MISSION STATEMENT

The Ingham County Parks & Recreation Commission and Department will provide quality outdoor recreation opportunities and facilities for all segments of our population.

We will strive to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation, and professional management of park lands.
# TABLE OF CONTENTS

## SECTIONS

### A. General Information for all Employees ........................................................ A- 1

### B. Seasonal Job Descriptions and Duties

1. Lifeguards ................................................................. B- 3
2. Rangers ................................................................. B-16
3. Pedal Boat, Canoe & Kayak Rental Attendants ....................... B-19
4. Boat Launch Parking Booth Attendants .............................................. B-23
5. Gatehouse Attendants ................................................................. B-27
6. Food Concession Attendants ................................................................. B-35
7. Ski Rental Attendants ................................................................. B-38
8. Sledding Hill Attendants ................................................................. B-41
9. Disc Golf ................................................................. B-41
10. Revenue Procedures ................................................................. B-43
11. Parks Security Officers ................................................................. B-48

### C. Appendices

1. Rules & Regulations ................................................................. C- 3
2. Severe Weather Procedures ................................................................. C-11
3. Policy Against Harassment in the Workplace ........................................ C-16
4. Equal Employment Opportunity Policy ........................................... C-20
5. Blood Borne Pathogens ................................................................. C-22
6. Seasonal Employee Wage Schedule ................................................. C-25
7. Smoking Policy ................................................................. C-27
8. Safe Workplace Policy ................................................................. C-30
9. Employee Sick Leave Policy ................................................................. C-33
GENERAL INFORMATION SECTION
# GENERAL INFORMATION SECTION

## Table of Contents

### I. INTRODUCTION

### II. GENERAL INFORMATION, RULES & GUIDELINES

A. Public Contact ......................................................................................... A-1
B. Conduct ................................................................................................. A-1
C. Uniforms ................................................................................................. A-2
D. Appearance ............................................................................................. A-3
E. No Vacations ......................................................................................... A-3
F. Keys, Tickets, Change Funds, Equipment .............................................. A-4
G. Employee Parking ................................................................................... A-4
H. Employee Parties .................................................................................... A-4
I. Telephones ............................................................................................. A-4
J. Two Way Radios ..................................................................................... A-4
K. Personal Cell Phones ............................................................................. A-5
L. Radios, CD Players, Ipods and MP3s, etc. ............................................. A-5
M. Smoking Policy. ...................................................................................... A-5
N. Use of Personal Vehicles for Work Related Duties ................................. A-5
O. Wage Classifications............................................................................... A-5
P. Second Year Salary Increase .................................................................... A-5
Q. Paychecks .............................................................................................. A-5
R. Evaluation ............................................................................................... A-6
S. References ............................................................................................. A-6
T. Grievance Policy ..................................................................................... A-6

### III. WORK SCHEDULES & RULES

A. Work Schedules ..................................................................................... A-6
B. Overtime .................................................................................................. A-6
C. Breaks ..................................................................................................... A-6
D. Productivity ............................................................................................. A-6
E. Sick days .................................................................................................. A-7
F. Inclement weather .................................................................................. A-7
G. Punctuality .............................................................................................. A-7
H. Second jobs or school conflict ............................................................... A-7
I. Disciplinary Action ................................................................................ A-8
IV. EQUIPMENT USES AND SAFETY REQUIREMENTS
   A. Required Safety Equipment ......................................................... A-8
   B. Protective Footwear ................................................................. A-9
   C. Park Vehicles and Other Equipment ......................................... A-10
      1. Proper Operation of Equipment ............................................. A-11
      2. Driving Park Vehicles .......................................................... A-11
      3. Who Can Operate Equipment ................................................ A-11

V. CLEANING SHELTERS AND RESTROOMS
   A. Cleaning Shelters ................................................................. A-11
   B. Cleaning Restrooms ............................................................. A-11

VI. TIME CARDS ........................................................................... A-12
   A. Samples of Time Cards ......................................................... A-14

VII. INJURY/ACCIDENT PROCEDURES & REPORTING
   A. Employee Injuries ................................................................. A-15
      1. Medical Assistance for Employees ..................................... A-15
      2. Procedures for Work-related Injuries ................................. A-15
      3. Treatment Locations ......................................................... A-16
      4. Sparrow Authorization for Treatment Form – Sample .... A-17
         Medical Care Location Map .............................................. A-18
         Ingham County Injury Report Form ................................. A-19
   B. Emergency and Non-emergency Aid for Park Visitors .......... A-20
   C. Procedures for Handling Injuries ......................................... A-20
   D. Directing Emergency Aid to Remote Park Locations .......... A-22
      1. Emergency Zone Map - Lake Lansing Park - North ...... A-22
      2. Emergency Zone Map - Burchfield Park/Riverbend/McNamara A-23
      3. Emergency Zone Map - Hawk Island .............................. A-24
   E. Transporting the Injured ....................................................... A-25
   F. Winter Emergencies ............................................................. A-25
   G. Notification of Supervisor ..................................................... A-27
   H. Reporting of Injuries and Incidents ...................................... A-27
      - Employee Injury Report Form - sample .......................... A-29
      - Damage to Park Property Report Form - sample ............. A-30
      - Visitor Injury Report Form Sample ................................. A-31

VIII. TO CONTACT MANAGERS AND SUPERVISORS ......................... A-32
RULES AND GUIDELINES FOR SEASONAL EMPLOYEES

I. INTRODUCTION

You are an essential part of the Ingham County Park system. Because your position places you in close contact with park visitors, your job performance, attitude, and appearance influence how visitors view the park system. Your conduct also has a major impact on the park visitor’s experience and on responses given on visitor survey forms.

The following guidelines have been established to help you in performing your job safely and effectively.

II. GENERAL INFORMATION

A. Public Contact

Seasonal positions require a working knowledge of park rules and regulations and the park system. It is your responsibility to learn Parks regulations so you can enforce them and answer visitors' questions about the park system. You are to review the rules and regulations as soon as possible, directing any questions you may have to your supervisor. (Rules and regulations are included at the back of this manual.)

A smile, and a friendly, firm attitude will help you enforce park rules and regulations. These steps should be followed:

1. Explain the rule broken, the reason for the rule, and why it must be followed.
2. Firmly, but nicely, ask the person to obey the rule and, if necessary, explain the penalty that we can levy for breaking the rule.
3. If a visitor refuses to obey the request, do not argue. Locate a Parks Security Officer or supervisor and have them handle the situation.
4. If the violation is of a serious nature, do not become involved – contact a supervisor or a Parks Security Officer.

IF THE VIOLATION BECOMES AN EMERGENCY -- DIAL 911

B. Conduct

You must conduct yourself in a courteous and professional manner.

1. Proper language is to be used at all times. Profanity toward co-workers or the public will not be tolerated.
2. If you are found drinking alcoholic beverages, using illegal drugs or sleeping while on duty or breaks, you may and probably will be dismissed immediately. If you report to work under the influence of a drug or alcohol, you may and probably will be dismissed immediately.
3. Do not engage in idle conversation with either the public, friends, or fellow employees while on duty. Some friendly greeting, answering visitor questions or offering visitor assistance does not constitute idle conversation.
4. Do not read personal books or magazines while on duty.
C. Uniforms

The uniform requirements help promote your safety by establishing the proper work clothing for various jobs. OSHA and MIOSHA laws have set many of these uniform rules. Employees may wear white tennis shoes, except when assigned to specific maintenance duties that require steel-toed boots/shoes. All employees must provide their own steel-toed, hard-soled OSHA approved work boots/shoes in good condition. See “Protective Footwear” section for specifics on when to wear steel-toes and, in the winter ice grippers. You are responsible for wearing the proper foot wear at all times. You are to have long pants and steel-toed boots/shoes with you at all times, to be prepared for a variety of duties. All shoes and boots must be white, brown or black. Employees are required to furnish their own pants. Jeans, blue, and khaki pants are permitted if they are regular cut and in good condition (no holes). At the Park Manager’s discretion, you will be permitted to wear shorts if the shorts are khaki or tan, reasonable in length, have a finished hem, and are in good condition. Park Managers will determine whether an item of clothing is appropriate. The uniform shirt shall be worn with only the top button open, sleeves not rolled up, and tails tucked neatly into pants or shorts. **Wearing the park hat is optional, but no other hat may be worn while on duty.** Uniforms are not to be worn outside of work hours.

1. **Park Rangers** ~ will be provided uniform shirts and a Parks Department hat.

2. **Lifeguards** ~ will receive uniforms which consist of tank top shirts and a red lifeguard cap. **The approved hat and tank top shirt must be worn at all times, except when on the tower or on the rescue board.** Lifeguard wind breakers and rain gear are available at the park.

   Lifeguards are to furnish the following items and bring to work daily: red shorts, appropriate bathing suit. While on tower duty, long pants are not allowed - use a blanket for extra warmth. Always carry the whistle and rescue mask that is issued.

   Swimming shoes are the only acceptable footwear on the beach when on duty. Bare feet, sandals and flip-flops are not acceptable when on duty. Upon leaving the designated beach area, lifeguards are required to wear white, brown, or black tennis shoes while performing duties inside the park. Steel toed boots are required when push mowing or operating power/air tools. A white tennis shoe is defined, as all white (including shoelaces) and the only color other than white permitted on the shoe will be the company logo. Lifeguards are required to keep their white tennis shoes clean at all times. Shoes are a part of the seasonal uniform policy and any violations will result in discipline, including possible termination. If a lifeguard is assigned maintenance work and he or she does not have work shoes, the guard will be required to punch out, go to his/her residence, obtain the shoes, and punch in again before returning to work. On his or her return, management will take appropriate disciplinary action. Lifeguards may only go barefoot when assigned to walking guard or rescue board positions.
3. **Pedal Boat, Canoe, Kayak and Rowboat Rental Attendants, Boat Launch Attendants** ~ will be provided with uniform shirts and a Parks Department hat.

4. **Summer Gatehouse Attendants** ~ will be provided with uniform shirts and a Parks Department hat. **Winter Gatehouse Attendants** ~ will provide their own warm clothing. A Parks windbreaker will be issued by the Park Manager for use during the attendant’s shift. The windbreaker is not to be worn when performing maintenance tasks, and is to be returned to the Park Manager at the end of each shift.

5. **Food Concession Attendants** ~ will be provided with uniform shirts and a Parks Department hat. **Food Concession Attendants** must wear a hair net while working in the food concession area. Parks shirts and aprons will be provided. Attendants are responsible for keeping their shirts and aprons clean. You must keep your fingernails trimmed. If you wear nail polish or artificial nails, you must wear intact gloves when working with food. You may not wear jewelry on hands or arms when working with food. The only exception is a plain ring such as a wedding band.

6. **Ski Rental Attendants and Hawk Island Tubing Hill Attendant and Sledding Hill Attendants** ~ will be provided with uniform shirt and a Parks Department hat. A Parks windbreaker will be issued by the Park Manager for use during the attendant’s shift. The windbreaker is not to be worn when performing maintenance tasks, and is to be returned to the Park Manager at the end of each shift.

**D. Appearance**
You are in almost constant contact with the public, making it necessary that you maintain a neat, well-groomed appearance.

1. No dangling jewelry may be worn. (This is also a safety concern.)
2. Men must be clean shaven when reporting to work unless wearing a beard or mustache, which must be kept neatly trimmed.
3. Hair is to be maintained in natural hair colors - blond, brown, black, red, auburn. If your hair is long enough to tie back, you must do so.
4. Visible piercings other than conventional earrings are not allowed. This includes but is not limited to tongue, eyebrow, lip, and nose piercings as well as large “plugs” in the earlobes. (Note: no dangling earrings allowed.)

**E. No Vacations**
YOU ARE EXPECTED TO WORK WITHOUT A VACATION BREAK DURING THE ENTIRE SEASON. Park managers have the authority to grant leaves of absences under special circumstances.

If unexpected circumstances occur (e.g., death in the family) you must notify your supervisor or the Parks Department Office immediately. You will be asked during the interview process if there is any specific “time off” that will be requested during the season. It is your responsibility to find an adequate replacement without the use of overtime and to inform your supervisor of the switch. If you are returning to
work for the Parks Department (after the school year, for example) remember to notify supervisors of any requested “time off” prior to accepting seasonal employment.

F. Keys, Tickets, Change Funds and Equipment
A manager will issue keys, uniforms, and tickets. The office personnel will issue change funds as required and, on occasion, additional equipment will be distributed.

You will be asked to sign for all items issued (keys, change funds, etc.). All keys, tickets and change funds must be returned at the end of your employment. If you lose any items issued to you during your employment, you must notify your supervisor or the Parks office immediately. There is a charge for replacement of lost equipment. **THE COST TO REPLACE LOST KEYS IS $25.00.** Lost tickets will be handled in a disciplinary manner.

G. Employee Parking
The Park Manager will identify employee parking in each individual park.

H. Employee Parties
Employee parties are prohibited (during or after park hours) at any Ingham County Park.

I. Telephones

Pay phone locations: No phones

If you wish to provide a telephone number where you can be contacted in case of an emergency, you must use the Parks central office number: 676-2233. Your home phone numbers will not be posted or made available to other employees without your permission.

J. Two Way Radios
If you are issued a two way radio, carry it with you during that shift at all times. **DO NOT** leave it in a vehicle or at any other location. This equipment is strictly for park-related business and is **NOT** to be used for other matters. Use will be monitored. Proper language is to be used at all times.
K. **Personal Cell Phones**
The use of personal cell phones, including texting, is prohibited during work hours, unless used for work purposes. If you carry a personal cell phone, you may not use the phone, including texting during work hours. Personal phone conversations should take place on break or after hours. Cell phones should be placed on vibrate only. Lifeguards need a cell phone on them at all times for emergencies.

L. **Radios, CD Players, iPod or MP3 players with headphones**
Personal radios, CD players, iPods, MP3 players, etc., are not allowed at work sites. Radios playing while you are working can be distracting or unpleasant to park visitors. Headphones impair the ability to hear and are a safety hazard. Radios without headphones may be played if working at the Hawk Island, Burchfield, or Lake Lansing Park Shops, if authorized by the supervisor.

M. **Smoking Policy**
Per Parks & Recreation Commission Resolution #12-13 passed on April 22, 2013, in accordance with Section 3, Paragraph B, of the County Ordinance governing the Ingham County Parks rules and regulations, smoking will only be permitted in the parking areas within any Ingham County Park and a designated area within the maintenance storage areas located at each park. Smoking during work hours is prohibited, unless on a break or lunch hour, and then it should be out of sight of park visitors. There is no smoking allowed, at any time, in any park building or park vehicle.

N. **Use of Personal Vehicle for work-related duties**
If you are assigned by your supervisor to use your personal vehicle for park purposes, you will be reimbursed at the current rate as determined by the County. To receive reimbursement, a Mileage Reimbursement form must be submitted. This form is available from a supervisor and must be signed by your supervisor.

O. **Wage Classification Changes**
You are paid at the rate in effect for your current position. Wages may, at the discretion of the supervisor, be adjusted if you work in a different position/classification.

P. **Salary Increase**
The 2nd year rate begins one year from the original date of hire. *This does not apply to the management intern position-your manager will determine when you have a raise.*

Q. **Paychecks**
Paychecks are issued every two weeks and are mailed to you. *It is your responsibility to advise the Mason Office as soon as possible of any address changes!* Direct deposit is encouraged. Contact the Mason Office for the necessary paperwork. Password for emailed paystubs is the last 4 digits of your SSN.
R. Evaluation
You will be evaluated by your supervisors with respect to job performance, attendance, rule compliance, attitude, initiative, conduct, and public contact skills. The overall results of these evaluations will be considered when determining eligibility for rehiring.

S. References
The Parks Department will provide employment references when requested by a prospective employer. Per County policy, the only information provided is: date of hire, position, date of termination, and hourly pay rate. If a request for a letter of recommendation is made in writing by you, additional information may be provided.

T. Grievance Procedure
Any complaint or grievance that you may have must be directed to your immediate supervisor. If the situation involves allegations of an illegal activity or an activity violating Department policy, you may submit the complaint or grievance, in writing, to the Director. The Director will provide a written response to you within 30 days.

III. WORK SCHEDULES & RULES

A. Work Schedules
It is your responsibility to review the WEEKLY schedule and report to the proper work station on time. Switching of posted schedules IS NOT ALLOWED without the approval of the Park Manager or Assistant Park Manager. All requests for changes to posted schedules must be submitted in writing. No schedule changes will be approved if the change results in overtime.

B. Overtime
Hours worked in excess of forty (40) hours per week are compensated at a rate of one and one-half times (1-1/2) the normal rate. All overtime must be approved in advance by a park supervisor or park manager.

C. Breaks
You will be given a ten (10) minute break for every four (4) hours worked. These breaks will usually be taken two (2) hours into the shift and two (2) hours after the lunch period. You will have a thirty (30) minute unpaid lunch period to be taken four (4) hours after arriving at work. You must take a ½ hour break after six (6) hours worked, unless approved by the supervisor to alter the schedule. If you do not take a ½ hour break, the time will nevertheless be deducted from your hours.

You must punch in and out for lunch breaks. Breaks and lunches must be taken at assigned times unless the supervisor has authorized a change. A SUPERVISOR MAY CHANGE YOUR BREAK OR LUNCH PERIOD AT HIS OR HER DISCRETION.

D. Productivity
Productivity is of the highest importance and all employees are expected to be productive during their entire shift. Work assignments will be given to each employee and you will be expected to carry out those tasks. If you individual work list has been completed, you are to contact a supervisor for more duties. If a supervisor is not present, refer to the general work lists posted in the boathouse, gatehouse and concessions areas. If all duties on an employees work list and all
general duties posted in the specific area listed above have been completed, employees are expected to refer to the “Clean and Green Initiatives” listed below:

1. Customer service
2. Clean bathrooms
3. Litter is picked up
4. Trash cans are dumped and clean
5. Grass is mowed and trimmed
6. Landscaped areas are weed free
7. Look for safety issues

You are an employee of Ingham County and get your pay from tax dollars. The manner you complete duties and stay productive is reflective of the way county residents’ view how their tax dollars are being spent, so outside of designated lunch and break times, you are to be working. Being productive means to complete tasks in a timely manner. Your supervisor can give time lines for each task.

Supervisors are responsible for the productivity of seasonal staff and shall determine reasonable and appropriate completion times for assigned tasks. Seasonal staff will perform those tasks at the best of their ability and in a timely manner.

