Policy is to allow members of the Board of Commissioners of THE OAK LAWN PARK to attend and participate in open and closed meetings of the Board by video or audio means as authorized by Section 7 of the Open Meetings Act, 5 ILCS 120/7, subject to the rules and limitations applicable to such attendance and participation as set forth in this Policy.

II. DEFINITIONS

"Act" means the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*
"Board" means the Board of Commissioners of the District.
"Code" means the Park District Code, 70 ILCS 1205/1-1 *et seq.*
"Commissioner" means a member of the Board.
"District" means the Oak Lawn Park District.
"Meeting" means any open or closed meeting of the Board that is subject to the Act.
"Qualifying Event" means: (i) personal illness or disability; (ii) employment purposes or the business of the District; or (iii) a family or other emergency.
"Remote Means" means video or audio conference only.
"Secretary" means the secretary appointed by the Board pursuant to Section 4-8 of the Code.

III. REMOTE ATTENDANCE PERMITTED

Subject to the limitations set forth in Section IV below, a Commissioner may attend any Meeting by Remote Means if the Commissioner is prevented from physically attending the Meeting because of a Qualifying Event.

IV. RESTRICTIONS ON REMOTE ATTENDANCE

(a) No Commissioner may attend any portion of a Meeting by Remote Means unless:
   (i) a quorum of the Board is physically present at the Meeting; and
   (ii) he or she provides written notice to the Secretary specifying the Qualifying Event at least one hour prior to the Meeting at the District's principal office; and
   (iii) the Remote Means being utilized is fully functional so as to allow all Commissioners and any member of the audience to hear all communications taking place at the Meeting.

(b) No Commissioner may attend a Meeting by Remote Means for any reason other than a Qualifying Event.

V. RULES OF PROCEDURE WHEN REMOTE ATTENDANCE UTILIZED

(a) When any Commissioner attends any portion of a Meeting by Remote Means as permitted by this Policy:

(i) the minutes of the Meeting shall so reflect that such Commissioner attended the Meeting by Remote Means; and
(ii) every Commissioner shall be identified during all Board discussions so that each Commissioner is aware of which Commissioner is speaking at all times.

(b) A Commissioner attending a Meeting by Remote Means shall:
(i) be permitted to fully participate in the Meeting as if he or she were physically present, subject to the Board's guidelines and procedures for conducting the Meeting; and
(ii) advise the Secretary and Board if he or she leaves or returns from the Meeting; and
(iii) advise the Secretary and Board of all other persons in the same room as such Commissioner attending by Remote Means and whether and to what extent such other persons are able to hear the discussions at the Meeting.

VI. APPLICABILITY

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

Approved by the Board of Commissioners, Oak Lawn Park District, September 9, 2013

Rental Of Park District Tents Policy

Park District tents may be rented to private parties/outside agencies at a fee of $400.00 for the 20x40 size and $600.00 for the 30x60 tent. However, rental of tents is limited to use on Park District property. Our Maintenance Department will not install tents on property not owned by the District.

Approved by the Board of Commissioners, Oak Lawn Park District, September 10, 2001

STATE OF ILLINOIS)
)SS
COUNTY OF COOK)

RESOLUTION AUTHORIZING ADOPTION OF PLAN RESTATEMENT

WHEREAS, the Oak Lawn Park District established the Oak Lawn Park District Deferred Compensation Plan effective November 5, 1998 for the exclusive benefit of its employees and their beneficiaries;

NOW, THEREFORE, BE IT RESOLVED that the Oak Lawn Park District amends and restates the Plan in the form of the Plan attached hereto; and,

RESOLVED FURTHER, that the appropriate officers of the Oak Lawn Park District, or their delegates, are herby authorized to execute the amendment and restatement of the Plan effective December 31, 2011.

OAK LAWN PARK DISTRICT
BOARD OF COMMISSIONERS

I, Gary Callahan, do hereby certify that the above and foregoing was adopted by the Oak Lawn Park District on December 12, 2011.

Gary Callahan
Signature

WITNESS:

Thomas J. Farrell

Retiring (IMRF) Employee's Vacation Policy

Illinois Municipal Retirement Fund: All employees of the District who are expected to work more than 1,000 hours in a year are required under the Illinois Pension Code to participate in the Illinois Municipal Retirement Fund ("IMRF"). The District recognized three levels of IMRF employees. Employees whose participation with IMRF began before January 1, 2011 are in the Tier1 level. Those employees whose IMRF participation began between January 1, 2011 and December 31, 2011 are in the Tier2a level. Employees who began IMRF participation after January 1, 2012 are in a third category labeled Tier2b level for identification purposes. IMRF is a defined benefit pension plan to which member employees contribute 4.5% of their compensation on a pre-tax basis through payroll deductions made each pay period. The District contributes to IMRF a pre defined percentage of the employee's compensation at a rate determined by IMRF and provided to the District at the beginning of each calendar year.

Accumulated Vacation Payout at Retirement: Pursuant to P.A. 97-0609, the following earnings are specifically excluded from payments that would trigger an accelerated payment at retirement for those employees hired before January 1, 2012 (Tier1 and Tier2a level participants) Employees hired after January 1, 2012 (Tier2b level participants) are not exempt from the accelerated payment.

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With reference to the Vacation Benefit Policy on Page 53 of the Full Time Personnel Manual as revised Sept 12, 2011, retiring Tier1 and Tier2a employees will be given a choice of two options upon retirement

Option 1:

Tier 1 and Tier 2a level employees will receive a lump sum payment which shall include accrued (accumulated) unused vacation time as part of the final payment upon retirement. All standard payroll deductions including IMRF will apply.

Option 2:

Tier1 and Tier2a level employees will utilize accrued (accumulated) unused vacation time, thereby extending his/her retirement date by the number of vacation days available. Benefits shall continue during this extended period, however, the employee will not accrue any additional vacation or sick time benefits during this period. All standard payroll deductions including IMRF contributions will apply.

P.A. 97- 0609 exempts earnings attributable to personnel policies adopted prior to January 1, 2012 from the accelerated payment. Thus the final earnings for Tier1 and Tier2a employees which exceed the employee's 12 month reported earnings with the same employer for the previous year by the greater of 6% or 1.5% times the CPI can be actuarially spread over the (current) 30 year period as opposed to an actuarially computed one-time lump sum payment to IMRF by the employer.