E. Sick days
You must call in at least ½ hour prior to the start of your shift, if you are unable to work because of sickness; several hours notice is preferred. You are to contact your supervisor on their cell phone. If the supervisor is not available, you are to contact another available Parks Manager. Please see Resolution #16-052 for guidelines on eligibility for sick pay in Appendix VIII-Employee Sick Leave Policy.

F. Inclement weather
When weather conditions hamper visitation, you may be given other duties. An attempt is made to have projects available to keep you working, but sometimes this is not possible. In this case, you may be sent home, and will only be paid for hours worked. During adverse weather conditions, you must call in to see if work is available. Do not assume there is no work due to rain, etc.

G. Punctuality
You are expected to be punctual. You are required to be at the time clock location, appropriately dressed and prepared to work at the beginning of your schedule. (Refer to Discipline Policy on the next page for specifics.)

H. Second jobs or school conflicts
You are hired with the understanding that you are subject to mandatory overtime and may be required to work hours outside your typical schedule. Your Ingham County Parks job comes first and second jobs come second.

Note: Park Managers do ask during the interview if you have any scheduling conflicts.

The following applies to scheduling conflicts entered into after being hired.

1. You must obtain the approval by the Park Manager before taking a second job.
2. If you are a student, you must also inform the Park Manager of your class schedule as soon as possible. An attempt to accommodate your scheduling requests will be made, but a new class schedule may mean a decrease in work hours available to you.

I. Disciplinary Action

It is the responsibility of the Park Managers and Assistant Park Managers to maintain uniform and consistent discipline throughout the county parks system. Part of this responsibility includes keeping comprehensive records of seasonal discipline.

Discipline violations will accumulate for the duration of the season for which you were hired. The discipline record will be cleared if no violations occur for a six-month period.

Depending upon the severity of the violation, you will be given the appropriate level of discipline, up to and including termination without receiving a lesser level of discipline.

Examples of severe violations that could result in immediate termination include, but are not limited to, lack of productivity, striking or threatening other employees/supervisors or park visitors, insubordination, alcohol or drug use while on duty, reporting for work under the influence of alcohol or drugs, stealing park property, personal use of park equipment, serious safety infractions, loss of significant number of tickets, or a significant cash shortage at the end of the shift.

This Seasonal Manual provides specific rules and requirements that you must follow. Violations of rules will bring the following disciplinary action:

<table>
<thead>
<tr>
<th>Violation Level</th>
<th>Description</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st violation</td>
<td>(Up to 5 minutes late)</td>
<td>Verbal warning</td>
</tr>
<tr>
<td>2nd violation</td>
<td>(Up to 5 minutes late)</td>
<td>2nd verbal warning</td>
</tr>
<tr>
<td>2nd violation</td>
<td>(Non-tardiness)</td>
<td>Written warning</td>
</tr>
<tr>
<td>3rd violation</td>
<td>(Any tardiness)</td>
<td>Suspension</td>
</tr>
<tr>
<td>4th violation</td>
<td></td>
<td>Termination</td>
</tr>
</tbody>
</table>

IV. EQUIPMENT USES AND SAFETY REQUIREMENTS

To minimize work-related accidents and injuries, state and federal governments, as well as this department, have established safety guidelines to protect you while performing certain jobs.

A. Required Safety Equipment

Safety glasses, hard hats, and ear plugs are either issued to you, or available along with other safety equipment at each park location. Following is a listing of the proper safety equipment that must be used when performing these duties. All safety equipment must meet the OSHA and MIOSHA standards.

1. Push Mowing:
   - Safety glasses or goggles
   - Hearing protection
   - Steel-toed boots
   - Long pants

2. Tractor/Riding Mowing:
   - Safety glasses
   - Hearing protection
   - Hard Hat
d. Seat belts

3. **String Trimming:**
   a. Safety glasses
   b. Hearing protection
   c. Long pants

4. **Power Tools:**
   a. Safety glasses
   b. Hearing protection
   c. Steel-toed shoes

5. **Motor Vehicles**
   a. Seat belts, including in the park
   b. Must obey all traffic laws
   c. All park rules

At the Park Manager’s discretion only full time employees or authorized seasonal employees with prior training will be allowed to operate the following equipment following MIOSHA standards:

6. **Air Tools**
7. **Chemical Application**
8. **Brush Chipper**
9. **Welder**
10. **Chainsaw**

**B. Protective Footwear**
Due to the nature of our operation and varied weather conditions, you may be assigned various duties during the same shift. Thus, protective footwear may be required for only some duties, not the entire shift. Therefore, it is your responsibility to have the proper protective footwear and long pants with you at all times. All shoes and boots must be in good condition.

1. **SUMMER SEASON**
   a. **WORK BOOTS:** You must have steel-toed, hard-soled, OSHA approved work boots/shoes with you at all times. These may be insulated or non-insulated.
   b. It is not necessary to wear steel-toed boots during normal duties. See the chart above for instances when work boots are required.

2. **WINTER SEASON**
   a. **WORK BOOTS:**
      During the winter season, you must have steel-toed, hard-soled, OSHA approved work boots/shoes in good condition with you at all times. These may be insulated or non-insulated.
   i. It is not necessary to wear steel-toed boots during normal winter sports duties such as: gatehouse, ski rental and food concession operation; park cleanup (opening and closing procedures); snow plowing (with truck); and track setting.
ii. Winter sports duties that do require steel-toes include, but are not limited to: ski rental building set-up, snow fence installation, ski trail maintenance, and splitting firewood.

C. Park Vehicles and other Equipment

Park vehicles are not for personal use. This means that Parks vehicles may not be used to drive for breaks or lunch.

To prevent injuries and accidents, if you are taking any medication that could affect your ability to operate a vehicle or machinery, you must notify your supervisor immediately. Seat belt use is mandatory at all times, including driving on Park property.

You must always be conscious of the need to operate vehicles and other equipment safely. If a piece of equipment is not working properly, report this situation to the supervisor. ACCIDENTS INVOLVING PARK EQUIPMENT OR VEHICLES MUST BE REPORTED IMMEDIATELY and a "Claim/Incident Report" form must be completed.

1. Proper Operation of Equipment

When operating any riding style equipment, disengage the power-takeoff (PTO), turn off the engine, and set the brakes before dismounting the machine. Make sure the equipment is stationary.

a. Never leave equipment running unattended.

b. Never leave keys in an unattended vehicle.

c. Never operate mowing equipment within 150 feet of park visitors.

d. Never operate mowing equipment within 24” of all objects.

e. Never attempt to adjust or repair any motorized equipment while it is running.

f. Never fuel equipment indoors, near a potential ignition source, or while it is running.

g. Never start riding equipment without being properly seated on equipment and the seat belt fastened.

2. Driving Park vehicles

Park Vehicles (pickups, trucks, gators and golf carts) are allowed on park turf only at the discretion and approval of the Park Manager. All drivers must be 18 years or older and hold a drivers license in good standing.

3. Who can operate equipment:

a. Canoe Van:
   Full-time employees and seasonals 18 years and older with a valid drivers license, in good standing.

b. Backhoe:
   Full-time employees only.

c. Outboard Motor, Pickup Trucks, Small Dump Truck, Tractors, Riding Mowers, Snowmobile:
Full-time employees and seasonals, if trained.

d. **Chain Saw:**
   Trained, full-time personnel only. Or seasonal employee only if went through a training class.

e. **Push Mower, Brush Saw, Weed Eater, Generator:** No restrictions.

V. **CLEANING SHELTERS AND RESTROOMS**

A. **Cleaning Shelters**
   Appearance of our shelters is a major part of the park visitor's impression of our parks. Therefore, special attention is placed on the maintenance of all picnic shelters.

1. Remove cobwebs, staples, tape, dust and any debris on the beams, posts, trusses and ceilings daily.
2. Sweep or blow clean the floors. Pick up debris (do not sweep into the grass) and wash the floors as necessary to clean up any spills that may be present.
3. Wash the tables to remove dust and stains, place in straight rows and have any staples or tape removed. Give special attention to splinters, cracks or graffiti. Bring any problems to the attention of the Park Manager.
4. Replace trash can liners, sprinkling in DumpsterFresh, and wash the can interiors and exteriors as often as necessary.
5. Remove used charcoal from grills, place in metal container to prevent fire. Wire brush the grill, and sweep or rake the area around the grill.
6. Remove any cigarette butts daily and place the debris with the used charcoal to prevent fires.
7. Clean any drinking fountain near a shelter and check for proper operation.
8. Check the ground fault outlet for proper operation. If any problems occur with the outlet, contact the appropriate supervisor.
9. Rake turf areas around the shelters and remove small debris as necessary.
10. When shelters are reserved, place the confirmation sheet in the reserved/open sign with the appropriate reserved/open sign exposed.
11. Once the park visitors have arrived, you must contact the reservation representative (listed on the reservation confirmation sheet) to welcome him or her.
12. Monitor shelter usage throughout the day, paying attention to litter in and around the shelter and the trash cans in the shelter.

B. **Cleaning Restrooms**

1. To clean stools and urinals:
   a. Squirt toilet bowl cleaner (porcelain cleaner) on a cotton bowl mop; use sparingly. (Protect your skin and eyes at all times - harsh cleansers!)
   b. Start at top lip edge of urinal or toilet bowl, scrub down toward base, and then flush. **CIGARETTE BUTTS MUST BE REMOVED FROM URINALS!**
   c. Wipe down outer surfaces, seat, fixtures, etc., with disinfectant and sponge.
2. Clean sink, fixtures, and mirrors. Use a spray bottle of cleaner/disinfectant with a scrub pad and sponge.
3. Wash any dirt marks off walls and partitions.
4. Sweep floor. Add four (4) ounces of cleaning disinfectant to the water in a bucket. Mop the floor with the cleaning solution, then use a dry mop to clean up the water, or mop the area, rinse, and squeegee dry. Make sure special attention is given to areas around base of toilet bowls. Hand scrubbing may be needed.
5. Sweep down all the cobwebs on the exterior of the building. Give special attention to eaves and around vision obstruction screens.
6. Fill towel and toilet paper dispensers when needed.
7. Sweep sidewalks.
8. How to clean shower facilities:
   a. Wash any marks off walls and partitions.
   b. Sweep, hose down, and mop floors with cleaning disinfectant.
9. Clean and dry the mop, and put all equipment away in its proper place. Dump mop water into drains. Do not dump water on grass areas or around trees or shrubs. If no drain is available, water is to be dumped in the parking lot gravel areas.
10. Make sure deodorizers are working; if not, replace.

VI. **TIME CARDS** (see samples on following pages)

A. You are required to punch in and out on a time card. You must:
   1. punch in and out at the beginning and end of your shifts;
   2. punch in and out for lunch breaks;
   3. punch out when you leave the park for treatment of a work-related injury, if you will not be returning to work on the same day.

B. You are not to punch out before the designated end of your schedule, unless authorized by your supervisor.

C. Time cards are to be filled out with blue or black ink, NOT PENCIL.
   1. Fill out name, employee number and dates. Sign your timecard.
   2. **Distribute hours worked to a COST CENTER on a daily basis.** Cost Center numbers are posted at all time card stations.
   3. You will be paid in 15 minute increments. The following is a list of guidelines:
      a. If you work a 15 minute increment, record this as a fraction (1/4). Example: You work 7:30am to 4:15pm. The time is recorded on the time card as 8 ¼ hours. In order to be eligible, you must work the full 15 minutes.
      b. If you work 45 minutes, record the time on your time card as ¾. Example: You work 7:30am to 3:45pm. The time is recorded on the timecard as 7 ¾ hours.
      c. You will only be paid for your scheduled hours worked unless prior approval is obtained from your immediate supervisor. Example: You are scheduled to work 7:30am to 4:00pm. If you punch in at 7:15am, you will be compensated only for 8 hours unless prior approval has been obtained from your supervisor.
      d. When totaling your hours you must subtract ½ hour for lunch.
D. You are to turn the completed time card in at the end of your scheduled work week.
   1. You may fill out your timecard at the end of your work week. After you receive your first pay stub Time Cards MUST have the correct Employee Number or they cannot be processed for payment – this number will be on your first pay stub.
   2. Be sure to sign the time card.
   3. White out is not to be used on the back of your time cards

E. Remember, **NO TIME CARD – NO PAYCHECK.** The payroll period begins Saturday and runs through Friday. All time cards must be completed and turned in by Friday. Deposit time cards in drop boxes near the time clocks at each park. Occasionally, your supervisor will collect time cards early due to a holiday.

F. Time cards must be filled out completely and properly to allow payroll processing to occur in a timely manner. Your check may be held until the time card is properly completed.
TIMECARD FRONT EXAMPLE

Ingham County Parks Department
WEEKLY TIME CARD

EMPLOYEE NAME (PRINT NAME)  RITA RANGER  6/8/01
EMPLOYEE NUMBER  2222
WEEK ENDING DATE

<table>
<thead>
<tr>
<th>Type Code</th>
<th>TOTAL HOURS</th>
<th>Cost Center</th>
<th>SAT</th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>Chg</th>
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<td>3</td>
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<td>4</td>
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<tr>
<td>2 1/2</td>
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<td></td>
<td></td>
<td></td>
<td>3/4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21

TOTALS 83 41 8

EMPLOYEE SIGNATURE  RITA RANGER

SUPERVISOR SIGNATURE

TIMECARD BACK EXAMPLE

8:00 am  Start time
12:00 pm  Lunch
12:30 pm  Finish time
5:00 pm

8:00 am  Start time
12:30 pm  Finish time

TUESDAY
6:30 am
10:30 am
11:00 am
3:00 pm

MONDAY
8:00 am
12:00 pm
5:00 pm

FRIDAY
VII. INJURY/ACCIDENT PROCEDURES & REPORTING

A. Employee Injuries
The locations of the treatment centers, and the procedures to follow when injured are described below. If you fail to follow the arrangements set forth by the Parks Department, you may be liable for the expenses incurred.

1. Procedures for work-related injuries:
   a. An employee must notify his/her supervisor immediately of an injury/illness sustained on the job.
   b. The supervisor will direct the employee to the treatment facility, sending the authorization form with the employee.
   c. The supervisor will submit an Injury Report Form to the Benefits/Leave Analyst (Financial Services Department) within 24 hours of the incident.
   d. All doctor and/or hospital bills are to be submitted to the Benefits/Leave Analyst for payment. DO NOT USE YOUR OWN HEALTH INSURANCE COVERAGE FOR WORK-RELATED INJURIES.
   e. All off work, return to work and/or restricted work slips are to be sent to the Benefits/Leave Analyst along with any doctor’s reports.
   f. Notify the Benefits/Leave Analyst when an employee returns to work.
   g. Contact the Benefits/Leave Analyst regarding completion of time cards of employees who have missed work due to work related injury/illness.
   h. Notify the Benefits/Leave Analyst immediately of any serious injury, of any incident involving more than one employee, or when a death occurs.

2. Medical Assistance for Employees:

The Michigan Workers’ Disability Act requires employers to provide reasonable medical and hospital services to those employees who are injured as a result of a work related injury or illness. The Act also provides that the employee will be treated at a medical facility designated by the employer. The County has arranged to participate with Sparrow Occupational Health Services for work-related injuries.

Ingham County provides medical care through Sparrow Occupational Health Services. This process is far less expensive than a trip to the emergency room and provides comprehensive treatment.

Sparrow Occupational Health Services are located at 1322 E. Michigan Ave., Suite 101, Lansing, phone 517-364-3900.

Week days 7:00 a.m. until 5:00 p.m. no weekend or holiday hours

In cases of severe burns, fractures, shock, seizure, shortness of breath, uncontrolled bleeding, chest pains, head injuries, smoke inhalation or motor vehicle accidents when there may be head injuries, employees should be transported to Sparrow St. Lawrence Emergency Department located at 1210 W. Saginaw, Lansing, phone 517-364-7000 or the nearest emergency room.

It is anticipated that employees will be treated at Sparrow Occupational Health Services. Of course, the Emergency Room should be used by employees in any life-threatening situation. Employees working hours when Sparrow Occupational Health Services is not
open should go to Sparrow St. Lawrence Emergency Department if the injury is severe enough to warrant immediate attention.

The following forms are required:

a) **Ingham County Injury Report Form**

b) **Sparrow Occupational Health Services Authorization for Services Form**

The authorization form must accompany the employee to the treatment center whenever possible. This form identifies the injured person as an employee of Ingham County and facilitates the treatment and billing process.

All employees should be advised of the location of the treatment facilities and the procedures to follow when injured. In addition, employees should be advised that, if they fail to follow the arrangements set forth by the County, they may be liable for the expenses incurred at other facilities.

3. **Treatment Locations:**
   
   SPARROW OCCUPATIONAL HEALTH CLINIC  
   Medical Arts Building  
   1322 E. Michigan Avenue, Suite 101, Lansing  
   (517) 394-3900  
   Monday thru Friday - 7:00am to 5:00pm (No weekend or holiday hours)

   **For after hours and life-threatening emergencies** – (Depending upon your location relative to each facility and the severity of the injury)

   **GO TO THE CLOSEST ER IN LIFE THREATENING SITUATIONS.**

   SPARROW ST. LAWRENCE EMERGENCY DEPARTMENT  
   1210 W. Saginaw, Lansing  
   Phone: (517) 364-7000  
   Monday thru Sunday & Holidays - 5:00pm to 7:00am

   OR

   SPARROW EMERGENCY DEPARTMENT  
   1215 E. Michigan Avenue, Lansing  
   Phone: (517) 364-1000  
   24 Hours 7 Days a Week
A-17

Sparrow Occupational Health Services Authorization for Services Form PAGE 1:

**Sparrow**

**OCCUPATIONAL HEALTH SERVICES AUTHORIZATION FOR SERVICE**

<table>
<thead>
<tr>
<th>Sparrow Occupational Health Clinic</th>
<th>Sparrow St Lawrence Emergency Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Arts Building</td>
<td>1322 E. Michigan Ave. Ste. 101</td>
</tr>
<tr>
<td>1217-384-3000</td>
<td>(517) 364-7000</td>
</tr>
<tr>
<td>Mon-Fri 7 a.m. - 6 p.m.</td>
<td>Mon-Fri 5 p.m. - 7 a.m.</td>
</tr>
<tr>
<td></td>
<td>Sat/Sun/Holidays</td>
</tr>
</tbody>
</table>

**AUTHORIZED COMPANY**

Company or Temp Agency (circle one): INGHAM COUNTY
Street: 121 E. MAPLE ST, PO BOX 319
City: MASON
Zip code: 48854

Services Authorized by: Brenda Mills
Title: BENEFITS COORDINATOR
Phone: 517-676-7336
Date:

**PATIENT INFORMATION**

Employee/Applicant Name: ___________________________ Social Security #: _______ / _______ /
Date of Injury: ______________ Approx. Time of Injury: ___________ am/pm
Time employee left the site: ___________ am/pm First Aid Treatment: ___________
Nature of Injury: ____________________________

**SERVICES AUTHORIZED**

**Section I - Injury Care:**
NOTE: If injury has not occurred in the past 24 hours, call for an appointment 517-384-3900
- Injury Care
- Post-Accident/Injury Testing-check which tests need to be done:
  - Drug Screen
  - DOT Non-DOT
  - Instant
- Breath Alcohol
  - DOT Non-DOT

**Section II - Other Drug/Alcohol Tests:**
Patient instructions: DO NOT URINATE just prior to arriving; you must have a VALID PICTURE ID for photocopying.