Approved by the Board of Commissioners, Oak Lawn Park District, December 12, 2011

Risk Management Policy Statement

We acknowledge an obligation to provide the safest possible working conditions for employees and a safe leisure environment for the public using our programs, facilities and parks.

It is the intention of the Oak Lawn Park District to develop, implement and administer a safety and comprehensive loss control program. In all our assignments, the health and safety of all should be the utmost consideration.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and accidents are investigated.

We are confident that this program will be successful and expect your cooperation and support.

Approved by the Board of Commissioners, Oak Lawn Park District, December 9, l991
Reviewed September 23, 2015

Roadblocks and Street Closure Policy

In the event that it is necessary for safety reasons to close a street or block traffic for a special event or program, staff will immediately notify the Director. Staff will then contact the Oak Lawn Village Clerk to coordinate the necessary Village services such as the Oak Lawn Police Department to handle traffic control and also the Oak Lawn Public Works Department to provide the necessary barriers required for traffic control**.**

Approved by the Board of Commissioners, Oak Lawn Park District, May 14, 2007

Satisfaction Guaranteed Policy

The Oak Lawn Park District guarantees that you will be satisfied with the recreation classes, programs and services in which you participate. If you are not completely satisfied, tell us and we will arrange for one of the following:

1. Repeat the class at no charge
2. Receive full credit that can be applied to any other program
3. Receive a refund

** Satisfaction Guarantee does not apply to Golf Course and Driving Range fees, adult sport leagues, food and beverage, or tickets to entertainment and sporting events.

Approved by the Board of Commissioners, Oak Lawn Park District, June 8, l992

Seizure Management Policy and First Aid Procedures

Policy Overview:

In order to maximize a safe and healthy recreation environment for patrons and staff, the Oak Lawn Park District has established the following seizure management policy and procedures. This policy is intended to complement and supplement the agency's medical emergency and aquatics emergency response plans.

1. Registration forms should encourage patrons to volunteer any important health information such as seizure disorders and/or to identify any need for reasonable accommodation. When seizure conditions are disclosed, adult participants (or parents/guardians of minor patrons) should be asked to provide information such as:
    - nature and duration of the seizure
    - frequency
    - triggering mechanisms
    - symptoms
    - date(s) of most recent seizures
    - parental/patron instructions &/or recommendations
    - up-to-date medical protocol from the primary health care provider
2. Depending on the frequency and/or nature of the seizures, the feasibility and need to provide 1:1 supervision should be evaluated. In the interim, the member should consider the appropriateness of temporarily suspending participation pending an analysis of the ability of the patron to safely participate in any activity, with or without reasonable accommodation. Members should promptly contact PDRMA's legal counsel and/or their corporate counsel to assist in identifying and balancing the rights of both the member and patron.

3. Whenever participation involves aquatic activities, the agency's **seizure prone swimmer policy** should be followed. Please refer to this document prior to any participation in aquatic programs. Pre-program planning and communication between the aquatic staff and the participant's instructor/counselor/program supervisor is strongly recommended.
4. Staff should begin monitoring and responding to the seizure as soon as the symptoms are recognized – this includes implementing established seizure/emergency procedures; coordinating with other emergency medical providers; monitoring the duration of the seizure from the moment staff first observed the symptoms (and when possible, from the time of onset) and; documenting the nature/character of the seizure.
5. As with any medical emergency, prepare a PDRMA incident report documenting all pertinent information about the event (when, where, how, responders, witnesses, victim condition, etc.).

When to Activate the EMS (911) system:

1. Anytime you are unaware of a pre-existing seizure disorder, summon EMS immediately.
2. Anytime you are uncomfortable with either the situation or the condition of the person, call EMS. Always err on the safe side, for the patrons' safety.
3. Anytime the seizure is different in nature or character than prior seizures, summon EMS immediately.
4. If you know the person is prone to seizures or is being medically treated **and you have written instructions from the patron or patron's parents/guardians not to summon EMS**, it may or may not be necessary to activate EMS unless:
    - The seizure lasts longer than 1-3 minutes
    - Another seizure begins within 1 hour after the first
    - The person does not regain consciousness after the convulsions or seizure have stopped
    - The person stops breathing for longer than 30 seconds
    - Seizure occurs after a known head injury or the person complains of a sudden severe headache
    - The person is pregnant
    - The person has a medical alert tag or diabetic alert tag
    - The person appears injured
    - The person has swallowed excess amounts of water
    - You are at all uncomfortable with the situation
5. If you are provided patron/parent instructions on how to manage a seizure and/or not to summon EMS in the event of the seizure, you should:
    - Require that the instructions be in writing and provided by or signed be off on by the primary care physician (the physician's recommendations/instructions as to managing the seizure, or approval of the management instructions **must be dated and written within the past 6 months.**
    - Make several copies of the instructions and provide copies to relevant staff (i.e. staff that need to know!)
    - In the interim summon EMS in the event of a seizure or temporarily suspend participation until receipt and review of the requested documentation
    - If, after receipt of the documentation, you are uncomfortable with the instructions (or despite the instructions, you are at all uncomfortable with the situation), summon EMS in the event of a seizure --- you are not necessarily legally required to comply with patron/parent/physician instructions!

- Do not hesitate to contact PDRMA's legal counsel or your corporate counsel for further guidance.

Definition and Description:

Generalized Seizures are caused by abnormal electrical activity over the entire brain simultaneously. This group of seizures affects the level of awareness and muscle movement of all extremities.

Seizure types: Absence seizures (Petit Mal), Myoclonic seizures, Atonic seizures, Tonic seizures, and Tonic-Clonic seizures (Grand Mal).

Seizure length: They range from 3 seconds to up to 5 minutes, depending on the type and severity.

Symptoms: a dazed look in the face, eye blinking, head bobbing, sudden brief jerks of a single muscle or group, unconsciousness, loss of body functions, and full body constriction.

Partial (focal) Seizures are seizures begin in one part of the brain instead of all over. Depending on which lobe of the brain that the seizure comes from will determine the physical symptoms of the seizure.

Seizure types: Simple partial seizures, Complex partial seizures. They can also be classified as Frontal Lobe, Temporal Lobe, Parietal Lobe, and Occipital Lobe.

Seizure Length: They range in length from seconds up to 2 minutes.

Symptoms: People, in the majority of cases, are completely aware and alert during these seizures. There can be tingling or shaking of a small body part, unusual smell, visual hallucinations or ill-defined feeling. They are also described as an altered consciousness, subtle, repetitive and stereotypical movements of the face or extremities.

Hypoxic convulsions are due to lack of oxygen in the brain. Persons may appear rigid or stiff, may jerk violently, and/or froth at the mouth. Unlike the seizure conditions described above, this is a life threatening condition.

Emergency Procedures:

1. Prevent the person from injuring themselves. Place something soft under their head, loosen tight clothing, clear the area of hard and sharp objects, and remove eyeglasses if needed.
2. Place the person in a recovery position to allow saliva to drain from the mouth.
3. Start timing the seizure as soon as symptoms are recognized.
4. If uncomfortable with the situation, contact EMS immediately.
5. **Do not** restrain the person's movements.
6. **Do not** place any items in the person's mouth and **do not** attempt to give any liquids.
7. Be sensitive of the environment and the person's privacy.
8. If staff is unfamiliar with the person, unsure if previously diagnosed as seizure prone or medically treated, contact EMS immediately.
9. Maintain the person's airway.
10. After the seizure subsides, complete an initial assessment to determine the condition of the person (airway, breathing, circulation, physical condition).
11. If the person is not breathing, begin CPR. Make sure EMS is contacted.
12. Provide an area for the person to rest until fully coherent, where the person can be observed by a responsible adult. Consider a shaded area or an office.
13. The person involved in the episode should be restricted from any aquatic programs for the remainder of the day.
14. If a minor, the occurrence of a seizure should always be reported to the person's parents or guardians.

If the seizure occurs in the water; follow the agency's seizure prone swimmer policy and first-aid procedures

ACTIVITY/ENVIRONMENTAL CONSIDERATIONS

Because of the loss of bodily control and/or cognitive function that typically accompanies a seizure and the potential need for prompt emergency medical services, program planners should carefully develop specific emergency response plans for seizure-prone persons enrolled in recreation programs and activities.

Program planners must first determine whether the patron can safely participate in any activity or program, with or without reasonable accommodation. This includes identifying how a seizure may affect the personal safety of the participant who experiences a seizure during any given activity (as well as the safety of responding staff and potential impact on the program). The planner should consider if the loss of bodily control might result, for example, in a fall from a height, a fall onto a hard surface, or a drowning situation. If these are possibilities, the planner and program supervisors/instructors should jointly assess, address, and coordinate participation in these activities and seizure management. In some instances, it may be prudent to temporarily suspend participation in any given program/activity pending assessment (i.e. taking the "proverbial step backwards"). In other situations, it may be feasible and prudent to provide a one-to-one companion (provided the nature of the seizure/activity does not create a safety risk for the companion). In any event, program supervisors should explore and address these issues with adult patrons or with parents and/or guardians of minor patrons **before participation** -- and if possible, include special recreation association staff as part of your assessment and seizure management team.

Program planners should also consider the potential challenges presented by program locations where access to EMS may be limited or substantially delayed. Because access to emergency medical services can be crucial in providing necessary care, planners should be aware of the proximity of these services at all times. Field trip locations as well as any remote sites, such as campgrounds, should be researched ahead of time to determine where emergency care can be found in the area and how long it will take for a response.

These situations are often emotionally-charged for all parties involved. Regretfully, at times patrons with seizure disorders engage in recreation activities neither well nor wisely. The patron (or parents of a minor patron) does not have the legal right to compromise his/her safety. There are often misperceptions as to the legal rights of the patron and/or of the provider. When in doubt, always err on the side of caution and contact PDRMA and/or legal counsel for prompt guidance, and temporarily suspend participation pending further evaluation and guidance.

Approved by the Board of Commissioners, Oak Lawn Park District, October 10, 2012

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Soccer Goal Safety and Education Policy

I. INTRODUCTION AND IDENTIFICATION OF ACT

This Soccer Goal Safety and Education Policy ("Policy") is adopted pursuant to the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, 430 ILCS 145/1 *et seq*. (the "Act"). The Act requires OAK LAWN PARK DISTRICT to create a policy to outline how it will specifically address the safety issues associated with movable soccer goals.

II. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

"Act" means the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, 430 ILCS 145/1 *et seq*.

"Authorized Personnel" means Permitted Users and all District employees who have responsibility for or contact with Movable Soccer Goals.

"Board" means the Board of Commissioners of the Oak Lawn Park District.

"District" means OAK LAWN PARK DISTRICT.

"Movable Soccer Goal(s)" means a freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed: (1) to be used for the purposes of a soccer goal; (2) to be used without any form of support or restraint other than pegs, stakes, augers, counter-weights, or other types of temporary anchoring devices; and (3) to be able to be moved to different locations.

"Organization" means any unit of local government other than the District, and any school district, sporting club, soccer organization, religious organization, business, or other similar organization.

"Permitted User(s)" means an Organization and all of its employees, agents, coaches and volunteers that use Property for Soccer-Related Activities.

"Policy" means this Soccer Goal Safety and Education Policy.

"Property" means real property owned or leased by the District where Movable Soccer Goals are used.

"Safety Guidelines" mean the Guidelines for Safely Securing Movable Soccer Goals attached to this Policy as Attachment 1.

"Soccer-Related Activity" means use of Movable Soccer Goals on Property, including without limitation, soccer games, scrimmages, practices and the like.

III. MOVING AND SECURING MOVABLE SOCCER GOALS; WARNING LABELS

Prior to the commencement of the soccer season each year, the District will place and secure Movable Soccer Goals on its Property in accordance with the Safety Guidelines. Only the District shall be permitted to move any Movable Soccer Goal the District owns, installs, or places on its Property.

Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only Authorized Personnel shall be permitted to re-secure it in accordance with the Safety Guidelines.

A warning label such as the following shall be posted on all Movable Soccer Goals:

> **ONLY AUTHORIZED PERSONNEL MAY MOVE AND ANCHOR THIS GOAL. IF THIS GOAL IS NOT ANCHORED DOWN, DO NOT USE IT AND CONTACT THE SUPERINTENDENT OF PARKS. SERIOUS INJURY INCLUDING DEATH CAN OCCUR IF IT TIPS OVER.**

IV. ROUTINE INSPECTIONS BY DISTRICT

The District shall routinely inspect all Movable Soccer Goals that the District has installed or placed onto its Property to verify that they are properly secured and document such inspection in writing.