Purpose of Testing:
- Pre-placement
- Random
- Post Accident
- Reasonable cause
- Return To Fit for duty

Drug type:
- DOT
- Non-DOT
- Instant 5-Panel
- Instant 11-Panel

BAT type:
- DOT
- Non-DOT

**Section III - Employment Physicals and Examinations: (Scheduled appointments are required)**
Examination for: Job Title: ____________________________
Department: ____________________________
Type:
- Pre-placement Physical
- Annual Physical
- DOT Physical:
  - Initial
  - Recertification
- Surveillance Exam (type):
  - Exit
- Second Opinion
- Fitness for Duty (for non-work related injuries/illnesses)
- Material Handling
- T.B. Testing
- Chest X-ray for positive TB test
- Respirator fit testing
- Other

**INSTRUCTIONS TO PATIENTS WHO ARE TO BE SEEN FOR A PHYSICAL:**
1. If you have an appointment, you will be seen as close as possible to your appointment time; because we are also a walk-in clinic, your appointment may be delayed. Please call ahead if this may cause you a problem.
2. DOT/CDL examinees - DO NOT TAKE ANY CAFFEINE for 6 hours prior to arriving.
3. Bring eye glasses, contact lenses or hearing aid(s), if worn.
4. Blood Tests - check with your employer or the designated clinic, regarding whether fasting is required.
5. If you are under 18 years of age, you will need signed permission from your parent or guardian.
In Case of Injury

We have arranged for medical care with Sparrow Occupational Health Services at the following locations:

**Occupational Injuries**

- Sparrow Hospital
- Michigan Avenue
- Ronald McDonald House
- Medical Arts Building Suite 101

**Occupational Health Services Clinic**

Medical Arts Building Suite 101
1322 E. Michigan Ave., Lansing
517.364.3900

Monday – Friday
7 a.m. – 5 p.m.

**Emergency Department**

Sparrow St. Lawrence Campus
1210 W. Saginaw, Lansing
517.364.7000

Monday – Friday
5 p.m. – 7 a.m.

Saturday/Sunday/Holidays
24 hours

After-hours pager for drug and alcohol testing:
517.360.2165

**Occupational Injuries After-Hours Drug Screens and Breath Alcohol Testing Emergency Services**

Sparrow Hospital St. Lawrence Campus

sparrow.org/occupationalhealth
INJURY REPORT FORM:

INGHAM COUNTY
INJURY REPORT FORM
(for reporting work-related injuries/illnesses)

USE THIS FORM WHEN REPORTING AN INJURY TO AN EMPLOYEE. Report of an accident which has or could have caused an injury to an employee must be made to the Benefits Analyst in Human Resources Department, Human Services Building, Lansing, WITHIN 24 HOURS of any on-the-job injury.

INJURED WORKER’S STATEMENT OF ACCIDENT/ILLNESS

Employee Name (Last Name, First Name): 
Employee No. 

Sex: Male Female:

Home address:

Home/Cell Phone: 

Date of Birth: 

Work phone:

Job Title: 

Department Name:

Date of Hire:

Date of occurrence: 

Time of accident: AM/PM

Location of incident occurrence:

How was injury incurred:

Time employee began work: AM/PM

Nature of injury (burn, cut, strain, etc.): 

Body part(s) injured (right arm, left leg, etc.):

Explain how accident happened: (You may add additional sheets if needed)

Did employee receive medical treatment? Yes No

Name and Address of hospital or physician: 

Sparrow Occupational Health: 

ER: 

Other:

Date of Treatment:

Name and phone number of witnesses (if any):

Did injured worker lose time from work: 

If yes, first full day of disability: 

(Do not count day of the injury, the day employee returned to work, or weekends and holidays unless scheduled to work those days)

Has the injured worker returned to work: 

If yes, date returned:

Date the Employee Reported the injury: 

Does the Employee have a second employer: Yes No

Supervisor’s Name:

Signature:

Phone ext:

This Form was completed by:

Date Completed:

If you have any questions regarding the filing of this form, contact Brenda Mills, Benefits Analyst, Human Resources Dept.

S:\PKO\FORMS\Ingham County Accident Report

Manager: 

Director:

OFFICE ONLY Copy to Insurance Administrator?

OFFICE ONLY Copy sent

S:\PKO\FORMS\Employee\Injury Report Form

A-19
B. Emergency and Non-emergency Aid for Park Visitors

1. Non-Emergency Aid: For injury or incident not causing immediate danger to health or safety of the victim.
   a. Contact the supervisor on duty.
   b. Appropriate police agencies for each park:
      - Lake Lansing Parks Meridian Twp Police 332-6526
      - Burchfield Park Ingham Co Sheriff 676-2431
      - Hawk Island Park City of Lansing Police 483-4600

2. Emergency Aid (accident, fire, etc.)
   a. Dial 911 for emergency assistance needed at any of the parks.
   b. Provide the Emergency Services operation with the following information:
      i. Your name, position, and location (park name).
      ii. Nature of emergency (type)
      iii. Request needed assistance (ambulance, paramedic, police, fire)
      iv. Give exact location (park, street, and nearest intersection) and location of the victim within the park. See section D on following pages.
      v. Do not hang up until the operator states that requested assistance is on the way.
      vi. Lead emergency personnel to the victim. Provide any available information regarding victim to emergency personnel.

C. Procedures for handling injuries
   *You must adjust your actions to fit the situation.*

1. If an injury is reported to you by a bystander:
   a. Find out where the injured person is located
   b. What type of injury is suspected?
   c. Is there anyone with the injured person?
   d. Is an ambulance needed?
   e. Alert other employees of the injury, if possible.
   f. If TWO OR MORE employees are available:
      i. If an ambulance or paramedic is needed, dial 911. Establish an estimated time of arrival and location to meet the emergency unit. See Section 5 below.
      ii. Two park employees shall then take a first aid kit and immediately go to aid the victim. In the winter, take a snowmobile and stretcher, if available.
      iii. Upon arriving at the injury scene, QUICKLY
          - Determine the nature of the injury
          - Treat life threatening injuries if trained to do so
          - Determine what additional first aid equipment is needed and whether additional manpower is needed.
      iv. After gathering the information, one employee is to go to the predetermined location to direct the paramedics
      v. If a back, neck, head or serious bone fracture is present or suspected DO NOT MOVE THE VICTIM until instructed to do so by the paramedic. Apply first aid, if trained to do so.
vi. Immobilize all fractures if trained to do so.

2. If you come upon an injured person and others are available at the scene to help:
   a. Determine nature of injury
      i. if serious, send a park employee or bystander for help. Make sure the person going for help directs emergency personnel to the scene of the injury.
      ii. Stay with the victim.
      iii. Keep the injured person comfortable - only treating life threatening emergencies and immobilizing fractures if so trained.
      iv. When emergency personnel arrive, provide assistance if instructed to do so.

3. If you are the only employee within contact distance and there is a very serious injury, send a bystander for help, but make sure that:
   a. he knows the emergency phone number is 911
   b. he knows the pertinent information and how to direct the ambulance
   c. he waits for the ambulance crew and directs them to the scene of the injury

4. If you come upon an injured person and no other help is anticipated:
   a. A person who is seriously injured or is suffering from shock should not be left unattended if at all possible.
   b. If the victim requires immediate medical attention:
      i. attempt to stabilize the victim as much as possible
      ii. go for help
      iii. If you meet someone along the trail, direct him to the victim and continue on for help.

Remember, leaving the victim to go for help is your last option and should only be used when all other efforts have been exhausted. Make sure you tell the victim where you are going and that you will return.
D. Directing emergency aid to an isolated area of the park

1. LAKE LANSING PARK - NORTH (see map below):
   a. Zone A: Person injured between ski rental building/Main Shelter, western edge of spoil area and west of the western Orange and Blue trail intersections. The ambulance should meet you in main parking area.
   b. Zone B: Person injured is located east of western edge of spoil site and east of the western intersection of the Blue and Orange trail intersection. Ambulance should respond to post gate located on the north side of the first house north of railroad crossing on Green Road.

EMERGENCY AID TO LAKE LANSING PARK - NORTH
2. BURCHFIELD PARK (see map below)
   a. Winter sports area or on the trail approximately one-half way to Riverbend (at the top of the steep hill). Ambulance should meet the unit at the Winter Sports Building - Park entrance on Grovenburg Road near Harper Road.
   b. Riverbend on the trail approximately one-half way to Burchfield (at the top of the steep hill) and swamp on the north side of Heron Pond. Meet the ambulance at the parking area at Riverbend - entrance is on Nichols Road near Kingman Road.
   c. Heron Pond area. Meet the ambulance at the Riverbend parking lot and take the trail back to Heron Pond.
   d. South of Heron Pond and southern border of Riverbend. Meet the ambulance on Kingman Road, 1/4 mile south of Nichols Road.
   e. Between the south boundary of Riverbend and Columbia Road. Meet the ambulance at McNamara Landing’s parking lot.

EMERGENCY AID TO BURCHFIELD PARK AND RIVERBEND AREA
3. HAWK ISLAND PARK (see map below)
   a. NE corner of beach parking lot in front of the beach house.
   b. In front of Kestrel Shelter where sidewalk meets the parking lot.
   c. In front of the Red Tail Shelter where sidewalk meets parking lot.
E. Transporting the Injured
If a person is injured and requires transport to a medical facility, the following procedures should be followed:

1. In case of a serious injury, call an ambulance and/or paramedic by dialing 911.
2. In case of minor injury and the person wishes to seek your own treatment:
   a. Have them arrange for transportation (friend, wife, guardian, etc.)
   b. If they cannot locate transportation - call an ambulance.

NEVER TRANSPORT AN INJURED PERSON IN A PARK VEHICLE OR AN EMPLOYEE’S PERSONAL VEHICLE. An exception to this rule is that the park snowmobile and rescue sled can be used to transport a victim to a point within the park where the subject can be transported into an ambulance.

F. Winter emergencies
1. Person falling through ice on the river, pond or the lake.
   a. Call 911
   b. Never walk out to the person, as you will probably also fall through the ice.
   c. Lay a ladder horizontally on the ice and push it toward the victim. Pull the victim out, laying them horizontally on the ice and work your way back to safe ground.
   d. Ladders are available at:
      i. Burchfield and Riverbend
         - Beach
         - Riverbend parking lot
         - McNamara Landing
         - Heron Pond
      ii. Lake Lansing North
          - White restroom storeroom
      iii. Hawk Island
          - One on each of the two docks on the west side of the pond
          - North end of the boardwalk, near the Warming Lodge
          - Southeast corner of the pond
   e. If a ladder is not available, use a branch, pole or jacket to stretch out to the victim and allow him or her to grab it.
   f. As a last resort, lay horizontally on the ice and form a human chain. Work the chain out toward the person and attempt to have the victim grab the rescuer’s hand.
   g. Once the victim is retrieved, keep the person warm and call an ambulance. Never leave the person unattended as shock may set in. Transport the person to the Winter Sports Building, ski rental building, nearest residence, or to the ambulance, if it is on the scene.

2. Hypothermia:
   a. Characteristics: Hypothermia is an abnormally low body temperature (95 degrees and under), and can be life threatening.
b. **Signs and stages:** The signs and stages of hypothermia include shivering, dizziness, numbness, confusion, weakness, impaired judgement, impaired vision, and drowsiness. The stages progress as follows:
   i. Shivering
   ii. Apathy
   iii. Loss of consciousness
   iv. Decreasing pulse and breathing rates
   v. Death

As hypothermia progresses, the victim may move clumsily shivering.

c. **Treatment.** If hypothermia is suspected, medical attention must be sought immediately. The victim may be an unreliable reporter and not complain of being cold.
   i. Give the victim artificial respiration or rescue breathing, if necessary and trained to do so.
   ii. Bring the victim into a warm place as quickly as possible.
   iii. Remove wet or frozen clothing and anything that constrains the victim’s arms, legs, or fingers, and might interfere with circulation as the frozen part is thawed and swelling begins.
   iv. Warm the victim slowly by covering with dry clothing or blankets.
   v. If the victim is fully conscious, give him warm liquids by mouth (but not alcohol or caffeine).
   vi. Monitor airway, breathing and circulation.

3. **Frostbite:**
   a. **Characteristics:** Frostbite is the most common injury caused by exposure to the cold. It happens when ice crystals form in body tissues, usually the nose, ears, chin, cheeks, fingers or toes. This restricts blood flow to the injured parts. The effect is worse if the frostbitten parts are thawed and then re-frozen.

   b. **Signs and symptoms:** Just before frostbite occurs, the affected skin may be slightly flushed. As frostbite develops:
      i. The skin color changes to white or grayish-yellow and finally to grayish-blue.
      ii. Pain is sometimes felt early, but subsides later.
      iii. Blisters may appear.
      iv. The affected part feels hard, cold and numb.
      v. The victim is frequently not aware of frostbite until someone tells him/her that they can see the pale, glossy skin.

   c. **Treatment:**
      i. The objectives of first aid are to protect the frozen area from further injury, to warm the affected area, and to maintain respiration.

      ii. Procedures include:
          - Get the person to a warm place.
          - Warm frozen part quickly by immersing in water that is warm but not hot.
(test by pouring some water over the inner surface of your forearm). Place a thermometer in the water and carefully add warm water to maintain a temperature between 102 and 105 degrees. If the affected part has been thawed and re-frozen, it should be warmed at room temperature (from 70 to 74 degrees).

- Do not rub the part. Rubbing may cause gangrene (tissue death).
- If warm water isn’t available or practical to use, wrap the affected part gently in a sheet and warm blankets.
- If fingers or toes are involved, place dry sterile gauze between them, after warming.
- Loosely bandage the injured parts.
- Obtain medical assistance as soon as possible.

G. Notification of Supervisor
1. Whenever a serious injury or crime occurs in the park and after all emergency measures have been taken, contact your immediate supervisor.

H. Reporting of injuries and incidents
There are two different accident/incident report forms. A supply of each of these forms is located at every park.

1. FOR EMPLOYEES:
   You are to complete the information and submit to the supervisor as soon as possible. Providing incomplete information may result in disciplinary action.
   a. Your work-related injuries are to be reported on an Injury/Report Form. (see sample on following pages)
   b. Employee accidents with Parks Department vehicles/equipment are reported on a MMRMA Claim/Incident form. (see sample on following pages)

2. FOR PARK VISITORS:
   A MMRMA Claim/Incident report form must be completed for any and all visitor accidents. (see sample on following pages)

3. COMPLETING THE MMRMA CLAIM/INCIDENT REPORT FORMS.
   a. When an accident/incident occurs, after the injured party is stabilized, locate witnesses. If at all possible, witnesses should not be other park staff, you, nor have any relationship with the injured party.
   b. Record name, address, phone number of the witness(s) and take a statement about the incident.
   c. Write down the name and addresses of injured person(s) and the name of the hospital where they will be taken.
   d. Provide a personal narrative of the accident/incident. Include how the accident happened, where it happened, the time it happened, who saw it happen, who was hurt, who was working at the time it happened.
   e. Completed forms are to be given to the supervisor the same day as the incident.
DO NOT GIVE THE FORM TO A NON-EMPLOYEE TO FILL OUT.
DO NOT ask the injured person to complete any part of the form.

REMEMBER: You are not to discuss any park accidents with the public or strangers. *Information regarding park accidents must be released through official channels only.* Provide report to your supervisor.
### INGHAM COUNTY
**INJURY REPORT FORM**
(for reporting work-related injuries/illnesses)

**INJURED WORKER'S STATEMENT OF ACCIDENT/ILLNESS**

<table>
<thead>
<tr>
<th>Employee Name (Last Name, First Name):</th>
<th>Wagner Joe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee No.:</td>
<td>1234</td>
</tr>
<tr>
<td>Sex: Male X Female:</td>
<td></td>
</tr>
<tr>
<td>Home address: 231 Cedar Lane</td>
<td></td>
</tr>
<tr>
<td>Home/Cell Phone: 517-372-2039</td>
<td></td>
</tr>
<tr>
<td>Date of Birth: 10-10-80</td>
<td></td>
</tr>
<tr>
<td>Work phone: 517-676-2333</td>
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<tr>
<td>Job Title: Foreman</td>
<td></td>
</tr>
<tr>
<td>Department Name: Parks</td>
<td></td>
</tr>
<tr>
<td>Date of occurrence: 10-1-17</td>
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</tr>
<tr>
<td>Time of accident: 10:00 AM</td>
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<tr>
<td>Location of incident occurrence: Buckfield Park</td>
<td></td>
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<tr>
<td>How was injury incurred: Cut</td>
<td></td>
</tr>
<tr>
<td>Nature of injury (burr, cut, strain, etc.): LIFT Thumbs</td>
<td></td>
</tr>
<tr>
<td>Body part(s) injured (right arm, left leg, etc.): LIFT Thumbs</td>
<td></td>
</tr>
</tbody>
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**Explain how accident happened:**
(You may add additional sheets if needed)

- Cutting rubber hose with razor knife,
- Knife "slipped", cutting thumbs

| Did employee receive medical treatment? | Yes       |
|                                       | No        |
| Name and Address of hospital or physician: |            |
| Sparrow Occupational Health:            |            |
| Date of Treatment: 10-1-17              |            |
| Name and phone number of witnesses (if any): |           |
| Sally Johnson 517-676-1234              |            |

**Did injured worker lose time from work:**

- Yes
- If yes, first full day of disability:
(Do not count day of the injury, the day employee returned to work, or weekends and holidays unless scheduled to work those days)

| Did the injured worker return to work: | Yes       |
|                                        | No        |
| Date the Employee Returned to Work:    | 10-1-17   |
| Does the Employee have a second employer: Yes | No X0 |

**Supervisor's Name:** Jef Gehl
**Signature:**
**Phone:** 5996

This Form was completed by: Jef Gehl  Date Completed: 10-1-17

If you have any questions regarding the filling of this form, contact Brenda Mills, Benefits Analyst, Human Resources Dept. 517-372-4166 or benefits@ingham.org

---

**OFFICE ONLY**
Copy to Insurance Administrator?

**OFFICE ONLY**
Copy sent

---

S:\PK\forms\Ingham County Accident Report

---

Manager: [Signature]
Director: [Signature]

---

A-29
INGHAM COUNTY

(5) Exact Location of Claim/Incident (Include Name of Park) Bunker Rd Landing
(6) Date of Claim/Incident 4/1/14
(7) Time A.M. □ P.M. □ 4:00
(8) Department Parks

PERSONAL INJURY Claim □ Incident □ PROPERTY DAMAGE Claim □ Incident X

(9) Name and Address of Injured Person or Claimant
(15) Property Damaged Truck #974

(16) Nature of Damage Dent
(17) Extent of Damage Minor

(19) Actual Cost

(20) Witnesses Names and Addresses 1) Tim White
(4) Phone No: 517-676-3333
(21) Describe clearly how the claim/incident occurred (attach any supporting data) — use additional paper if necessary
Joe Ranger was unloading canoes at Bunker Rd Landing and got hung up on a post. He was pulling the canoe trailer at the time. When he returned to Ashland I noticed a dent. Joe claims he didn’t realize he had done any damage.