V. PERMITTED USER INSPECTIONS, PLACEMENT IN NON-USE POSITION AND NOTICE TO PLAYERS

As a condition of the use of Property, before and after any Soccer-Related Activity, Permitted Users shall make a physical inspection of each Movable Soccer Goal to assure that the goal is secure in accordance with the Safety Guidelines. If any Movable Soccer Goal is not properly secured, the Permitted User shall secure the goal in accordance with the Safety Guidelines. If the Permitted User does not have the necessary equipment to secure the goal in accordance with the Safety Guidelines, the Permitted User shall place the goal in a non-use position by laying it forward onto its front bars and crossbar and shall immediately notify the District of the location of the goal.

As a condition of the use of Property and prior to the commencement of the soccer season each year, each Organization shall advise their players and the players' parents and guardians that Movable Soccer Goals

may not be moved and that any use of a Movable Soccer Goal that is inconsistent with Soccer-Related Activity is strictly prohibited, including without limitation, playing, climbing, or hanging on any part of the Movable Soccer Goal. According to the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death. A sample notice is attached hereto as Attachment 2.

VI. USE OF DISTRICT PROPERTY BY PERMITTED USERS

A copy of this Policy shall be provided to all Organizations using the Property for Soccer-Related Activity. Prior to using Property for Soccer-Related Activity, each Organization shall provide each of its Permitted Users with a copy of this Policy and shall require that each of its Permitted Users comply with all applicable provisions of this Policy.

VII. REMOVAL

At the conclusion of each soccer season, the District will either remove all Movable Soccer Goals that it has installed or otherwise placed on its Property and store such goals at a secure location or otherwise secure such goals on its Property by placing the goal frames face to face (front posts and crossbars facing toward each other) and securing them at each goalpost with a lock and chain; or locking and chaining the goals to a suitable fixed structure such as a permanent fence; or locking unused portable goals in a secure storage room after each use; or fully disassembling the goals for season storage.

VIII. ACQUISITION OF TIP-RESISTANT MOVABLE SOCCER GOALS

After the effective date of this Policy, the District will not purchase any Movable Soccer Goal unless it is tip resistant. A Movable Soccer Goal whose inside measurements are 6.5 to 8 feet high and 18 to 24 feet wide is not tip-resistant unless it conforms to the American Society for Testing and Materials (ASTM) standard F2673-08 for tip-resistant Movable Soccer Goals or is otherwise equipped with another design-feature approved by the U.S. Consumer Product Safety Commission. Notwithstanding the foregoing provisions, the District may continue to use its existing goals in a manner consistent with this Policy.

IX. APPLICABILITY

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy shall not create any new liability or increase any existing liability of the District, or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq*. Nor shall this Policy alter, diminish, restrict, cancel, or waive any defense or immunity of the District or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq*.

X. AVAILABILITY OF POLICY

All District employees who have responsibility for or contact with Movable Soccer Goals shall be advised of this Policy.

A copy of the Policy is available to all other employees and any member of the public on the Oak Lawn Park District website (www@olparks.com) or by requesting a copy from: Oak Lawn Park District, 9400 S. Kenton, Oak Lawn, IL 60453, or by calling (708) 857-2225

XI. AMENDMENTS

This Policy may be amended by the District at any time.

XI. EFFECTIVE DATE

This Policy becomes effective September 13, 2011.

Approved by the Board of Commissioners, Oak Lawn Park District, September 12, 2011

Social Media Customer Use Policy

Customer Use Policy

The Oak Lawn Park District engages customers through many digital outlets, including but not limited to www.olparks.com, Facebook, Twitter, YouTube, Google+, Pinterest and blogs. Communicating with the Oak Lawn Park District through social media further enables customers to contact us in a direct and meaningful way.

Please be aware that when engaging with the Oak Lawn Park District over social media, you are agreeing to the following:

Commenting on an Oak Lawn Park District Social Media Site and Blog

The Oak Lawn Park District shares information, images and video with the public through external social media websites and blogs. Comments made by the public to these sites are reviewed and, while comments will not be edited by Oak Lawn Park District personnel, a comment may be deleted if it violates the comment policy described here.

- Comments should be related to the posted topic for the Oak Lawn Park District's social media page, blog or post. Oak Lawn Park District social media accounts or blogs are not meant for comments that do not directly relate to the purpose or topic of the social media website or for service requests.
- You are subject to the Terms of Use of the host site. Information (photos, videos, etc.) you share with or post to official Oak Lawn Park District pages or blogs is also subject to the Terms of Service of the host site and may be used by the owners of the host site or the Oak Lawn Park District for their own purposes. For more information, consult the host website's Terms of Use.
- Oak Lawn Park District social media accounts or blogs are not open to comments promoting or opposing any person campaigning for election to a political office, or promotion or advertisement of a business or commercial transaction. The use of obscene, threatening or harassing language is prohibited.
- Personal attacks of any kind or offensive comments that target or disparage any specific person, group, ethnicity, race, age, or religious group, gender, sexual orientation or disability status are prohibited.
- Comments advocating illegal activity or posting of material that violates copyrights or trademarks of others are prohibited.
- This comment policy is subject to amendment or modification at any time.
- The Oak Lawn Park District, in its sole discretion, may remove any content at any time.

User-Created Content

Users are welcome to submit or post content, including photographs and videos, to an official Oak Lawn Park District site where the agency allows users to post content, the content meets the standards articulated in this Customer Use Policy and pertains to the subject of the social media site. Users may only post their own, original content. Reproduced or borrowed content that reasonably appears to violate third party rights will be deleted.

Questions or Concerns

Questions or concerns regarding Oak Lawn Park District’s social media activity or blogs, the Park District's social media policy and/or this Customer Use Policy should be submitted online.

Approved by the Board of Commissioners, Oak Lawn Park District, October 17, 2016

South Suburban Disaster Assistance Committee Policy

The Oak Lawn Park District commits to participation in the S.S.P.R.P.A. (South Suburban Park and Recreation Professional Association) SSDAC (South Suburban Disaster Assistance Committee) in their proactive approach to community assistance in times of natural or man made tragedies (i.e., tornados, floods, fires, etc…).

Our responsibility as a participating agency is to commit one (1) Recreation supervisor for a period of 2 days and one (1) Maintenance crew and vehicle for (1) working day (and related hand tools) unless altered and agreed by the agencies involved.

Approved by the Board of Commissioners, Oak Lawn Park District, July 13, 2009

State Criminal Conviction Background Check

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection C of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process. Applicants are not required to disclose any sealed or expunged records.

Approved by the Board of Commissioners, Oak Lawn Park District, October 21, 2002

Succession Policy

This policy will be adjusted per structural changes, see below for update.

- In the event that the Director is incapacitated, out of town, ill or unable to perform his/her duties, the Executive Assistant to the Director will be placed in command. In the event that the Executive Assistant to the Director is unable to fulfill this responsibility, the successor will be appointed:
    1. A General Manager/Department Head will be appointed

- In the event that a department head is incapacitated, out of town, ill or unable to perform his/her duties, one of the following positions will be asked to be in command:
    - Department Assistant Manager
    - Department Supervisor
    - Department Coordinator

Approved by the Board of Commissioners, Oak Lawn Park District, January 12, 2015
Revised by the Board of Commissioners, Oak Lawn Park District, May 11, 2020
Revised by the Board of Commissioners, Oak Lawn Park District, December 12, 2022

Swim Pool Closing Policy

Conditions that warrant the closing of a Park District Pool Facility

The pool manager shall, under the following conditions, be authorized to close the pool for public swim:

1. The pool shall be closed when air temperature falls below 65 degrees.
2. The pool shall be cleared of all swimmers if there is lightening and/or thunder in the area. If these conditions prevail for a 30-minute period and there is no sign of clearing weather, the pool shall be closed. The pools will re-open if the pool closes before 4 p.m. and weather then becomes desirable.

3. The pool will be closed at any time there are laboratory water reports showing a dangerous condition in the chemical content of the water.
4. The pool shall be closed when a situation arises that would jeopardize the public health or safety of the people in attendance.
5. The pool may close early due to a Park District scheduled event.
6. If the pool is to be closed for the season, public notification must be made 48 hours in advance.

Approved by the Board of Commissioners, Oak Lawn Park District, July 13, 2009

Three Points of Contact Policy

Improperly entering and exiting vehicles, buses and vans, staircases and bleachers and ladders increase the potential for injury. To reduce or eliminate the risk of injury, drivers and staff are to exercise the Three Points of Contact method when entering or exiting vehicles.

The purpose of this policy is to identify job tasks that require the use of a Three Points of Contact Procedure and to establish protocols for implementing a safe Three Points of Contact method.

This policy applies to all full-time, part-time, volunteers and seasonal employees in all departments who enter or exit any vehicle, or mount or dismount any type of equipment.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day to day operations. See your supervisor or the Safety Coordinator for specific questions. Any exceptions to this policy shall be in writing and approved by the safety committee and executive director.

Job Tasks Required to Use Three Points of Contact

Areas where Three Points of Contact will be required include, but are not limited to, the following activities and work areas:

- *Exiting Vehicles*
- *Descending Stairs*
- *Descending Bleachers Climbing and Descending Ladders*
- *Playground equipment exercise equipment*

This list is not all inclusive and will be updated as necessary. Employees/volunteers are encouraged to use the Three Points of Contact method during any activity where they are entering/exiting vehicles or mounting/dismounting equipment.

The Three Points Contact method is maintaining contact with on hand and two feet or two hands and one foot at all times when entering or exiting a vehicle.

Aquatics --Three Points of Contact Policy

All lifeguards shall during training and in the scope of their lifeguard duties enter and exit pools by using a Three Points of Contact at the nearest ladder exit. In addition, when ascending/descending lifeguard chairs during a rotation or beginning and leaving the shift, guards shall use Three Points of Contact with the guard chair.

Lifeguards must maintain contact with **one hand and two feet** OR **two hands and one foot** at all times when entering/exiting pools by using the pool ladders as well as when ascending and descending from lifeguard chairs in order to form a stabilizing triangle of contact.

Note: This policy does not apply while performing a "compact jump" in the scope of performing a rescue or training activity.

Golf Maintenance --Three Points of Contact Policy

Improperly entering and exiting and mounting and dismounting dismounting vehicles, mowers, trucks, tractors, busses, vans, trailers, ladders, stairs or other pieces of construction equipment can increase the risk of injury. To reduce or eliminate the risk of injury, all staff will exercise the Three Points of Contact for identified job tasks.

The Three Points of Contact method is maintaining contact with **one hand and two feet** *or* **two hands and one foot** *at all times* when mounting or dismounting their vehicle or equipment. The Three Points of Contact method forms a stabilizing triangle of contact.

The purpose of this policy is to identify job tasks that require the use of a Three Points of Contact Procedure and to establish protocols for carrying out a safe Three Points of Contact.
This policy applies to all full-time, part-time and seasonal employees in all departments who enter or exit any vehicle, or mount or dismount any type of equipment.
Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day to day operations. See your supervisor or the Safety Coordinator for specific questions. Any exceptions to this policy shall be in writing and approved by the safety committee and executive director.

Job Tasks Required to Use Three Points of Contact
Areas where Three Points of Contact should be required include, but are not limited to, the following job classifications and work areas:
Golf Course Maintenance
This list is not all inclusive and will be updated as necessary. Employees are encouraged to use the Three Points of Contact method during any activity where they are entering/exiting vehicles or mounting/dismounting equipment.

Maintenance Department --Three Point of Contact Policy
Improperly entering and exiting (or mounting and dismounting) vehicles, trucks, tractors, buses, vans, trailers, ladders, stairs or other pieces of construction equipment can increase the risk of injury. To reduce or eliminate the risk of injury, all staff will exercise the Three Points of Contact for identified job tasks.
The Three Points of Contact method is maintaining contact with **one hand and two feet** *or* **two hands and one foot** *at all times* when mounting or dismounting a vehicle or equipment. The Three Points of Contact method forms a stabilizing triangle of contact.