(22) Loss Potential □ Major □ Serious □ Minor (23) Probable Recurrence □ Frequent □ Occasional □ Rare

(24) Suggestions or actions taken to prevent recurrence

(25) LAWSUIT
A. Date of Service
B. Method of Service (Personal or Mail) Personal □ Mail □
B. Name of Person Served

(26) Submitted by Jeff Cehl
Park Manager Signature: □

(27) Date 4/1/14
(28) M.M.R.M.A. Reviewed □
(29) Date □

Date Copy Sent: □

Please print 4 copies for the following:
□
□
□

12/3/04

A-30
\section*{CLAIM / INCIDENT REPORT}

Note: Use this form (1) to report any claim which caused bodily injury or property damage or (2) to report any incident which has the potential to result in bodily injury or property damage.

<table>
<thead>
<tr>
<th>(1) Name of Member</th>
<th>(2) Department</th>
<th>(3) Phone Number</th>
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<td>INGHAM COUNTY</td>
<td>Parks</td>
<td>517-676-2235</td>
<td>Joe Ranger</td>
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<th>(6) Date of Claim/Incident</th>
<th>(7) Time</th>
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<td>AM</td>
<td>Parks</td>
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<th>PROPERTY DAMAGE</th>
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<tr>
<td>Incident [X]</td>
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<table>
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<tr>
<th>(9) Name and Address of Injured Person or Claimant</th>
<th>(13) Property Damaged</th>
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<tbody>
<tr>
<td>Deb Nelson</td>
<td></td>
</tr>
<tr>
<td>301 North St</td>
<td></td>
</tr>
<tr>
<td>East Lansing MI</td>
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<td>Possible Sprain</td>
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<table>
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<th>Names and Addresses</th>
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<tr>
<td>1) Joanne Dunbar</td>
<td>810 Park St, East Lansing MI 48910</td>
<td>517-890-2458</td>
<td></td>
</tr>
<tr>
<td>2)</td>
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<td></td>
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<td>3)</td>
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<tr>
<td>4)</td>
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\section*{(21) Police Report Number}

\textbf{Fall on the ground and landed on wrist. I wrapped Deb's wrist and put a temporary sling on to restrict movement until Deb's mother arrived to take to ER.}

<table>
<thead>
<tr>
<th>(22) Loss Potential</th>
<th>(23) Probable Recurrence</th>
<th>(25) LAWSUIT</th>
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<tr>
<td>Major</td>
<td>Occasional</td>
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<th>(24) Suggestions or actions taken to prevent recurrence</th>
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<table>
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<tr>
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<th>(27) Date</th>
<th>(28) M.M.R.M.A. Reviewed</th>
<th>(29) Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Ranger</td>
<td>1/22/14</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Park Manager Signature</th>
<th>Park Director Signature</th>
<th>Copy to Insurance Administrator?</th>
<th>Date Copy Sent</th>
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</thead>
<tbody>
<tr>
<td>Brian Collins</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Please print 4 copies for the following: 1. Claims Service 2. Loss Control 3. Departmental 4. Member Representative 12/3/04
VIII. TO CONTACT MANAGERS AND SUPERVISORS

CELL PHONE AND HOME NUMBERS ARE CONFIDENTIAL. DO NOT GIVE THESE NUMBERS OUT TO OTHERS.

Most contact with managers and supervisors is to be via cell phones and text messaging. Do not use the home phone numbers unless it is an emergency.

1. Director of Parks – Tim Morgan
   office 244-7191
   cell phone 599-3144

2. Park Manager-Brian Collins
   cell phone 525-3134

3. Park Manager-Jeff Gehl
   cell phone 749-3178
   home 628-3813

4. Park Manager-Pat Witte
   cell phone 204-6352

5. Assistant Park Manager – Tim Buckley
   cell phone 749-3177

6. Assistant Park Manager – Coe Emens
   cell phone 749-2493

7. Assistant Park Manager – Chris Wascher
   cell phone 525-1911
PARK SEASONAL
JOB DESCRIPTIONS
AND DUTIES
SECTION
TABLE OF CONTENTS

LIFEGUARD SECTION ........................................................................................................... B-3

RANGER SECTION ........................................................................................................... B-15

ATTENDANTS SECTION ..................................................................................................... B-17

I. Pedal Boat and Canoe Rental Attendant ................................................................. B-19
II. Boat Launch Attendant ......................................................................................... B-23
III. Gatehouse Attendant ......................................................................................... B-27
IV. Food Concession Attendant .............................................................................. B-35
V. Ski Rental Attendant ............................................................................................. B-38
VI. Sledding Hill Attendant ....................................................................................... B-41
VII. Disc Golf ................................................................................................................ B-41
VIII. Revenue Procedures ......................................................................................... B-43

PARK SECURITY OFFICER SECTION ............................................................................. B-48
# LIFEGUARD SECTION

## TABLE OF CONTENTS

### I. GENERAL INFORMATION
- Vision .......................................................................................................................... B-3
- Conduct ......................................................................................................................... B-3

### II. RESPONSIBILITIES/STAFFING
- Lifeguard Responsibilities ....................................................................................... B-3
- Techniques of Lifeguarding ..................................................................................... B-4
- Staffing the Waterfront ........................................................................................... B-5
  1. Priority Rule .................................................................................................. B-5
  2. Staffing Chart for Hawk Island County Park ................................................ B-6
  3. Staffing Chart for Burchfield Park ................................................................ B-6
  4. Staffing Chart for Lake Lansing Parks ......................................................... B-7

### III. EQUIPMENT/COMMUNICATIONS
- Lifeguard Rescue Equipment .................................................................................. B-7
- Communications ..................................................................................................... B-8

### IV. EMERGENCY PROCEDURES
- Specific emergencies ................................................................................................ B-8
  1. Water Rescue ............................................................................................. B-8
  2. Missing Person ......................................................................................... B-10
  3. Found Child ............................................................................................... B-10
  4. Threatening Weather ................................................................................. B-10
- Chain Search Procedure ....................................................................................... B-11

### V. RULES FOR WATERFRONT
- Beach Hours ............................................................................................................. B-13
- Designated Swim Areas .......................................................................................... B-13
- Lifeguard Not On Duty ........................................................................................... B-13
- Activities Not Allowed ............................................................................................ B-13
- Items Not Allowed ................................................................................................. B-13
- No Wake Zone ...................................................................................................... B-13
- Launching Water Craft at Hawk Island County Park .............................................. B-13
- Supervision of Children ......................................................................................... B-13
- Beach Lines and Ropes ........................................................................................ B-13
- Life Preservers ...................................................................................................... B-14
LIFEGUARD RULES AND RESPONSIBILITIES

I. GENERAL
Lifeguards will be issued whistles, and lanyards. At the manager’s discretion, a charge may be levied for replacement of any lost items. The approved hat and tank top shirt must be worn at all times, except when on the tower or on the board. Swimming shoes are the only acceptable footwear on the beach when on duty. Bare Feet, sandals and flip-flops are not acceptable.

A. Vision:
Lifeguards must have vision that is correctable to 20/20. If necessary, corrective lenses are to be worn at all times while working. If a lifeguard is wearing contact lenses, clear swimming goggles must also be worn while making a rescue. The swimming goggles must be worn on the forehead or around the neck while the lifeguard is within the defined beach area.

If the lifeguard is wearing prescription glasses, a snug safety strap that holds the glasses against the face must be worn while the lifeguard is within the defined beach area.

B. Conduct:
Also refer to Section II, "General Information, Rules and Guidelines," subsections "Appearance" and "Public Contact."

1. No more than one guard is permitted per tower. The guard is to be seated on the tower seat, not the lower platform.
2. Members of the public or friends are not permitted on the guard towers.
3. Lifeguards may not engage in idle conversation with either the public or friends while on duty. Cell phone use is limited to work-related and emergency calls only. The focus of attention is to be concentrated on the activity on the waterfront.

II. RESPONSIBILITIES/STAFFING
Lifeguards are responsible for keeping the public out of the water unless a guard is on the tower. Lifeguards are expected to thoroughly understand the emergency procedures and attend all lifeguard meetings.

Any employee under the influence of liquor or drugs while on duty may be terminated immediately from employment.

A. Lifeguard Responsibilities:
1. Primary Responsibilities
   a. Prevent accidents.
   b. Respond to all emergencies quickly.
   c. Administer emergency first aid.
   d. Observe and enforce all rules.
   e. Communicate with supervisors on all accidents, rescues, and pull outs (fill out an Incident Report).

2. Secondary Responsibilities
   a. Educate public in water safety.
   b. Help public and treat everyone with courtesy.
   c. Conduct oneself in a professional manner.
   d. Perform other duties as assigned when not guarding.
3. Expectations
   a. Be alert at all times.
   b. Be punctual.
   c. Be cooperative with other guards and supervisors.
   d. Wear your complete uniform.
   e. Have complete job knowledge.
   f. Maintain personal level of physical fitness and swimming abilities.

4. Swim Area responsibilities
   a. Tower Guards: Are responsible for supervision of people within the swim area. Tower guards are responsible for making announcements on the public address system or bullhorns and coordinating other lifeguards and the public during emergencies. When on the tower, guards must have rescue buoy strap around shoulder and buoy must be placed on the lap, in the ready position.
   b. Rescue Boards: Are responsible for the supervision of swimmers in deep water (2'6" depth to rope lines). Rescue boards must be standing on the raised platform while on the raft. When rescue boards are not in use or on the raft, they must be located next to main guard tower, ready to be used in the case of an emergency.
      i. Keep swimmers off ropes and buoys.
      ii. Keep swimmers inside buoyed swim area.
      iii. Watch for signals from tower guard.
      iv. Keep boaters 100 feet away from buoy line of swim area.
   c. Walking/Wading Guards: Are responsible for providing backup for tower guards. When a tower guard initiates a rescue, walking/wading guards are responsible for taking over the tower guard's duty and/or offering assistance to a guard making a rescue, if needed.
      i. Perform basic first aid on injured people so that tower guards are free to supervise the swim area.
      ii. Watch the transition zone of swim area (water depth 3' to 5') for adventurous non-swimmers who are bouncing or walking toward deeper water.
      iii. Patrol sod beach and sand area and enforce rules, pick up litter and respond as backup guards.
      iv. Walking/Wading Guards are required to carry a rescue buoy with them at all times, with the strap around their shoulder, in the ready position.

B. Techniques of Lifeguarding:
   You MUST know what to do in an emergency!
   1. Lifeguards are to continuously scan their area of responsibility: Always keep eyes and head moving systematically over the entire area. Attention should not be riveted to one area more than 3 - 5 seconds, unless a problem is observed. Scanning areas for lifeguards should overlap. Occasionally, glance at the other lifeguards - they may be trying to get your attention. The complete scan cycle should take approximately 10 seconds.
   2. A safety check shall be performed at the top of every hour if 20 or more
swimmers are present in the water. The beach rules will be read to all patrons in
the beach area by the guard on the main tower using the bull horn. Rule reading
is considered to be a break from visual scanning of the water and should last no
less than 10 minutes. All other standard rotations will still be in effect.

3. Watch for the following:
   a. Small children playing at the edge of the water. They often lose their
      balance and fall into the water and are unable to get back up.
   b. Adventurous swimmers who often attempt to swim beyond the buoyed
      area.
   c. Groups or individuals who appear to be physically exhausted, but remain
      in the water.
   d. Older or disabled people who appear to have balance problems. They
      may fall and be unable to get back up.
   e. Non-swimmers and small children who are bouncing or walking toward
      deeper water.
   f. Children 7 years of age and under who are in the water and are not being
      supervised by an adult, and/or are 3 years of age or under and in the
      wrong swim area. Remove them from the water and find their parent or
      guardian.
   g. Do not allow people to roughhouse or dunk other swimmers. If they
      repeatedly refuse to follow instruction and/or will not respond to requests
      to leave the water, ask the Park Manager, Assistant Manager, Waterfront
      Director, or Parks Security officer for assistance.
   h. People attempting to swim to/from the swim area or to/from boats
      stationed outside the swim area.
      i. Landing or launching boats or rubber life rafts at Hawk Island Park
         is restricted to the sand beach area north of the pedal boat dock.
         All watercraft using the park must be equipped with U.S. Coast
         Guard approved life jackets for each occupant. Sailboards may be
         launched at Lake Lansing Park-South's northern boundary. The
         Burchfield and Hawk Island ponds are limited to park-owned pedal
         and row boats.
   j. Children on rope buoy lines in water that is over their heads should be
      handled carefully. Do not scare them off the ropes by using sharp
      commands that may frighten them and cause them to let go.

3. Lifeguards should never hesitate to leave their assigned guard station to prevent
   an accident from occurring.

4. A lifeguard found inattentive will be swiftly disciplined and his or her employment
   may be terminated.

C. Staffing the waterfront - Guidelines for staffing the waterfront are as follows:

1. **PRIORITY RULE** - The above rule MUST BE FOLLOWED at all times unless
   informed to do otherwise by a supervisor ~ CONTACT A SUPERVISOR
   IMMEDIATELY IF A BACKUP PERSON CANNOT BE FOUND!
   There MUST be at least one on-duty lifeguard and one backup person
   stationed in the designated waterfront area when the waterfront is open. The
   backup person is to inform the lifeguard of the general area of the beach
   where he or she will be working.
2. **Staffing Chart for HAWK ISLAND COUNTY PARK:**
The beach at Hawk Island consists of one large swim area and a centrally located MAIN TOWER. Backup guards must be stationed within plain view of the beach and the primary guard on the tower. Unless changed by a supervisor.

   a. **Guard Rotation:** All lifeguards are to rotate guard positions each half hour. When switching, do it systematically. A lifeguard must NOT leave a guard stand until a relief guard has taken over his or her scanning area. The replacement must be briefed on potential problem areas.

   b. A backup person is to be in the area defined below:

   c. **Staffing assignments**
      i. **1 to 30 swimmers:** 1 lifeguard in main tower and backup person in beach area. (Consult priority rule above.)
      ii. **30 to 50 swimmers:** 1 guard on a main tower. Backup person stationed on sand beach/wading in shallow water.
      iii. **50 to 100 swimmers:** 2 lifeguards - 1 guard on main tower, 1 guard on the secondary tower.
      iv. **100+ swimmers:** 3 lifeguards - 1 guard on main tower, 1 guard on secondary tower, 1 guard in wading area.
      v. **Extremely crowded conditions (Over 300 swimmers):** 4 lifeguards: 1st guard on main tower, 2nd guard on secondary tower, 3rd guard on rescue board or raft as instructed by supervisor (centered in swim area), 4th guard will be assigned by Park Manager or Waterfront Director.

3. **Staffing Chart for BURCHFIELD PARK:**
The confines of the beach area at Burchfield Park are the entrance road on the south, tree line on the east, tree line on the west and the buoy rope line on the north. The backup guard must be stationed within these confines with the exception that the western edge can be extended to the pedal boat and canoe landing areas.

   a. **Guard Rotation:** All lifeguards are to rotate guard positions each hour. When switching, do it systematically. A lifeguard must NOT leave a guard stand until a relief guard has taken over his or her scanning area. The replacement guard must be informed of any potential problems.

   b. **Staff assignments**
      i. **1 to 30 swimmers:** 1 guard on tower. Backup in beach area. Backup person can operate the pedal boat rental.
      ii. **30-50 swimmers:** 1 guard on tower, Backup person stationed on sand beach/wading in shallow water.
      iii. **50 to 100 swimmers:** 2 lifeguards: 1 guard on tower, 2nd guard will be in the wading area or on rescue board covering area with the most swimmers.
      iv. **100+ swimmers:** 3 lifeguards: 1st guard on tower, 2nd guard will be in the wading area or on rescue board covering area with the most swimmers, 3rd guard in wading area. At Burchfield Park the rescue board is an anchored paddle boat. Guard may anchor paddle boat in deep end and guard from that area.
      v. **Extremely crowded conditions (Over 200 Swimmers):** 4 lifeguards: 1st guard on tower, 2nd guard will be in the sand beach/wading in shallow water, 3rd guard will be on the rescue board covering the area with the most swimmers, 4th guard will be assigned by Park Manager or Waterfront Director.
4. **Staffing Chart for LAKE LANSING PARK-SOUTH:**

The beach at Lake Lansing consists of one large swim area and a centrally located MAIN TOWER. Backup guards must be stationed within plain view of the beach and the primary guard on the tower.

a. **Guard Rotation:** All lifeguards are to rotate guard positions each hour. When switching, do it systematically. A lifeguard must NOT leave a guard stand until a relief guard has taken over his or her scanning area. The replacement must be briefed on potential problem areas.

b. A backup person is to be in the area defined below:

c. **Staffing assignments**

i. 1 to 30 swimmers: 1 lifeguard in main tower Backup person in beach area. (Consult priority rule above)

ii. 30 to 50 swimmers: 1 lifeguard on main tower. Backup person stationed on sand beach/wading in shallow water.

iii. 50 to 100 swimmers: 2 lifeguards - 1 guard on main tower, 1 guard on secondary tower.

iv. 100+ swimmers: 3 lifeguards - 1 guard on main tower, 1 guard on secondary tower, 1 guard in wading area.

v. Extremely crowded conditions (Over 300 Swimmers): 4 lifeguards: 1st guard on main tower, 2nd guard on secondary tower, 3rd guard on rescue board. 4th guard position will be assigned by the Park Manager or Waterfront Director.