The purpose of this policy is to identify job tasks that require the use of a Three Point of Contact Procedure and to establish protocols for carrying out a safe Three Point of Contact.
This policy applies to all full-time, part-time and seasonal employees in all departments who enter and exit any vehicle, or mount and dismount any type of equipment.
Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. See your supervisor or the Safety Coordinator for specific questions. Any exceptions to this policy shall be in writing and approved by the safety committee and executive director.

Job Tasks Required to Use Three Points of Contact
Areas where Three Points of Contact should be required include, but are not limited to, the following job classifications and work areas:

- *Park Maintenance*
- *Field Maintenance*
- *Courier*
- *Building Maintenance*

This list is not all inclusive and will be updated as necessary. Employees are encouraged to use the Three Points of Contact method during any activity where they are entering/exiting vehicles or mounting/dismounting equipment.

Approved by the Board of Commissioners, Oak Lawn Park District, October 10, 2012

Transgender Patrons and Participants Policy

Purpose: This policy is designed to create a safe and inclusive environment in which community members, visitors and participants can be honest and open about who they are and feel comfortable using District facilities, participating in programs and attending Park District events. This policy acts as a guideline; each situation that occurs will need to be evaluated on a case by case basis.

Discrimination Prohibited: The Park District offers programs, services, facilities and events consistent with its obligation to maintain an environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity. It is the Park District's policy to treat all of its patrons and participants with dignity and respect and to provide an environment that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of staff. These terms may or may not be used by transgender individuals to describe themselves.

- "Gender identity" or "Affirmed Gender" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual's internal sense of being male or female or something else. It is not based on physical anatomy. The Park District understands and respects that gender identity is a very personal matter that should be respected.

- "Assigned Gender" refers to the gender assigned to a child at birth based on physical anatomy.

- "Cisgender" is a term used to describe people whose gender identity corresponds with their assigned sex at birth.

- "Transgender" describes people whose gender identity is different from their gender assigned at birth.

- "Transgender Man" is a term used to describe an individual who currently identifies as a man, but whose assigned gender at birth is female.

- "Transgender Woman" is a term used to describe an individual who currently identifies as a woman, but whose assigned gender at birth is male.

- "Gender nonconforming" describes people whose gender expression differs from stereotypical societal expectations related to gender.

- "Gender expression" refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.

- "Transition" is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one's name, dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one's gender identity.

Names/Pronouns
Participants and patrons should be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is registered.
Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy.

Restroom/Locker Room Accessibility
Individuals are allowed to choose to use the restrooms and locker rooms that correspond to the individual's gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all individuals. Regardless of gender identity, any individual who has a need or desire for increased privacy should be provided access to an alternative restroom or changing area such as a single stall or staff bathroom. The objection of other individuals to a transgender or non-conforming gender individual using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender individual use of that facility. Rather, the District may designate a different restroom or locker room facility for the objecting individual if available and reasonable.

Participation in Park District Programs and Events
Individuals are encouraged to contact the Program Supervisor prior to registration or participation in District programs to ensure a smooth and respectful process or with any questions regarding participation or registration.

1. Participation and Registration in Non-Gender Specific Programs or Events
   Individuals are encouraged to register for programs and events in the name by which they live. If the name or gender identity of a registrant is different than that which appears on their identification (driver's license, state ID or birth certificate) then the registrant may submit a formal statement to the District notifying the District that the registrant's preferred name does not conform with information on government issued documents of identification and that both names are one in the same person. This documentation may be uploaded to the participant record. Individuals will be registered in their chosen name although the Park District may keep record of that individual's documented legal information.

2. Participation and Registration in Gender Specific Programs or Events
   Generally, individuals are entitled to participate in gender specific programs and events consistent with their gender identity. Typically, this process will follow the outline as described above in "Participation and Registration in Non-Gender Specific Programs or Events". This may be reviewed by the Park District designee on a case by case basis when a question of competitive advantage exists, or when sports organizations and associations in which the Park District participates have specific policies or concerns related to gender and competitive advantage. In those cases, additional information may be sought from the registrant (or parent or guardian if registrant is a minor) to fully evaluate the situation.

Dress Code
District dress codes shall apply equally to transgender, non-conforming gender and non-transgender individuals.

District Responsibilities

The District remains supportive of all individuals to live consistent with their gender identity. The District enforces its non-discrimination policies uniformly. The District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming and transitioning issues of all individuals who enjoy Park District services. Conversations will be kept confidential from anyone who is not directly involved with the issues. Individuals are encouraged to contact the Program Supervisor with any questions or concerns about these issues.

Staff Training and Policy
The District will make this policy available to all staff and conduct periodic training in accordance to this policy. Staff will be trained and made aware of serving transgender individuals, either public visitors or employees with respect, courtesy and sensitivity to their gender identity. This training will be coordinated through other discrimination policies and sensitivity training. It is the policy of the District to commit to a discrimination free workplace and access and enjoyment to District programs, services, parks and facilities. The Park District designee shall serve as the main point of contact and resource with respect to transgender policies and best practices.

Discrimination/Harassment
Complaints received regarding discrimination and/or harassment involving transgender or nonconforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints.

Approved by the Board of Commissioners, Oak Lawn Park District, December 12, 2022

Tree Care Policy

Introduction
Trees in community parks are components of an ecosystem undergoing dynamic physiological processes. These trees like any others grow, develop, may become diseased, decayed, and die. To manage a sustainable urban forest a methodology must be in place to direct us when trees need to be removed, when it is necessary to replace them, and how to prolong the longevity of an urban forest as a whole, through reforesting with young, diverse, and appropriately located tree species. In all cases, safety concerns will receive the highest priority. Priority will be given to limiting removal, increasing forest canopy, and preserving appropriate vegetation on park property.

Tree Removal
Trees in community parks are removed for the following reasons: the tree(s) is dead or dying, it is diseased, it is damaged or injured to the extent that is likely to die or become diseased, it constitutes a high risk or is a nuisance species. Furthermore, its removal should enhance the health of remaining trees within the immediate vicinity and be consistent with good forestry practices.

a. **Nuisance Trees** are also removed when any part of the tree(s) causes or is about to cause impairment of city operations (including recreation) or damage to buildings, hardscape, or permanent infrastructure lines that cannot be relocated, and in the opinion of the staff Arborist, pruning will too severely compromise the tree's structure.
b. **Hazardous Tree Management**: Public health, safety and general welfare will be maintained through the use of generally accepted professional practices of evaluation and treatment to reduce risks to people and property from high risk trees. Attention to proper selection, planting and maintenance of new trees will also be pursued to achieve long-term risk reduction. The only exception is if the tree poses an immediate threat to life or public safety by being in a state of disease, injury or is dead. The park district maintenance staff has the discretion to conduct emergency tree removal.

c. **Pruning Standards:** The latest pruning standards established by the American National Standards Institute will be used in the maintenance of park vegetation:
In furtherance of promoting aesthetics and providing for the safe and proper maintenance and trimming of trees within the community parks, all tree trimming within the parks, whether on public or private property, shall be performed in accordance with the A300 standard of the American National Standards Institute (ANSI A300 standard), two (2) copies of which are on file with both the Oak Lawn Park District Administration office and the Parks Maintenance department.

d. **Topping Disallowed:** Because "topping" of trees can cause permanent damage by promoting decay, as well as unnatural, dense and weak branching structure, topping will not be practiced or permitted except under special circumstances.

Tree Removal—Categories of Protected Trees

Tree Retention and Protection during Construction: Healthy trees on construction sites will be conserved wherever possible. Trees designated for retention will be protected from construction impacts according to International Society of Arboriculture Best Management Practices in accordance with the A300 standard of the American National Standards Institute (ANSI A300 standard). Planning for construction projects near trees will include resources for arboricultural services in design and construction phases.

Tree Protection: The health and physical state of parks trees will be maintained and protected whenever possible. Instances not specifically covered elsewhere in this policy include:

1. **Conservation of Rare Specimens:** Individual trees that are considered rare because of size, species or historical significance will be given extra protections and consideration for retention.
2. **Existing Trees That Are Being Impacted by Surrounding Land Uses:** A good faith effort will be made to consider options for changing park use patterns that are damaging trees. Examples: cars parking on tree lawns may be subject to an education and/or enforcement campaign to reverse the damage to the tree roots; pathways causing excessive compaction around tree roots may be relocated if other options are deemed insufficient.
3. **Diseased or Infested Plants That Pose Risk to Trees:** Whenever possible, action will be taken to effectively decrease risk to other trees from pests and diseases. This may include removal and destruction of affected materials, pesticide treatments and/or alternative cultural practices. Other knowledgeable agencies (Morton Arboretum, University of Illinois Extension Service and Illinois Department of Agriculture) will be consulted as needed.
4. **Damage, Vandalism and Illegal Cutting**: Whenever possible, action will be taken to investigate and prosecute vandalism and illegal cutting of park district-owned trees. Compensation for damages will be sought based on the appraised value in accordance with the ISA Guide for Plant Appraisal, 9thedition, or successor.

Tree Replacement

Tree replacement is guided by the Oak Lawn Park District arborists on staff and by the forestry objectives and functions as defined by the Oak Lawn Park District. Sometimes when crowding or other physical constraints make it impossible to plant the same tree in the same place where it was removed, an alternate location is found. Undesirable tree species are not replaced with the same species. An undesirable or nuisance tree species will be defined as a tree having one or more of the following characteristics;

nuisance fruiting, prolific reseeding, week branch structures, disease susceptibility. A more suitable species will be selected.

Tree Planting and Selection
The role of the urban forest is to improve environmental quality and increase the economic, physical, and social health of communities. As communities continue to grow, urban forests will become even more important to the quality of life for residents.

Part of sound urban forest management is to plant desirable, sustainable trees in the urban environment. The ideal park tree is a shade tree with minimum susceptibility to wind damage and branch drop, does not require frequent pruning, has few serious pest and disease problems, and tolerates a wide range of soil conditions, irrigation regimes, and air pollutants. Since relatively few trees have all these traits, it is important to match the tree species to the planting site by determining what issues are most important on a case-by-case basis. Our department guidelines include priorities for native habitat restoration or enhancement, prevention from large canopy losses caused by pest epidemics, and geographic consideration for species selection. Creating a healthy diversity in the parks canopy is a priority. No more than 7-10% of any one species shall be planted in the Oak Lawn Parks. Native species will be preferred.

Tree Replacement
At least one tree will be planted for every tree that is removed from park property. Two shall be planted when budget allows. Replacement tree species will be selected so that overall mature canopy volume will be maintained or increased. It is preferable to plant the replacement tree in close proximity to the original tree's location.
Alternately, the replacement tree may be located elsewhere, and this is preferable if local conditions contributed to the previous tree's failure. New locations should be found on the same site or in the same park at a location of similar or greater value.

Prohibited Tree List
The following list of trees have been deemed nuisance or otherwise undesirable for various reasons. Those being, nuisance fruiting, prolific reseeding, week branch structures and disease susceptibility. They shall not be planted in the Oak Lawn Parks.

1. Box elder (Acer negundo);
2. Tree of heaven (Ailanthus);
3. Any species of hawthorn containing thorns;
4. Soft (silver) maple (Acer saccharinum);
5. Selected varieties of Poplar including cottonwood, white/silver poplar
6. Any variety of willow (Salix);
7. Elm (not disease resistant);
8. Russian olive (Elaganus);
9. Any fruit bearing tree categorized as an "orchard tree";
10. Any species of ash (Fraxinus);
11. Any species of fruiting mulberry (Morus);
12. "Bradford" pear (Pyrus calleryana "Bradford" only)
13. Locust (Gleditsia) tree that has thorns

Approved by the Board of Commissioners, Oak Lawn Park District, April 9, 2012

Use of Parks by Contractors

All contractors shall be required to apply for and receive a permit to gain access to District property with vehicles, equipment, or supplies for the purpose of contracted work on property adjacent to District property.

Vandalism Policy

Please keep our parks safe and clean. If you notice anyone who is littering or committing acts of vandalism or antisocial behavior, please call the Oak Lawn Park District at 857-2201. Major misconduct should be reported directly to the police. A reward will be offered for information leading to the arrest and conviction of park vandals.

Approved by the Board of Commissioners, Oak Lawn Park District, August 12, 2002

Vendor Incentives and Awards

Any and all promotional incentives and/or contest awards made available to District personnel by vendors, which are based on District purchases, shall automatically become the rightful property of the District. The Director shall be notified immediately of any such offering. Incentives and/or awards shall include but not be limited to purchase premiums, free goods offered, promotional allowances, cash prizes, special sales commissions, and merchandise prizes.