III. **EQUIPMENT/COMMUNICATIONS**

A. **Lifeguard Rescue Equipment:**

Lifeguard towers are to be equipped with the following:

1. **Main Towers** (see beach maps for location)
   
a. Rescue Buoy
   
b. Spine board
   
c. First aid kit
   
d. Air horn
   
e. Mask, snorkel, fins
   
f. Power Bullhorn/PA System
   
g. Rescue Board
   
h. Beach accessible wheelchair

2. **Auxiliary Towers**

   a. Rescue Buoy
   
   b. Power bullhorn
   
   c. Portable gas horn
   
   d. Mask, snorkel, fins

3. **Rescue Boat** (stationed at pedal boat area at Lake Lansing Park-South)

   a. Throw ring with rope
   
   b. Outboard motor and gas tank
   
   c. Oars
   
   d. Seat cushions
   
   e. Reach pole

4. **Guard Raft**

   a. Rescue
   
   b. Throw ring with rope
   
   c. Power bull horn

5. **Canoe Landing Area - Burchfield Park**

   a. Reach pole
b. Throw ring with rope

B. Communications:
1. Airhorn
   a. One (1) long blast - Is used anytime that a lifeguard leaves guard station to make a save. Purpose: To alert other guards to cover the area and/or assist in the save.
   b. Two (2) long blasts - Designates an emergency situation requiring additional help.
   c. Two (2) long blasts for a missing child

2. Whistle Signals – Used to indicate an emergency situation
   a. One (1) blast indicates severe weather or safety check

3. Public Address System or Bullhorns
   a. Used to instruct swimmers and to make announcements affecting safety of beach area. Speak with authority and give clear simple instructions.
   b. Siren and gas horn - If available; otherwise, use a whistle. Used during emergencies and before important message or announcement, for example, clearing the water.

IV. EMERGENCY PROCEDURES
It is the responsibility of all park personnel to familiarize themselves with emergency procedures.

A. Specific Emergencies:
Remember, the safety of all swimmers is IMPORTANT even when a rescue is taking place! Lifeguards not directly involved in the rescue should remain alert to swimmers in the water. Lifeguards should extend their scan to cover areas previously scanned by rescue guard(s). If crowd conditions are such that we cannot effectively watch the swim area during the rescue, THE WATER MUST BE CLEARED!!! The safety of other swimmers must never be jeopardized.

1. **Water rescues of a distressed swimmer**: These are suggested plans of action. Some incidents may require variations.

   a. One lifeguard with backup person (backup not necessarily a guard).
      i. Lifeguard:
         1. Alert backup person with 1 long blast on air horn.
         2. Go to the aid of the victim. Stabilize the victim on dry land and initiate basic life support, if required.
         3. Enlist bystanders for crowd control, if required, once save has been made.
      ii. Backup:
          1. Help the rescue lifeguard, if required.
          2. Call for paramedic & ambulance, if required.
          3. Enlist bystanders for crowd control, if required.
          4. CLEAR THE WATER.

   b. Two lifeguards on duty:
      i. 1st Lifeguard
         1. Alert the other lifeguard with 1 long blast on whistle.
         2. The guard spotting victim goes to the aid of the victim.
         3. Initiate basic life support, if required.
ii. 2nd Lifeguard
1. Assist the 1st lifeguard in rescue, if required.
2. Call for paramedic & ambulance, if required.
3. If the 1st lifeguard is in danger or requires immediate assistance, go to his or her aid immediately. If the 1st lifeguard needs your aid and time allows, CLEAR THE WATER and enlist the aid of bystanders for crowd control so that the 1st guard can receive assistance.
4. If the 1st lifeguard needs no further assistance, resume guarding the swim area if the crowd is small. If the crowd is too large to guard effectively, CLEAR THE WATER until the other lifeguard can resume his or her post.

iii. Other Guards
Stay on lifeguard assignment and pick up the area normally scanned by the rescuing and assisting guards.

vi. Waterfront Director or Park Manager
1. Respond to communication from lifeguard.
2. Assess condition of the victim and supervise rescue operation.
3. Contact police agencies and provide whatever assistance they may need, if required.
4. Oversee basic life support, if needed.
5. Delegate personnel for crowd control, if needed.
6. Determine when beach should be reopened.
7. Have an employee gather information about the victim.

d. Notifying on-duty Park Manager of beach area emergencies (missing persons, fights, etc.): This procedure is to be used only in real emergencies (missing persons, fights, etc.).

i. Give two long blasts (about five seconds long) on the air horns at the lifeguard stands. Repeat these blasts every 15 to 30 seconds until an officer is contacted.

ii. Attempt to contact the park security officer by radio or cell phone. If no contact is made, call 911. The 911 Center can then contact an officer by police radio and have the officer respond to the emergency.

This procedure should be reserved for emergencies only.
DO NOT DIAL 911 FOR A NON-EMERGENCY MATTER!!
2. **Missing person** - When notified that a person is missing:
   a. Ask the nearest park employee to immediately notify the Waterfront Director or Park Manager; if an officer is available he/she should monitor outgoing traffic; sound two blasts of the airhorn, then immediately obtain and evaluate the following:
      i. Age of missing person.
      ii. Location where missing person was last seen.
      iii. Length of time the person has been missing.
      iv. A basic description: name, clothing, height, weight, eye and hair color.
   b. If the person was last seen in the water - MAIN TOWER SHOULD DIRECT THE RESCUE:
      i. Clear the water.
      ii. Don mask, fins, snorkel, and search deep water.
      iii. Broadcast description.
      iv. Initiate chain search procedures.
      v. Send out additional guards to borders of swim area - both sides.
      vi. Send out rangers and volunteers to other park areas.
      vii. Notify on-duty security officer. See #1.d.ii. above.

   Example. A child 10 years of age or under reported missing at Lake Lansing Park-South on land between carousel building and lake's edge:
   -or-
   A child 10 years of age or under reported missing at Burchfield Park - north of roadway.
      i. Broadcast a description of the missing child.
      ii. Send rangers and volunteers to picnic areas, restrooms, playground and parking areas.
      iii. Clear the water and do entire chain and snorkel drill.
      iv. Re-broadcast description.
      v. Initiate a chain search.
      vi. Notify on duty security officer. See #1.d.ii. above.

   c. If a person is reported missing within the park - NOT the beach area:
      i. Clear the water and do entire chain and snorkel drill.
      ii. Immediately notify the Waterfront Director or Park Manager.
      iii. Broadcast description.
      iv. Organize search teams of volunteers and rangers and have them check picnic areas, parking areas etc.
      v. Park Manager, security officers, or supervisors will decide if the swimming area should be closed.

3. **Found child** - If a lost child is encountered:
   a. Keep the child under park employee supervision until his or her parent or guardian is found.
   b. Ask the child for his or her name and announce it over bullhorn. Also, ask for the name of his or her parent or guardian.
   c. If a Park Security Officer is available, give supervision of the child to them. Their uniform attracts attention, and usually parents will spot the accompanying child.

4. **Threatening weather** (Notify visitors when All Clear is issued)
   Follow the instructions in the Parks Department's Severe Weather Policy (Appendix II). A copy of this policy will be available at each park site.
B. **Chain search procedure:**

1. **Clear the water -** Initiated by Command Tower (make sure it is the tower where they sighted or reported the incident)
   a. Sound 2 long blasts on gas horns, or with a whistle if gas horns are not available.
   b. On the bullhorn or P.A. announce: THIS IS AN EMERGENCY. THIS IS AN EMERGENCY. CLEAR THE WATER. CLEAR THE WATER. WE HAVE A MISSING PERSON.
   c. Give description.

2. **Once people start clearing the water, form a human chain at the end of the swim area where person was last seen.**
   a. Simultaneously - one guard should run down the beach picking out approximately 8-10 people and place them in front of the human chain making a random search for the body in the vicinity where the victim was last seen.
   b. Non-tower guard should help in the formation of the chain and take the location at the deep water end of the chain making sure that the entire area is being covered.
   c. If enough personnel and volunteers are available - start second chain at an opposite end.

3. **If the number of lifeguards and volunteers is limited, modify search procedures. The important thing is to chain search the area as quickly as possible using the people available. Start a second chain at the opposite end of the swim area, if possible.**

4. **Search procedures:** (Dependent on staff size, adjust as needed)
   a. When forming a chain, extend it beyond the buoy line with a lifeguard on the deep water end of the chain and swimmers behind guard.
   b. Send a lifeguard or two to the area where the missing person was last seen to start diving for the person. If enough personnel are available, organize a random search (8-10 adults, see diagram).
   c. Once a chain is formed, leave one guard on the tower giving commands. Command tower guard: WHEN CLEARING THE WATER, BE VERY FORCEFUL WHEN SPEAKING OVER THE BULLHORN. IF NEEDED, USE GAS HОРNS OR WHISTLES TO GET PEOPLE’S ATTENTION. DON’T WORRY ABOUT PEOPLE’S FEELINGS. UNTIL THE MISSING PERSON IS FOUND, YOU ARE PART OF THE COMMAND SYSTEM.
   d. Lifeguard Diving Search: If a chain search fails to find the person, initiate deep diving search. Guards begin at approximately 5' depth and work across swim area. We should position guards at arms' length from each other. Dive to approximately 6" from the bottom and feel and look for the person. Use torpedo buoys, rowboats or pedal boats for resting stations. **Systematically search the deep water area in and outside the buoy lines.**
e. If chain search fails and all indications point toward a drowning - contact the appropriate authority and request the dive team. If present, the Park Manager, Waterfront Director, or a Park Officer will make the decision to call. For Burchfield and Lake Lansing South, contact the Ingham County Sheriff Department. For Hawk Island, contact the Lansing Police Department.

The Park Manager, Park Officer or Sheriff's Department dive team will make the decision whether to stop the search.
RULES APPLYING TO THE WATERFRONT

A. **Beach hours** are from 12:00-8:00 PM, unless otherwise posted, during the regular summer season. The Hawk Island and Lake Lansing South beaches are open 7 days a week and the Burchfield beach is open on weekends and holidays only.

B. **Swimming allowed in designated areas only.**

C. **No swimming or wading is allowed when a lifeguard is not on duty.**

D. **Activities not allowed** within the designated beach area:
   1. Roughhousing, dunking, etc.
   2. Frisbee and ball playing
   3. Building fires
   4. Nudity (thongs are allowed)
   5. Throwing sand/dirt
   6. Hanging onto the buoy lines
   7. Lifejackets not allowed in deep end
   8. Fishing

E. **Items not allowed** within the designated beach area:
   1. Glass bottles
   2. Barbecue grills
   3. Alcoholic beverages
   4. Pets
   5. Smoking

F. **No Wake Zone (Lake Lansing Park – South):**
   Boats creating a wake must stay at least 100 feet away from buoyed swim areas. We allow only rescue craft within the actual swim area. Try to obtain and record the boat registration number of violators.

G. **Launching Water Craft at Hawk Island County Parks**
   1. Allowable watercraft:
      i. Must be designed as a water craft, e.g., canoe, rowboat, etc.
      ii. No tractor inner tubes or other floatation devices
      iii. Water craft must be hand-carried from the parking lot. Launching of trailered water craft is prohibited.
      iv. Water craft may be launched from the Boat Rental area only.
      v. Water craft with gas motors are prohibited.
      vi. Personal floatation devices are required for each person on board the water craft.

H. **Supervision of Children:**
   1. Children 3 years of age and under must be accompanied by an adult in the water.
   2. Children 4 to 7 years of age must be accompanied by an adult in the water beyond the first buoy line. Parents of children 4 to 7 swimming between the shore and the first buoy line must supervise the child from either the water or the sand beach area.
   3. Children 8 - 11 years of age must be under the supervision of an adult.

I. **Beach Lines and Ropes:**
   The buoy line closest to the beach will be maintained at a depth of 2'6". The perimeter rope will mark the boundaries of the swim area.
J. Life Preservers:

1. U.S. Coast Guard approved life preservers, Type 1 and Type 2 only, will be allowed between the shore and the first buoy line.

2. Swimming aids for use by the physically disabled can be used anywhere in swim area. The aids do not need to be U.S. Coast Guard approved. The person using the swimming aid must be accompanied by an adult who is in the immediate vicinity in the water.

3. When personnel are available, staff assisting the disabled when entering and exiting the water is permitted. We do not allow seasonal employees to provide one-to-one supervision with the disabled person in the water. (If you have any questions, see your manager.)

4. Reasons for not allowing certain flotation devices
   a. They are often used as a substitute for proper parental supervision of children.
   b. They enable both swimmers and non-swimmers to reach water that is over their heads where an accidental drowning can occur.
   c. A person may be accidentally bumped or separated from their flotation device. This separation may cause non-swimmers to panic and an accidental drowning may result.
   d. Life jackets, preservers, swimsuits with a sewn in flotation device or other “flotation” device (designed to be worn) are permitted between the shore and the first buoy line. Air mattresses, inner tubes and similar items are not permitted in the water.
   e. Non-swimmers without the aid of a flotation device are less likely to get into water that is over their heads.
# PARK RANGER SECTION

## TABLE OF CONTENTS

| I. JOB DESCRIPTION                                                                 | B-16 |

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GENERAL INFORMATION - PARK RANGERS

I. JOB DESCRIPTION
Rangers perform routine maintenance on park grounds, buildings and equipment, are responsible for enforcing park rules and regulations, provide assistance to the public, and any other tasks as assigned. May also perform light construction work. Park Rangers will be responsible for collecting daily parking fees and must be able to handle money confidently and make change accurately.

II. EQUIPMENT SAFETY CHECK PROCEDURES
A. Required Vehicle Walk-Around Procedure
   Each new and current employee will be trained on the proper way to check vehicles and clearances, and drive with a trailer attached to a vehicle. Each person trained will sign a memo acknowledging that they have been trained.
REVENUE ATTENDANT SECTION:

TABLE OF CONTENTS

I. PEDAL BOAT, CANOE AND KAYAK RENTAL ATTENDANTS
   A. Rental of Pedal Boats .............................................................. B-19
   B. Spare Time Responsibilities ....................................................... B-21
   C. Boat Rental Ticket Example ..................................................... B-22

II. BOAT LAUNCH ATTENDANTS
   A. Instructions ................................................................................... B-23
   B. Frequently Asked Questions ......................................................... B-24
   C. Other Rules to Enforce ............................................................... B-25
   D. Boat Launch Fees ....................................................................... B-25
   E. Boat Launch Ticket Example ......................................................... B-25
   F. Daily Boat Launch Checkout Form Example ................................... B-26

III. GATEHOUSE ATTENDANTS
   A. Revenue Collection ................................................................. B-27
      - Vehicles Not Charged
      - Types of Passes
   B. Pre-Paid Daily Passes Example and Instructions ....................... B-28
   C. Hardship Fee and Waiver of Fee ............................................... B-29
   D. Revenue Collection Procedures .............................................. B-30
   E. Other Daily Procedures ............................................................ B-31
   F. Gatehouse Revenue Form Example ........................................... B-32
   G. Free Annual Pass Letter Example and instructions ................... B-34
   H. Annual Parking Pass Replacement ............................................. B-35

IV. FOOD CONCESSION ATTENDANTS
   A. Health Requirements ............................................................... B-35
   B. Nightly Checkout ....................................................................... B-36
   C. Daily Transaction Form samples ............................................... B-37
   D. Back of Snack Bar Transaction Form Example ........................ B-38

V. SKI RENTAL ATTENDANTS
   A. Rental of Ski Equipment ......................................................... B-39
   B. Completing Ski Rental Tickets ............................................... B-39
   C. Cross Country Ski Equipment Rental Rates ............................. B-40
   D. Ski Equipment Rental Ticket sample ....................................... B-41

VI. SLEDDING HILL ATTENDANTS
   A. Sledding Hills ........................................................................ B-42
   B. Not Allowed on Hill ............................................................... B-42
VII. **DISC GOLF**
   A. Disc Golf Information ........................................................................................................ B-41
   B. Disc Golf End of Shift ........................................................................................................ B-41
   C. Disc Golf Check out Form ................................................................................................. B-42

VIII. **REVENUE PROCEDURES**
   A. Tickets and Cash Issuing and Storage Procedures ............................................................ B-42
   B. Cash Transactions and Revenue Procedures ...................................................................... B-42
   C. Methods of Payment .......................................................................................................... B-43
   D. Revenue Procedures During Break Times ......................................................................... B-43
   E. Revenue Check Out Procedures ........................................................................................ B-43
   F. Cash Handling Techniques ................................................................................................ B-44
   G. Robbery Procedures ......................................................................................................... B-46
I. PEDAL BOAT, CANOE, KAYAK AND ROWBOAT RENTAL ATTENDANTS
Responsible for operating a boat rental, including the collection of user fees, and pedal boat, rowboat and canoe maintenance. Also performs ranger duties.

A. Rental of Boats
All pedal boat rental attendants should be familiar with the following information as it details important aspects of the position.

1. Tickets:
   a. Tickets are to be kept and used in numerical order.
   b. When voiding a ticket is necessary: Mark “VOID” on the ticket, give the reason for voiding the ticket, and initial the voided ticket. The cash register tape must also be marked “VOID” if payment was rung up before the ticket was voided.

2. Rental rates for pedal boats / Rental rates for canoes/kayaks
   See Park Manager for current rental rate schedule

NOTE: Proof of age must be shown before the visitor is eligible for the “over 60 years of age” rate.

3. A Driver’s license is required for all rentals. Children under the age of 14 must be accompanied in the same boat by an adult 18 years or older. Children 14 to 17 must be accompanied by an adult, 18 years or older, in the same boat or in an adjacent boat.

4. VISA, MASTERCARD, AMERICAN EXPRESS & DISCOVER: Terminal Operations for Parks
   Processing a Sale:
   a. Swipe Customer Card
   b. Enter Sale Amount – hit ENTER
   c. Tear Off Merchant Copy of Receipt
   d. Have Customer Sign on the Dotted Line of the Merchant Copy
   e. When machine asks if Customer Copy is desired Hit ENTER
   f. Write ticket number on credit card Merchant Copy
   g. Staple signed Merchant Copy to rental ticket
   h. Give Customer Copy to Customer

   Processing a Void
   A transaction can be voided up until the time the machine is batched out and settled for the day.
   a. Select Void
   b. Enter transaction number – hit ENTER
   c. Enter Amount – hit ENTER
   d. Staple voided transaction slip to rental ticket

   Processing a Credit
   A credit can be processed for a customer after a batch has been settled.
   a. Swipe Customer Card
   b. Enter Credit Amount – hit ENTER
   c. Tear Off Merchant Copy of Credit Receipt
   d. Have Customer Sign on the Dotted Line of the Merchant Copy
   e. When machine asks if Customer Copy is desired Hit ENTER
   f. Staple signed Merchant Copy to rental ticket
   g. Give Customer Copy to Customer
Closing out the Day – Parks Operations: Running the “detail log” and “settlement report:”

**Detail Log**
FOLLOW PROCEDURES PROVIDED FOR YOUR SPECIFIC TERMINAL

**Settlement Report**
FOLLOW PROCEDURES PROVIDED FOR YOUR SPECIFIC TERMINAL

The batch settlement is given to the manager at the end of the shift. Managers will attach a detail log and the batch settlement report to a deposit record. This is turned into the office.