Volunteer Services Policy

The policy of the Oak Lawn Park District Volunteers Services is to provide a clear understanding of duties, responsibilities and rights as a Volunteer at the Oak Lawn Park District. Volunteers are considered an important part of the team and we appreciate their time, skills and willingness to be a part of the Oak Lawn Park District. As part of the team, they will have certain job responsibilities and tasks depending on the assignment. Volunteers will be responsible for performing the assigned job in a safe and proper manner. To help volunteers do just that, they will be given orientations and training in procedures and certain required skills that are applicable.

Oak Lawn Park Districts Expectations of Volunteers:

- Complete volunteer application.
- Be willing to learn. Training is essential to any job well done.
- Ask about things you to not understand.
- Be loyal and do not criticize what you do not understand…there may be a good reason
- Accept the rules and guidelines.
- Know all you can about the Oak Lawn Park District and your assignment.
- Be committed to completing the agreed upon duties.
- Hold confidential matters in confidence.

Volunteer Expectations of the Oak Lawn Park District:

- Be treated as a co-worker
- Be given a suitable assignment with consideration for personal preferences, education and employment background.
- Receive appropriate training or training materials.
- Receive guidance and direction from someone who is experienced.
- Be heard and have a part in planning and make suggestions.
- Receive recognition in the form of promotion and awards and tangible evidence through day-by-day expression of appreciation.
- Receive evaluation of their work and the impact they are making in the community.
- Right to a place to work, an orderly designated place, conducive to work and worthy of the job to be done.

- If you are working with minors or vulnerable populations, the Oak Lawn Park District will conduct a State of Illinois background check.
- Using program participants name, address and telephone information for mailing list purposes is strictly prohibited.
- Soliciting services and or products to program participants is strictly prohibited
- The Oak Lawn Park District in an equal opportunity employer. Discrimination is not permitted in any manner by any park district official, employee or volunteer.
- The volunteers of the Oak Lawn Park District have the right to work in a drug-free environment and to work with people free from the effects of drugs.
- All Oak Lawn Park District volunteers are to be property groomed and appropriately attired for their type of work. A professional image must be presented at all times. It is inappropriate for any employee or volunteer to wear any apparel during work hours that advertises alcohol, tobacco or material of an inappropriate nature.
- Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer whether this information involves overall agency business or involves staff, volunteers, customers, or others.
- If you are unable to attend a program and know in advance, please advise your supervisor.
- Volunteers are to conduct themselves in a professional manner.
- Volunteers are to leave no participant unattended at any time during the program.
- Reasons for volunteer dismissal include but not limited to:
  - Inability to do the job
  - Not reliable
  - Breach of policies

Approved by the Board of Commissioners, Oak Lawn Park District, August 13, 2001

Waiver of Fees for Families of Active Duty Troops

To show support for our Oak Lawn troops currently serving in active duty, the Oak Lawn Park District will waive fees for the residents of Oak Lawn who are immediate family members of these troops.

Immediate family members include spouse, children under 21 or full-time students, parents and siblings residing in the same Oak Lawn household.

Family members may use the following services at no charge:

1. General programs with the exception of contracted activities
2. Swimming pool memberships/passes/admissions
3. Tennis and Racquet Club lessons/memberships and court time. Court time based on non-prime hours and prime time. Members take precedence. No reservations apply.
4. Ice Arena memberships/daily fees/hockey, special event
5. Pavilion memberships
6. Stony Creek driving range passes only
7. Stony Creek golf course – greens fees

Approved by the Board of Commissioners, Oak Lawn Park District, January 25, 2005

Weight Room Policy

Ages 18 and over: All weight room memberships and daily fee users will have the ability to attend a one hour orientation in the proper use of weight room equipment.

Ages 16 and 17: This group shall be required to attend an orientation and also sign a waiver indicating completion of a one-hour orientation. They shall also provide a parental waiver to participate as a member and/or daily fee user. Their parents must sign a waiver of liability form permitting use.
Ages 13 – 15: This age group shall participate in weight room activities only as part of a structured and supervised class sponsored and supervised by qualified park district staff. A parental waiver of liability will be required in order to participate.
Children under 13 are not allowed in the weight room.
General: Any membership or daily fee may be revoked for misbehavior or misuse of equipment or the facility. Fees shall be established to cover costs of leadership, facility, equipment use and orientation.

Approved by the Board of Commissioners, Oak Lawn Park District, August 10, 2015

Wellness Policy

The Oak Lawn Park District is committed to providing an environment that supports and promotes wellness, physical activity and a healthy lifestyle as part of the total work environment for our employees. The Oak Lawn Park District believes employee health and wellness is an integral part of our mission to enhance the quality of life for all ages and is committed to working toward this goal.
As part of our commitment to encouraging a healthy lifestyle for all of our employees, the Oak Lawn Park District:

- Enforces a smoke-free environment, provides tobacco use cessation and will comply with the most restrictive of the Illinois State Statues, Cook County Ordinances and/or Village of Oak Lawn Smoke-Free Ordinances.

- Promotes education and interpretation opportunities for staff, which increase appreciation for the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.

- Provides use of facilities or programs at reduced or no charge as subject to limitations and district financial capabilities.

- Instituted the Oak Lawn Park District Healthy Living Club, whose mission is as follows:

> The mission of the Oak Lawn Park District Healthy Living Club is to promote the health and wellness of our employees by encouraging them to incorporate a healthy mind, healthy body and healthy spirit into their everyday life.

Approved by the Board of Commissioners, Oak Lawn Park District, January 11, 2010

Board Policy Manual Acknowledgement

I hereby acknowledge receipt of the Oak Lawn Park District Board Policy Manual. I agree and represent that it is my responsibility to read this Manual thoroughly and in its entirety. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor, Department Head, Human Resources Department or Executive Director.

I also understand that the policies contained in this Manual can be changed or discontinued by the Park District at any time, with or without advance notice.

I understand and will comply with all policies within this Manual and all other Park District policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other Park District policy, rule or guideline may subject me to disciplinary action up to and including dismissal.

Employee Signature Date

Print Name

Employer Copy