5. To check pedal boat equipment OUT:
   a. The Visitor is to read the back of the ticket, fill out your name and address on ticket, and sign the Rental Conditions statement.
   b. Fill in the "DATE." Check "LLS" for Lake Lansing Park-South or "HI" for Hawk Island.
   c. Determine how much equipment is being rented and fill in the appropriate quantity. Under "WEEK," circle either "DAY" or "END" to designate rental rate applied.
   d. Collect the appropriate amount. The visitor will receive a receipt when the equipment is returned.
   e. Make sure all occupants have life preservers.
   f. Advise them when the pedal boat is due back.
   g. Explain the rules, which are posted. (Listed below.)
   h. Write "TIME OUT" in box.

6. To check pedal boat equipment IN:
   a. Check the equipment being returned for damage, and verify that all equipment is being returned.
   b. Write "TIME IN."
   c. Calculate the rental fee and collect extra fees if necessary. Write the fee and initials in "TOTAL" box. Give the visitor a receipt for money collected. Fees collected for pedal boat rental must be coded and accounted for on the cash register. Operating directions for the cash register will be provided on site by the Park Manager.
   d. File the ticket in ascending numerical order (lowest number on the top and highest number on the bottom).

7. Close of Shift
   a. Do not rent boats after 7:00 PM. If conditions and crowd size warrant, the Park Manager or Waterfront Director may require that you stay open longer.
   b. Secure all equipment (life jackets, boats, signs, etc.).
   c. "Z" out cash register, attach receipt to used tickets.
   d. Add the total fees collected on each ticket using an adding machine with tape. Tape is attached to tickets and this total is to equal the "Z" amount on the receipt.
   e. Give revenue to the supervisor. Be sure to complete the revenue
check out with the supervisor.

f. Attach receipt provided by supervisor to tickets.

g. Lock the rental building.

h. Retain used tickets in revenue bag until the accounting intern reconciles your tickets.

8. **Rules for Pedal Boat Use.** Violations of any of these rules can result in forfeiture of the right to operate these boats and no refund will be issued.

a. Children 12 years of age and under must be accompanied by an adult or guardian.

b. All boats shall have correctly sized life preservers for occupant(s) on board. **CHILDREN 12 YEARS OF AGE AND UNDER MUST WEAR THEIR LIFE JACKETS - WITHOUT EXCEPTION.**

c. Ramming of boats is prohibited.

d. Standing, diving or swimming from boats is NOT ALLOWED.

e. All pedal boats must stay at least 10 feet from the shore and they are not allowed in the swimming area. At Lake Lansing, pedal boats must remain in the buoyed rental area.

f. Two people per two seat pedal boat. One small child, age 2 or under, may be allowed to ride on a parent's lap (making a total of 3 people) if the child is wearing an approved life jacket.

g. Four people per four seat pedal boat. One small child, age 2 or under, may be allowed to ride on a parent's lap (making a total of 5 people) if the child is wearing an approved life jacket.

9. **Threatening Weather**

In the event of an electrical storm or tornado warning, all boats must be brought in immediately. During threatening weather, do not rent boats until authorized by Park Manager or Waterfront Director. (Notify visitors when an "all clear" is issued).

The instructions in the Parks Department's **Severe Weather Policy** must be followed! A copy of this policy is included in this manual, and will be available at each park site.

10. Ticket and revenue accounting procedures are to be followed according to the **Revenue Procedures** portion of this manual.

B. **Spare Time Responsibilities**

Seasonal employees are expected to be productive during their entire work shift. Employees are required to complete work assignments as listed on the appropriate work list. Upon completion of assigned tasks, employees are to contact an appropriate supervisor for additional instructions. Reading or sitting around during work hours is not permitted. Failure to continually keep busy outside of assigned break times will result in discipline, up to and including immediate dismissal.
## C. Boat Rental Ticket Example:

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<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>RATE</th>
<th>AMOUNT</th>
<th>TOTAL</th>
<th>BOAT #</th>
<th>QTY</th>
<th>TYPE</th>
<th>RATE</th>
<th>TOTAL</th>
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<td>2</td>
<td>PEDAL BOAT</td>
<td>WEEKDAY/ WEEKEND</td>
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<tr>
<td></td>
<td>ROWBOAT</td>
<td>WEEKDAY/WEEKEND</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CANOE/KAYAK</td>
<td>IN PARK</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>LIFE PRESERVER</td>
<td>Maharama Trip/ Bunker Road Trip/Eaton Rapids Trip</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
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<td>PADDLES</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RENTAL CONDITIONS**

I accept the equipment in good condition and agree to return it in equally good condition.

I assume all risk of loss or damage of the equipment rented with my signature until all equipment is returned.

I assume all risk of accident or injury to myself and my party (and others) and loss or damage or personal property based on the use of equipment rented by me and my party, until returned as agreed above, and pay for all rental, damage and loss.

I have read the statement printed above and agree to abide by the requirements stated.

**Signature**: Doug Eder

**E-mail**: dgraybear@ymail.com
II. BOAT LAUNCH ATTENDANT

Responsible for collecting boat launching fees, assisting visitors, and regulating boat launch access at Lake Lansing Boat Launch. Will also perform ranger duties.

A. Instructions

1. A launch fee is charged only for vehicles who enter the Boat Launch and are carrying or towing a water craft with the intent of placing that water craft into the lake. A water craft is: Any boat, sailboard, jet ski, inflatable boat, water trike or pedal boat, canoe, or kayak.

2. DO NOT CHARGE the following vehicles for admission into the park:
   a. Police or Conservation Patrol vehicles.
   b. Vehicles involved with chemical treatment of Lake Lansing.
   c. A person who is only taking a boat out of the lake. These people will enter without a boat and leave with a boat.

3. Annual Boat Launch passes shall be provided to individuals at no cost, provided they meet the 125% poverty level, as determined by the Capital Area Community Services Agency. The following procedures should be followed:
   a. Individuals must provide proof of eligibility by showing a valid Medicaid card and/or proof of Supplemental Security Income (SSI).
   b. Individuals receiving an annual pass must complete the brown “Request for Waiver Fee” form. This form must be turned in upon cashing out on the same day the annual pass was given out.
   c. The annual permit must be affixed to the vehicle owner’s windshield while the parks employee is present.

3. FULL PARKING LOT:
   a. Once the Boat Launch parking lot is full, close the park gates and turn away all other traffic. As vehicles leave the park, allow only one vehicle to enter for each vehicle that leaves.
   b. Do not allow vehicles to park along Lake Drive and attempt to wait or walk into boat launch. This creates a traffic hazard. If it becomes a problem that cannot be controlled, call a Park Officer for assistance.
   c. Do not allow boaters to launch their boat and park outside the park.

4. MORE THAN ONE WATER CRAFT ON TRAILER OR VEHICLE:
   The boat launch fee shall be charged per vehicle and not per water craft. Multiple water craft brought in on one vehicle may launch under a daily or annual permit.

5. ANNUAL PERMIT:
   The Annual permit must be affixed to the vehicle owner’s windshield while parks employee is present.

6. Non-boaters are not allowed into the boat launch on weekends and holidays between May 1 and September 15th. Reason: The boat launch is a special use facility for boaters. State funds from boater registration were used to build the
facility. Our contract requires us to make the park available to boaters. If a second vehicle comes with a boat and the second vehicle can fit in the same parking space with the water craft trailer and original vehicle, they may park there. Otherwise, they must park at Lake Lansing North.

B. Frequently Asked Questions
1. *Where does the money go that is collected in launch fees?* Fees are used to offset a portion of the maintenance and operating cost of the launch.
2. *Why were fees implemented?*
   To help offset the maintenance and operating cost of the launch, and to offset the cost of extra staffing required for the inspection program.
3. *Why aren't people without boats being charged?*
   a. The fee is only for launching water craft.
   b. The boat launch is a special use facility provided by the county to accommodate boaters. The fee is charged to this special user group to help offset the operational costs of the launch.
   c. On weekends and holidays between May 1 and September 15 non-boaters are not allowed to use the boat launch.
4. *Why can't I launch my boat and then park somewhere else?*
   Lake Lansing is small and can safely accommodate only a limited number of water craft. Once the boat launch is full, the lake is at maximum capacity and no other boats are allowed to be launched. This rule is the result of an agreement reached between the Ingham County Sheriff's Department, the Department of Natural Resources, the Lake Lansing Property Owner's Association, and the Parks Department. Also, parking is inadequate outside of the boat launch.
C. **Other Rules to Enforce**

1. No swimming or wading. Swimming in a boat launch/landing area is dangerous, and lifeguard are not on duty at this facility. People in the water must be launching, landing a boat, or water skiing. Children are not allowed to wade or play in the water. You can advise parents that there is a swimming beach at Lake Lansing Park-South where they can take their children to swim.

2. No dogs or pets are allowed at the boat launch. Dogs may be transported from owners’ vehicle to the boat and back if on a leash 6’ or less.

3. Parking in boat prep area: The boat prep area is to be used to prepare boats for launching or transport. This area is not for parking. If someone persists in parking after having been warned not to park in the area, contact a Parks Security Officer.

4. Parking on Lake Drive or along the drive to Lake Lansing Park-North is not allowed. If the Boat Launch parking lot is full, do not let people walk into the boat launch as it encourages people to park in prohibited areas. Advise drivers that vehicles parked in unauthorized areas will be ticketed by Meridian Township.

D. **Boat Launch Fees**

   - Daily Regular ------ $ 5.00
   - Annual Regular --- $50.00

E. **Boat Launch Ticket - example:**

![Boat Launch Ticket Example](image)
**Daily Boat Launch Checkout Form Example**

<table>
<thead>
<tr>
<th></th>
<th>Annual Regular</th>
<th>Daily Regular</th>
<th>Daily Regular</th>
<th>Daily Regular</th>
<th>Daily Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Ticket Sold</strong></td>
<td>30</td>
<td>6050</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Last Ticket Sold</strong></td>
<td>31</td>
<td>0070</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Difference amount + 1=</strong></td>
<td>2</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Price of each ticket</strong></td>
<td>X $50</td>
<td>X $5</td>
<td>X $5</td>
<td>X $5</td>
<td>X $5</td>
</tr>
<tr>
<td><strong>Total Cash Amount</strong></td>
<td>$100</td>
<td>$105</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Checked out by: NNN  Total Amount: $105

Office Receipt Number: 80153
III. GATEHOUSE ATTENDANTS
Must be able to handle money confidently and make change accurately. Will perform
routine ranger maintenance on park grounds, buildings and equipment, are responsible for
enforcing park rules and regulations, and providing assistance to the public.

A. REVENUE COLLECTION

1. The following vehicles are not to be charged:
   a. School buses.
   b. Police vehicles.
   c. Vendor vehicles on business servicing the Parks Department, or
      Parks Department contractors.
   d. Parks Department vehicles.
   e. Vehicles of Parks Department employees on Department business.
   f. Vehicles entering the park ONLY to drop off or pick up visitors (e.g.
      children’s day camp activities)

Whenever one of these "no charge" vehicles enter the park, you must ring
them up on the register. The number of vehicles entering the park while the
gatehouse is open is counted by a mechanical counter. It is very important
that each "free" vehicle be recorded, since that number plus the number of
register sales must equal the car count. Ring up each vehicle re-entry on the
register.

2. Cash, credit cards and checks are accepted.

3. TYPES OF ENTRY FEES:
   There are two types of Daily and Annual Vehicle fees:
   Resident - for residents of Ingham County
   Non-Resident - for residents of any other county

   Daily Resident entry is $3.00
   Daily Non-Resident entry is $5.00
   Annual Resident passes are $30.00 each.
   Annual Non-Resident passes are $40.00 each.

   "Resident" means a resident of Ingham County. "Non-Resident" means a
   resident of any other county. Only the driver of the vehicle is subject to the
   question of residency. For example, the driver is a resident, but there are
   non-residents in the vehicle. The Resident fee is to be charged.

   No proof of residency is required.
   No proof of "limited income" is required.

Daily "Pre-paid" gate passes are also accepted. These are passes for a
specific event happening on a specific day. See example, on the next page
and instructions.
B. Pre-Paid Pass Example and Instructions
Gatehouse Attendants will normally be advised prior to the event that “pre-paid” passes will be coming through for a particular event. There are two methods of “pre-paid passes.” Method 1: passes will be paid by the event holder at the end of the day to allow free entry for their guests. Method 2: passes are already paid for at the park office in advance of their event-no money is collected at park.

Method 1: PASS EXAMPLE:

Parking Pass
Burchfield Park

Alayna’s Open House
North Bluff Shelter
June 15, 2018

For Park Use ONLY:
☐ Resident
☐ Non-Resident

This pass does not guarantee a parking space. Parking space is available on a first-come first-serve basis only.

Each pass will have:
- the Parks Department logo
- the name of the event
- the shelter name
- the date of the event

Method 1: The Gatehouse Attendant is to verify the date and event name of any “pre-paid” passes presented. You must ask if the driver is a resident of Ingham County and mark the pass if they are a resident on non-resident. The “resident” “non-resident” checkbox on the pass is for park staff use only. Pre-checking this box will invalidate the pass, and it will not be accepted at the gatehouse. When a “pre-paid” pass is presented, the Gatehouse Attendant is to accept the pass (and collect NO money from each individual visitor—the event holder will be paying for all the passes at the end of the day). Each pass must be accounted on the daily Gatehouse Revenue Form. At the end of the event, the passes for each event are to be counted, and the customer will pay prior to leaving the park. The person organizing the event is required to leave a driver’s license at the parking booth before their event starts. At the end of their event, they return to the parking booth to collect their driver’s license and pay for the passes with a credit card, cash, or check.

You must ask the driver to put the receipt on the vehicle dash if it is a daily sale.

Method 2:
PASS EXAMPLE:

Above daily vehicle passes are yellow. These passes have already been paid for by the customer in advance through the park office. Please accept parking pass and allow guest to enter at no charge. No money should be collected for the yellow daily vehicle pass at the park—all passes has already been paid for in advance.
C. HARDSHIP FEE:

County Resolution #02-285 makes provision for those who find it a hardship to pay the Park’s vehicle entrance fee. Visitors can receive free entry into the park in the following ways:

i. Those who come to the park and indicate the fee would be a hardship:
   - A Request For Waiver of Fee form is completed and signed by the visitor. (See sample below)
   - In exchange for the Waiver Form, the visitor is given a Resident Daily Vehicle Pass. When the forms are received in the office, the visitor will be mailed an Annual Pass in a couple weeks.
   - The Waiver Forms are to be accounted for on the Gatehouse Revenue Form and attached to the Revenue Form at Checkout.

REQUEST FOR WAIVER OF FEE FORM

A supply of these forms will be kept in the Gatehouse. When supplies run low, the Gatehouse Attendant must inform their supervisor to obtain additional forms.

| Annual Pass #_____
| (for office use only) | Name of Park__________ |

WELCOME TO INGHAM COUNTY PARKS! The Parks Board and the County Board of Commissioners have passed Resolution #02-285, for those who find the vehicle entrance fee a hardship.

By signing this form, you are indicating that it is a hardship for you to pay the approved vehicle entrance fee as required. Upon signing this form, you will receive a Daily Vehicle Pass, good for today. An Annual Pass will be mailed to you that will be good for this calendar year, for entry into any of our parks. All information will be confidential.

Please write legibly so you can receive your Annual Pass promptly.

Name _______________________________________________________________
Street Address ________________________________________________________
City/Zip _____________________________________________________________

Are you a resident of Ingham County? YES NO
I do not need an annual pass mailed to me

Voluntary Information:
How many children under age 16 years old live at this address? ___
Do you or your children receive some form of public assistance? Yes ___ No____
If yes, check type (s) of public assistance that apply: Bridge Card, State Disability Assistance, MI Health card, Social Security Supplemental Security Income, Other- explain on the back
ii. Through Community Service Agencies:
   - **For Annual Passes**
     Each community service agency requesting participation in this program will be given an appropriate number of letters, on their own or Parks letterhead, authorizing the bearer to receive an Annual Pass. The letters must be validated by an authorized representative of the community service agency, and may be exchanged for an Annual Pass at any of the fee collection points or at the Parks office. Additional letters will be provided to the agencies upon request.

     The number of Annual Passes is to be accounted for on the Revenue Form and attached to the form at checkout.

   - **For Daily Passes**
     Each agency will be given Free Resident Daily Vehicle Passes that can be turned in to the park for a Resident Daily Vehicle receipt. These individuals WILL NOT get an Annual Pass, unless they have the letter as noted above. The transaction is rung up on the register.

     Example:

     ![INGHAM COUNTY PARKS FREE VEHICLE PASS](image)

     Present this ticket to the gate attendant in exchange for a free Daily Vehicle Pass

     The number of Free Daily Vehicle Passes is to be accounted for on the Gatehouse Revenue Form and attached to the form checkout.

     Those visitors with a Free Daily Vehicle Pass will not receive an Annual Pass unless they also have a letter from a community service agency, as noted above.

D. **REVENUE COLLECTION PROCEDURES**

   1. At the start of the shift, on the GATEHOUSE REVENUE FORM, fill out the starting annual pass number for resident and non-resident, date, and the **park name**.

   2. A receipt must be issued each time a daily parking fee is collected. On the face of the receipt being sold, with a marker, write month/day. The visitor must place the receipt on the driver side of the dash.

      a. If a visitor loses their receipt, he will need to purchase a second permit when he re-enters the park.
3. At the end of the shift, on the GATEHOUSE REVENUE FORM, complete the following for annual passes:
   a. First Resident Annual Pass Used
   b. Last Resident Annual Pass Used
   c. Total Prepaid tickets collected.
   d. First Non-Resident Annual Pass Used
   e. Last Non-Resident Annual Pass Used
   f. Total cash collected.
   g. Total free admissions.
   h. Total number of vehicle re-entrances.

4. The Park Manager or supervisor will issue a receipt for all cash (except the change fund) at the end of the shift. Take the change fund and remaining passes home in the bank bag provided. Do not leave cash or passes at the park overnight. Receipts received for cash collected by the Manager must be retained by the employee for the weekly revenue reconciliation with the accounting intern.

E. Other Daily Procedures - at Burchfield Park
1. Upon arrival at the park, close the gate on the entrance road so that traffic is routed past the entrance booth.
2. Water and weed all flowers at the front entrance and the booth area daily.
3. Raise & lower the flag each day.
4. Gatehouse Attendants are responsible for the majority of maintenance within the gatehouse area.
5. Perform other duties as assigned.
### Gatehouse Revenue Form Example - side 1:

**Hawk Island** (Tan)  
Bag #: ___________________  
Employee: ___________________  
Date: ___________________

**GATE HOUSE REVENUE FORM**

Prepaid passes will have event info. Issue a "pre-paid" $50 receipt. Persons receiving a "free" ticket will have 1 of the following: 1. letter from Capital Area Community Services. 2. Big Brothers Big Sisters Membership Card. 3. Hardship Form.

<table>
<thead>
<tr>
<th></th>
<th>Last Resident Annual</th>
<th>Last Non-Resident Annual</th>
<th>Total (Total # - last # + 1)</th>
<th># Tickets x $30</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANNUAL TICKETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parking Attendants: Turn in pre-paid passes, free tickets and request for waiver of fee forms into their manager or supervisor at the end of each shift.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Fee</th>
<th>Total Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Residents</td>
<td></td>
<td>$3</td>
<td></td>
</tr>
<tr>
<td>Daily Non-Residents</td>
<td></td>
<td>$5</td>
<td></td>
</tr>
<tr>
<td>Annual Residents</td>
<td></td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Annual Non-Residents</td>
<td></td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td>Dog Park Regular</td>
<td></td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Dog Park Reduced</td>
<td></td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>Dog Park Daily</td>
<td></td>
<td>$5</td>
<td></td>
</tr>
<tr>
<td>Dog Park FOB Replacement</td>
<td></td>
<td>$5</td>
<td></td>
</tr>
<tr>
<td>Daily Re-entry</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Annual Entry</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Fee Waiver</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Free Pass (Yellow)</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>&quot;Pre-Paid&quot; Parking</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Volunteer</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

Total Cash. Check Received

Check out by:  
Amount: ___________________  
Receipt (s) #: ___________________  
Date: ___________________

OVER $ ___________________  
SHORT $ ___________________
### Gatehouse Revenue Form Example - side 2:

<table>
<thead>
<tr>
<th>VOID</th>
<th>Transaction #:</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VOID</th>
<th>Transaction #:</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VOID</th>
<th>Transaction #:</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
G. Free Annual Pass Letter Example

This is an example of the letter from a community service agency. Standardized forms are being developed. Until that time, you may accept any such letter on the community service agency's letterhead.

When such a letter is presented, collect the letter, and give the individual an Resident Annual Pass. The Annual Pass must be affixed to the vehicle at the time of issuance.

Letters are to be turned in with the next regular checkout, along with the completed Gatehouse Revenue Form and receipts.
H. **Annual Parking Pass Replacement**

What happens if?

1. Broken/Replaced Windshield: Scrape the old pass (as much as you can get) off of your windshield and take it to the gate house for replacement.
2. Broken/Replaced Windshield: Bring a copy of your bill for the replacement of your windshield to the gate house.
3. Car Stolen: Bring a copy of the police report or insurance claim for your vehicle to the gate house.
4. Car Sold: Bring a copy of the record of sale to the gate house.

IV. **FOOD CONCESSION ATTENDANTS**

Food Concession Attendants are responsible for the preparation and sale of food products from the concession stand located at Lake Lansing Park - South and Hawk Island during the summer and at Burchfield Park during the winter.

Seasonal employees are expected to be productive during their entire work shift. Employees are required to complete work assignments as listed on the appropriate work list. Upon completion of assigned tasks, employees are to contact an appropriate supervisor for additional instructions. Reading or sitting around during work hours is not permitted. Failure to continually keep busy outside of assigned break times will result in discipline, up to and including immediate dismissal.

A. **Health Requirements for Food Employees**

1. You must keep your fingernails trimmed. If you wear nail polish or artificial nails, you must wear intact gloves when working with food regardless of nail polish.

2. You may not wear jewelry on hands or arms when working with food. The only exception is a plain ring such as a wedding band.

3. Employees must wash their hands with soap and hot water before beginning work, and after every break.

4. Food Employees MUST report to the Park Manager, if they experience any of these symptoms:
   i. Diarrhea
   ii. Fever
   iii. Vomiting
   iv. Jaundice
   v. Sore throat with fever
   vi. Lesions containing pus on the hand, wrists, or exposed body part (Such as boils and infected wounds, however small)

5. Food employees MUST also report exposure or suspected exposure to the following:
   vii. A confirmed outbreak of typhoid fever, shigellosis, E.Coli infection or hepatitis A,
   viii. A household member has been diagnosed with typhoid fever, shigellosis, hepatitis A, or illness due to E.Coli 0157:H7,
   ix. A household member attending or working in a setting where
6. If any of these conditions exist, the Park Manager will send the employee to Sparrow Occupational Health Services to be examined. A specific form is required, in addition to the regular authorization form. The employee will not be allowed to return to work until the Park Manager is informed of the results of the examination.

7. **Failure to comply with these Health Requirements will result in discipline, up to and including dismissal.**

B. **Nightly checkout:**

2. Complete a transaction record (form labeled Snack Bar Transaction Record).
3. Compare Z-out to transaction record to make sure sales match revenue.
4. Turn in revenues, Z-out cash register slip, transaction record, and inventory sheet to the supervisor who will cash you out. He or she will staple a copy of the receipt to the cash register slip and transaction record and will retain all the paperwork.
5. In addition to completing the Daily Transaction form, you must complete the Concession Inventory Form, indicating the number of items sold, discarded, or added to the inventory. (see example G)

6. **Concession Inventory Form Example**

<table>
<thead>
<tr>
<th>Date</th>
<th>Drink</th>
<th>Drink</th>
<th>Drink</th>
<th>Drink</th>
<th>Drink</th>
<th>Drink</th>
<th>Drink</th>
<th>Drink</th>
<th>Drink</th>
<th>Drink</th>
<th>Drink</th>
<th>Drink</th>
<th>Drink</th>
<th>Drink</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Inventory</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chips</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot Cocoa</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Inventory</td>
<td></td>
</tr>
</tbody>
</table>

B-36
### C. Daily Transaction Form Example

Ingham County Parks Department – Lake Lansing  
Snack Bar Transaction Record

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Qty Sold</th>
<th>Dollar Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Dog</td>
<td>$2.00</td>
<td>17</td>
<td>34</td>
</tr>
<tr>
<td>Water</td>
<td>$2.00</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Pop</td>
<td>$2.00</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Chili Dog</td>
<td>$2.50</td>
<td>14</td>
<td>35</td>
</tr>
<tr>
<td>Nachos</td>
<td>$3.00</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Personal Pizza</td>
<td>$3.00</td>
<td>20</td>
<td>60</td>
</tr>
<tr>
<td>Candy</td>
<td>$1.50</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Have-A-Chip</td>
<td>$2.00</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>RW&amp;B</td>
<td>$2.00</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Jolly Rancher</td>
<td>$2.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Neapolitan</td>
<td>$2.00</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Popcorn</td>
<td>$2.00</td>
<td>21</td>
<td>42</td>
</tr>
<tr>
<td>Snow-Cone</td>
<td>$2.00</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Cotton Candy</td>
<td>$3.00</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Chips</td>
<td>$1.00</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Side Cheese/Chili/Jilo</td>
<td>$.50</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Airhead</td>
<td>$.25</td>
<td>10</td>
<td>2.50</td>
</tr>
<tr>
<td>Salted Pretzel</td>
<td>$3.00</td>
<td>15</td>
<td>45</td>
</tr>
<tr>
<td>Br. Sugar Pretzel</td>
<td>$3.00</td>
<td>16</td>
<td>48</td>
</tr>
<tr>
<td>Walking Taco</td>
<td>$2.00</td>
<td>17</td>
<td>34</td>
</tr>
<tr>
<td>Cup of Ice</td>
<td>$.50</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total: $406.50**

Checked Out by: **NW**  
Receipt # **4443**  
Receipt Amount **$406.50**

### D. Back of Snack Bar Transaction Form Example

**OFFICE USE ONLY:**

Cash Amt: _______  
Receipts Amt: _______  
Total Amt: _______

B-37
V. **SKI RENTAL ATTENDANT**

Ski Rental Attendants are responsible for renting skis to park visitors. This includes assisting visitors with determining the proper size of boots and skis, checking out and checking in the ski equipment, collecting the rental fees, properly completing ski ticket information, repairing ski equipment, cleaning the ski rental area, and other duties as assigned by the supervisor.

A. **Rental of Ski Equipment:**

**ALL TICKETS MUST BE ACCOUNTED FOR.**

1. Ski tickets are to be used in numerical order.

2. Tickets must be completed in ink. Any changes to a ticket must be initialed by the Park Manager.

3. You **may not** use the cash fund of the other attendant. If employee B’s cash fund is in the register, employee B collects the fee.

4. When it is necessary to void a ticket or register receipt, mark VOID on the ticket or receipt, give the reason for voiding, and initial it. SAVE THE TICKET IN YOUR BAG.

5. The cash register tape must also be marked VOID if payment was entered into the cash register. Voided tickets, cash register receipts, and register tapes **must** be presented when checking out.

B. **Completing ski rental tickets:**

**Tickets must be filled out completely and legibly.** See example on page following Ski Rental Attendant section.

1. To rent ski equipment:
   a. The customer is to fill out your name and address. Have the customer read the disclaimer on the back of ticket and sign on front.
   b. Use time clock to punch “TIME OUT” in box.
   c. Fill in “DATE”, check either “BUR” (Burchfield Park), or “LLN” (Lake Lansing North Park)
   d. Fill in the appropriate quantity of equipment to be rented and circle either week “day” or “end” to designate the rental rate applied.
   e. Collect the renter’s ID—this is required. File the ticket with their identification attached in alphabetical order. Please add customer’s cell phone number on ticket if available.

2. When the customer returns ski equipment:
   a. Check equipment being returned for damage. Do not charge customers for minor damages to equipment such as a broken ski pole. Report major damage to Park Manager or supervisors.
   b. Use time clock to punch “TIME IN”. Fill in “TOTAL TIME”.
   c. Enter fee & your initials in “SKI TICKET TOTAL” line. Give register receipt and correct ID to customer. File ticket in numerical order.
   d. Clean off and return equipment to rack.
3. Outstanding Tickets:
   If ski rental tickets are outstanding, that is, they have not been paid at
   the end of an employee's shift, the following procedure is to be followed:
   (For this example, “employee A” is the attendant whose shift is ending,
   and “employee B” is the attendant who will be taking over.)
   a. Employee A is to void the outstanding ticket, and note the
      number of the new ticket completed by employee B.
   b. Employee B is to record the amount on a new ticket from your
      supply, and note the number of the outstanding ticket voided.
   c. Any fee due will be collected by employee B.

C. Cross-Country Ski Equipment Rental Rates:

1. Regular Hourly Fees:
   Adults: $7 per hour
   Children*: $5 per hour

   *Child 12 years of age or under

   *Do not rent out boat/ski one hour prior to close
   *Collect money beforehand

2. Ski equipment available separately:
   **Adult or Child**
   Skis  $3 per hour
   Boots $3 per hour
   Poles $3 per hour
   Snowshoes $5 per hour

3. Moonlight Ski Rates and Hours of Operation
   Cost: $10 for an adult and $3 for a child.
   Hours: Weather permitting, from 5 p.m. to 8 p.m.
      (last ski rental at 7pm)
   Burchfield Park – Friday and Saturday evenings
   *Collect money beforehand
### D. Ski Rental Ticket Example

<table>
<thead>
<tr>
<th>TIME OUT</th>
<th>TIME IN</th>
<th>TOTAL TIME</th>
<th>BUR</th>
<th>LL5</th>
<th>LLN</th>
<th>HI</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 AM</td>
<td>12:30 PM</td>
<td>1 HOURLY</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>12/24/14</td>
</tr>
</tbody>
</table>

#### BOAT & CANOE RENTAL

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PEDAL BOAT</td>
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<td>WEEKEND</td>
</tr>
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<td></td>
<td>ROWBOAT</td>
<td>WEEKDAY</td>
<td>WEEKEND</td>
</tr>
<tr>
<td></td>
<td>CANOE / KAYAK</td>
<td>IN PARK</td>
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<td>LIFE PRESERVER</td>
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#### SKI & TUBE RENTAL

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<tr>
<td>1</td>
<td>CHILD SET</td>
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<tr>
<td></td>
<td>SKIS</td>
<td>WEEKDAY</td>
<td></td>
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<tr>
<td></td>
<td>BOOTS</td>
<td>WEEKDAY</td>
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<td>POLES</td>
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<td>SNOW TUBES</td>
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</tr>
<tr>
<td></td>
<td>MOONLIGHT SKI CHILD</td>
<td>WEEKDAY</td>
<td></td>
</tr>
</tbody>
</table>

#### RENTAL CONDITIONS

I accept the equipment in good condition and agree to

1. Assume all risk of loss or damage to personal property (and all Russian equipment) in the event of an accident or injury to myself and/or my party, unless equipment was rented from Russian equipment, and I will pay for all rental damage and loss.

2. Assume all risk of loss or damage to property, except personal property, and I will pay for all rental damage and loss.

3. Accept the equipment in good condition,

4. Return the equipment in good condition,

5. Pay for all rental damage and loss,

6. Sign

(Handwritten Signature)
VI. SLEDDING HILL ATTENDANTS

Attendants are responsible for the safety of park visitors on the sledding hills. This includes the proper maintenance of the sledding hills.

A. SLEDDING HILL OPERATIONS

Sledding Hill attendants will monitor activities on the sledding hill. It is more important to staff the sledding hill during busy times.

1. Do not allow rough-housing on the sledding hill.
2. Do not allowing sledding hill users to walk back up the sledding hill base.
3. Occasionally use the bullhorn to announce that the steps to the side of each hill are to used for walking back up to the top of the sledding hill.

B. Not allowed on Sledding Hill: Toboggans, regular inner tubes, snowboards, and tricycle-style sleds.

Regular inner tubes are not allowed on the sledding hill for the following reasons:

1. Park incident reports suggest that most of the potentially serious injuries are attributed to the use of inner tubes on the sledding hill. People tend to overload inner tubes and the lack of handles and enclosed bottoms contribute to riders being thrown from the tube. Tubes cannot be steered and this, along with overloaded tubes pose unnecessary risks to other sledding hill users.
2. Commercially manufactured "snow tubes" equipped with handles and bottoms are allowed. However, only one rider per tube is allowed.
3. Enforcement: Be courteous and explain the rule and why the rule was established. Visitors refusing to obey this rule, or any other, are to be escorted from the sledding hill. The employee’s supervisor or park security will assist the employee if there is a problem.

VII. DISC GOLF

A. 1. Disc Golf is offered at Burchfield Park year round.
2. Wristband/day passes are $4 dollars each.
3. Children 12 and under play free with an adult.
4. Disc rental is available for $1 per disc.
5. Annual passes are available for $40.
6. Disc Golf Form example below.

B. At end of Shift for Disc Golf
DISC GOLF FORM

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Fee</th>
<th>Total Charge</th>
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<tr>
<td>Daily Wristbands</td>
<td>1</td>
<td>$4</td>
<td>$4</td>
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<tr>
<td>Child Daily Wristband</td>
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<tr>
<td>Annual Passes</td>
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<td>$120</td>
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<tr>
<td>Disc Rental</td>
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<td>$3</td>
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<tr>
<td>Total Cash/Check Received</td>
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</tbody>
</table>

Receipt # 55515 Receipt Total: $44.00 Mgr. NW (cash)
Receipt # 55516 Receipt Total: $83.00 Mgr. NW (CC)

ANNUAL PASS INFORMATION:

<table>
<thead>
<tr>
<th>NAME</th>
<th>DRIVER'S LICENSE #</th>
<th>ANNUAL PASS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billy Joe</td>
<td>B420 4H4 333400</td>
<td>240</td>
</tr>
<tr>
<td>Cody Joe</td>
<td>J383 420 422333</td>
<td>241</td>
</tr>
<tr>
<td>Joe Bar</td>
<td>B420 333 410410</td>
<td>242</td>
</tr>
</tbody>
</table>
VIII. REVENUE PROCEDURES
A. Tickets and Cash Issuing and Storage Procedures
   You will be issued change funds and tickets, a cash bag and a lock. A locker or storage area will be available for you to store your cash bag. Cash and tickets may not be left in the park overnight.

B. Cash Transaction and Recording Procedures
   1. Greet customers courteously and remember to SMILE!
   2. All forms are to be completed in ink. Any changes are to be initialed by the Park Manager.
   3. After serving a customer, calculate the fee on the cash register, collect the appropriate amount of money, and issue a register receipt.
   4. If it is necessary to void a receipt, mark “VOID” on the receipt, give the reason for voiding, and initial it. If the amount was rung up, the cash register tape must also be marked “VOID”. Attach to your daily checkout form.

C. Methods of Payment
   1. Cash, check and VISA, MASTERCARD, DISCOVER AND AMERICAN EXPRESS are acceptable methods of payment.
   2. Credit Card sales are checked out SEPARATELY FROM CASH AND CHECKS. See the attachment regarding Credit Card Sales.
   3. Check for counterfeit $50 or higher bills with special pen.

D. Revenue Procedures During Break Times
   UNDER NO CIRCUMSTANCES may the relieving personnel use the change fund or collected cash of any other revenue person. You must initial the register tape whenever switching cash funds to show who is responsible for receiving revenue during a given time. When switching back to the original revenue person, the original revenue person is responsible for collecting revenue from the relief person for rentals received on your tickets during your absence.

Example:
   There are two rental attendants with tickets and change funds. Let us call them Bob G. and Ray M. Bob uses his tickets and receives rental fees for his tickets. Before Bob goes on break, he locks up his cash and any “paid for” tickets in a secure area. Bob and Ray both initial the continuous register tape “end BG, start RM”. During Bob’s break, Ray uses Bob’s tickets but his own cash fund.

   When Bob returns from break, he is responsible for collecting any money received or tickets used by Ray during his absence. The amount due is determined by totaling the amounts tendered on the register tape while Bob was on break. This should equal Ray’s cash on hand minus his original change fund. Bob and Ray initial the register tape “cash rcvd ok BG, RM”. If Ray is short or over, then write “cash $1 short/over BG, RM”. When Bob starts using his change fund again, Bob and Ray note this on the register tape by writing “end RM, start BG”.

   If revenue activity is heavy, Bob may choose to perform this check out procedure at a later time. However, the procedure must be done before Ray leaves for the day.
E. Revenue Check Out Procedure
1. Your cash will be collected by the manager periodically during the day and a receipt given. You are to contact your supervisor when you have accumulated $500. They will pick up your cash and issue a receipt. You must keep your receipts - receipts are the same as cash and will be required to complete your weekly revenue reconciliation.

2. Safes are provided at all revenue areas. $20 and larger bills and checks are to be placed in safes to limit the amount of cash in your cash drawer.

3. At the end of the shift, the manager will issue a receipt for all cash, except the change fund, at the end of the shift. You must take your change fund and remaining tickets home in the cash bag provided or place in locker if provided at your facility. Do not leave cash or tickets at the park overnight. Again, all receipts must be kept for your weekly revenue reconciliation.

F. Cash Handling Techniques
When handling money, establishing a routine is very important. The following information and guidelines should be kept in mind when establishing such a routine:

1. You should never permit a customer to rush or confuse you. In such a situation, be polite and advise the customer that someone will answer their question as soon as the transaction is completed.

2. The established routine should be relatively consistent and unvarying.

3. Check money balance periodically.

4. Keep the customer’s bill separate and in plain view of the customer until the entire transaction is completed. ALWAYS count out the customer’s change when handing it to them.

5. Each ticket is to be treated the same as cash. Tickets and cash are not to be left lying around where others can gain access (this includes other employees). Never leave tickets or cash in the park over night. Your supervisor is the only one to check you out and a receipt must be given to you for any cash collected (except for Food Concession revenues, in which the receipt is attached to the Snack Bar report and left with your supervisor.)

6. **VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS:**
   Terminal Operations for Parks
   **Processing a Sale:**
   a. Swipe Customer Card
   b. Enter Sale Amount – hit ENTER
   c. Tear off Merchant Copy of Receipt
d. Have Customer Sign on the Dotted Line of the Merchant Copy (No signature required for purchases $25 and under). All other purchases require a signature.
e. When machine asks if Customer Copy is desired Hit ENTER
f. Staple signed Merchant Copy to rental ticket
g. Give Customer Copy to Customer

**Processing a Void**
A transaction can be voided up until the time the machine is batched out and settled for the day.
h. Select Void
i. Enter transaction number – hit ENTER
j. Enter Amount – hit ENTER
k. Staple voided transaction slip to rental ticket

Why might a void be processed? A customer gives you a card, you process the transaction and the customer realizes they gave you the wrong credit card, decided not to ski, boat, etc. *Voids cannot be done after a batch is settled.*

**Processing a Credit**
A credit can be processed for a customer after a batch has been settled.
l. Swipe Customer Card
m. Enter Credit Amount – hit ENTER
n. Tear Off Merchant Copy of Credit Receipt
o. Have Customer Sign on the Dotted Line of the Merchant Copy
p. When machine asks if Customer Copy is desired Hit ENTER
q. Staple signed Merchant Copy to rental ticket for boat/ski rental for all other credit card purchases the Merchant copy is turned into your manager at the end of your shift.
r. Give Customer Copy to Customer

**Closing out the Day – Parks Operations:**
**Running the “detail log” and “settlement report:”**

**Detail Log**
FOLLOW PROCEDURE PROVIDED FOR YOUR SPECIFIC TERMINAL.

- The 1st report is attached to your rental tickets/ or check out form.
- The 2nd report is turned into your manager at the end of your shift

Press Cancel

**Settlement/ Close Report** - this transmits data to our bank
FOLLOW PROCEDURE PROVIDED FOR YOUR SPECIFIC TERMINAL.

- The batch settlement is given to the manager at the end of the shift.
Managers will attach detail log (second copy that was run) and the batch settlement/close report to a deposit record. This is turned into the office.

7. CREDIT CARD SALES – Emergency Procedure
   IF CREDIT CARD TERMINAL FAILS
   Accept VISA, MasterCard, American Express, Discover credit cards

   Procedure:
   a. Imprint the credit card slip
   b. Place a credit card slip in the machine and pull back and forth to get a good imprint.
   c. Check to be sure the card number is legible. THIS IS A MUST!
   d. Note the PHONE NUMBER & DRIVERS LICENSE NUMBER of the customer on the slip. If the office is unable to process the card number it is important to be able to contact the customer.
   e. Record the appropriate boat/ski ticket # on the slip
   f. Enter the correct sales amount; a description of transaction; the date; and your initials
   g. The customer is to sign the charge slip and receive the “customer copy”.

8. DAILY REVENUE CHECK OUT – CREDIT CARD TERMINAL
   a. Credit card sales are NOT DEPOSITED!
   b. You will receive a separate receipt for any credit card sales (separate from the cash/check revenue you have collected) from your supervisor.

G. Robbery Procedures

The average robbery takes approximately 90 seconds from start to finish!!
Preservation of life and safety is the highest priority!!!!!!

1. Always assume there is a weapon even if one is not seen.
7. Do exactly as the robber asks.
8. Be polite and accommodating. A nervous person is committing the robbery. Do not upset or antagonize the robber.
9. Talk to the robber, explaining your every movement such as, “Now I’m taking a key out of this drawer to unlock…” Avoid making any quick movements that might alarm the robber.
10. Attempt no heroics. Lives of innocent people, yours included may be jeopardized by heroics.
6. Observe the robber, but do not stare. Try to remember any distinguishing features of the robber; scars, tattoos, etc.
7. Associate the robber’s face with someone you know. This will better enable you to recall the physical description of the suspect(s) later on.
8. Listen to the voice, inflections, names, and slang the robber uses.
9. Watch over all evidence left by the robber. Remember everything the robber touches for possible fingerprints. Do not touch anything.
**Call 911 immediately** following the robbers departure. Know your park address. Call the park manager after calling the police.

Do not talk to anyone prior to speaking to the police first. Once the details are told to someone, it is more difficult for the police to collect the facts. Write down the sequence of events to help you recall them later.
PARKS SECURITY OFFICER SECTION

TABLE OF CONTENTS

I. GENERAL INFORMATION
   A. Uniform ....................................................................................................................... B-49
   B. Conduct ...................................................................................................................... B-49
   C. Meal Breaks ............................................................................................................... B-49

II. RESPONSIBILITIES
   A. General Responsibilities ............................................................................................. B-49
   B. Emergency Information ............................................................................................... B-49

III. PROCEDURES
   A. Vehicles & Persons in the Park After Hours Procedure ............................................... B-50
   B. Shelter Contacts ........................................................................................................ B-51
   C. Patrons Sitting in Vehicle ........................................................................................... B-52
   D. Mountain Bike Policy ................................................................................................. B-52
PARKS SECURITY OFFICER
RULES AND RESPONSIBILITIES

I. GENERAL
A. Uniform Requirements:
   1. Park Security Officers will receive uniforms which consist of polo shirts and a utility belt issued by the Park Manager.
   2. At the Park Manager's discretion, a charge may be levied for replacement of any lost items.

B. Conduct:
   Also refer to Section A - "General Information, Rules and Guidelines for Seasonal Employees."
   1. Park Security Officers may not smoke while on duty.
   2. Any employee under the influence of liquor or drugs while on duty may be terminated immediately from employment.

C. Meal Breaks:
   While employed as a Parks Security Officer with the Ingham County Parks, officers will be required to have their meal breaks in the parks.

II. RESPONSIBILITIES
A. General Responsibilities:
   Park Security Officers are responsible for the protection and welfare of the patrons of the Ingham County parks.

B. Emergency Information:
   Park Security Officers are expected to thoroughly understand the emergency procedures listed in the following sections of this manual:
   1. Section A – "General Information, Injury/Accident Procedures and Reporting"
   2. Section B – "Seasonal Job Descriptions and Duties, Lifeguards, Emergency Procedures"
      i. How to request ambulance, paramedics, police, fire
      ii. Specific Emergencies such as water rescue, missing person, found child, and threatening weather
      iii. Chain Search Procedure
      iv. Summoning aid to an isolated area
III. PROCEDURES

A: Vehicles & Persons in Park After Hours Procedure

**SPRING, SUMMER AND FALL PROCEDURES**

1. All persons that close the parks during the summer sports season shall take steps to ensure that all persons are out of the park prior to closing.

2. If a vehicle is still in the park ½ hour after closing, the employee should visually examine the vehicle to see if there is any written communication from the vehicle owner to park staff. If there is no written communication, the person closing the gates will make a physical check of all areas where the public is allowed to visit. Unless there is other evidence of emergency situations, closing staff shall start by checking non trail areas.

3. If the vehicle is still unoccupied after an initial search of non – trail areas then the Park Manager or acting Park Manager is to be contacted. If an owner is not located, an after hours violation notice will be placed on the vehicle and the vehicle will be locked in the park.

4. Closing staff should document vehicle description, location and license plate number.

5. If the vehicle is still there the next day, a thorough check of the park (including trails) will be conducted.

6. If the vehicle is there more than 48 hours, the vehicle will be towed pursuant to the motor vehicle statute.

B. SHELTER CONTACTS

1. Attempt to make contact with the individual listed on the shelter reservation ½ hour into your shift. If contact is made, inform on-duty manager.

C. PATRONS SITTING IN VEHICLES
Patrons are not allowed to sit in their vehicles at the parks. When you approach individuals sitting in their vehicles, explain the reasons why it is not allowed prior to asking them to exit their vehicle.

*Why this activity is not allowed* - In the past the parking lots started to become a social gathering spot. Because of this several things happened. Under age drinking, fights, thefts, and numerous other types of illegal activity ensued.

**EXAMPLE:** In 2003 a woman was sexually assaulted at Hawk Island. A man was sitting in his vehicle for several hours next to the women’s bathroom. The man was never checked out, and when he found his victim, he followed her into the women’s bathroom and assaulted her.
Go the extra mile to explain this rule. In general, most individuals will not like the rule, but will accept it. Approach all park rules from a preventative and public safety standpoint, the patrons will be put at ease and this will make for a positive experience at the park.

D. MOUNTAIN BIKE POLICY:
The following procedures shall be followed when operating a parks security mountain bike:

1. The bike shall be inspected and cleaned daily prior to riding out for patrol. All equipment will be inventoried and equipment replaced as needed.
2. The toe clips shall be worn while riding to avoid the riders foot slipping off the pedal.
3. Helmets shall be worn at all times while riding.
4. At no time shall the bike be left unattended.
5. Unless weather is a factor, the bike shall be used as the primary mode of transportation inside each park. The patrol vehicle will be used as needed to transport, go from park to park, and engaging in the bank run.
6. Any intentional damage or misuse of the bike shall result in discipline up to and including termination.
APPENDICES

FOR

SEASONAL MANUAL
# SEASONAL MANUAL APPENDICES

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>APPENDIX</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Rules and Regulations</td>
<td>C-3</td>
</tr>
<tr>
<td>II</td>
<td>Severe Weather Policy</td>
<td>C-11</td>
</tr>
<tr>
<td>III</td>
<td>Policy Against Harassment in the Workplace</td>
<td>C-16</td>
</tr>
<tr>
<td>IV</td>
<td>Equal Employment Opportunity Policy</td>
<td>C-20</td>
</tr>
<tr>
<td>V</td>
<td>Blood Borne Pathogens</td>
<td>C-22</td>
</tr>
<tr>
<td>VI</td>
<td>Seasonal Employee Wage Schedule</td>
<td>C-25</td>
</tr>
<tr>
<td>VII</td>
<td>Smoking Policy</td>
<td>C-27</td>
</tr>
<tr>
<td>VIII</td>
<td>Safe Workplace Policy</td>
<td>C-30</td>
</tr>
<tr>
<td>VIII</td>
<td>Employee Sick Leave Policy</td>
<td>C-33</td>
</tr>
</tbody>
</table>
Appendix I

RULES & REGULATIONS
INGHAM COUNTY PARK RULES AND REGULATIONS
Adopted June 27, 1998 - Modified June 12, 2007

Section 1. Ordinance Title. The title of this Ordinance shall be the Ingham County Park Rules and Regulations.

Section 2. Definitions.
“Authorized Local Official” means the Parks Director, Parks Law Enforcement Officers, or other personnel of the County legally authorized to issue municipal civil infraction citations.
“Business Day” means a day of the year, exclusive of a Saturday, Sunday, or legal holiday.
“Citation” means a written complaint or notice to appear in District Court upon which an authorized local official records the occurrence or existence of one (1) or more violations of this Ordinance by the party cited.
“Civil Infraction” means a parking violation prohibited by this Ordinance, for which civil sanctions may be ordered.
“County” means the County of Ingham, Michigan.
“District Court” means the 55th Judicial District Court.
“Misdemeanor” means a violation of this Ordinance which is not designated as a municipal civil infraction by this Ordinance.
“Municipal Civil Infraction” means an act or omission that is prohibited by this Ordinance, but which is not a misdemeanor under this Ordinance, and for which civil sanctions including without limitations, fines, damages, expenses and costs may be ordered, as authorized by Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended.
“Municipal Civil Infraction Action” means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.
“State” means the State of Michigan.
“Violation” means an act which is prohibited by this Ordinance. A violation shall include any omission or failure to act where the action is required by this Ordinance.

Section 3. Park Hours.
A. All parks under the jurisdiction of the County shall be open one half hour before sunrise for pedestrian access, 8:00am for vehicle access, and close one half hour after sunset, unless otherwise posted or unless permission has been granted by the County or its designated representative.
B. Any park or park lands, or portions thereof, may be closed entirely or closed to certain uses for such period of time as may be determined by the County or its designated representative.
C. No person or vehicle shall be within any park except when such park or portion thereof is open unless camping is approved by a permit issued by the County or its designated representatives.
D. All Potter Park Zoo visitors are required to leave within 60 minutes after posted closing times.

Section 4. Conduct on Park Property.
A. Preservation of Property. No person shall willfully disturb, destroy, deface, alter, change, or remove any part of any park or any facility, building, sign, structure, equipment, utility or other property found herein.
B. Preservation of Natural Resources and Plant Life. No person shall:
(1) Remove, or cause to be removed, any sod, earth, humus, peat, boulder, gravel or sand found within any park without the written permission of the County or its authorized representatives.
(2) Cut, remove, dig, injure, pick, damage, deface or destroy any tree, flower, shrub or plant, whether alive or dead, found within the park without written permission of the County or its authorized representatives.
C. Preservation of Wildlife. No person shall hunt, trap, bait, pursue, injure, feed, kill, or in any manner disturb any amphibian, reptile, bird, or mammal on any land or waters under the jurisdiction of the County unless written permission has been granted by the County or its designated representative.
D. Exotic Species. No person shall introduce an exotic species into county park lands and waters, except as authorized by the Parks Board. Exotic species are defined as “all species of plants and animals not native to Michigan.”
E. **Fires.**
   (1) No person shall build a fire within any park except in grills or fire rings provided for such purpose. Fires in the beach area are expressly forbidden. Firewood may be collected to be used within the parks only if it is dead and not standing.

F. **Disposal or Refuse.** No person shall:
   (1) Deposit or abandon in any park or in any waters in or adjacent to any park or on the ice thereof any garbage, refuse, trash, waste or other obnoxious material, except, in receptacles provided for such purposes.
   (2) Bring into any park refuse or litter originating outside any park for the purpose of depositing such in park receptacles.

G. **Fireworks, Firearms and Other Weapons.** No person shall:
   (1) Have in their possession or control any slingshot, BB Gun, paint ball guns, fireworks or explosives within any park.
   (2) Have in their possession or control any bow or arrow within any park except by prior written permission of the County.
   (3) Discharge any rifle, shotgun, pellet gun, air rifle, pistol, or other firearm in any park for any reason, provided that this rule shall not apply to any law enforcement officer acting in the course of his or her employment.

H. **Alcoholic Beverages.**
   (1) No person shall have in their possession within the park boundaries any alcoholic beverages stronger than beer or wine.
   (2) Alcoholic beverages must be brought to the park in original containers, and said containers shall not exceed 67.6 fluid ounces (2 liters) in capacity.
   (3) All allowed alcoholic beverages as defined shall be confined to the picnic and ball field area within the parks unless written permission has been granted by the County or the area is otherwise posted.
   (4) Possession and/or use of alcoholic beverages within Lake Lansing Park-South, Rayner Park, Burchfield Park winter sports area, Hawk Island County Park, the Kenneth A. Hope Soccer Complex, Potter Park, and Potter Park Zoo is prohibited.
   (5) Notwithstanding any provision set forth to the contrary, beer or wine may be sold for consumption on the premises, and may be consumed, at public or private events or functions within the grounds of Potter Park Zoo Exploration and Discovery Center and Plaza, provided:
      a. Dispensing of beer or wine shall be conducted by persons or entities not affiliated with Potter Park Zoo or any of its auxiliary organizations;
      b. No beer or wine may be sold or dispensed during hours when the Potter Park Zoo is open to the general public;
      c. For sales of beer and wine for consumption on the premises an appropriate license shall be obtained from the Michigan Liquor Control Commission; furthermore, prior approval from the Parks and Recreation Commission and/or their designee is required.
      d. Intoxicating liquors (i.e. distilled rather than fermented alcoholic beverages) may not be sold on the premises.

I. **Disorderly Conduct.**
   (1) No person shall be a disorderly person within the park boundaries. A person is a disorderly person if the person is any of the following:
      a. A person who is intoxicated in a public place and who is either endangering directly the safety of another person or of property or is acting in a manner that causes a public disturbance.
      b. A person who is engaged in indecent or obscene conduct in a public place.
   (2) No person shall interfere with any park employee in the discharge of his or her duties, or fail or refuse to obey any lawful command issued by them.

J. **Audio Devices.**
   (1) No person shall use or operate any radio, musical instrument, phonograph, television or other machine or device that produces or reproduces sound in such a manner that produces excessive noise. The use of such a machine or device such that the sound produced therefrom is audible in any direction at a distance in excess of 100 feet, shall be deemed a prima facie violation of this section, unless written permission has been obtained from the County Parks or its designated representatives.
(2) No person, group or organization using any picnic shelter within any Ingham County Park, with or without having reserved or rented said picnic shelter, shall use or operate any radio, musical instrument, phonograph, television, compact disc player, tape player or other machine or device that produces or reproduces sound or music, regardless of its audio volume, within, or within 150 feet of, any picnic shelter, unless specific written permission has been obtained from the County or its designated representative. Such written permission shall be in the form of a County-approved Special Event Permit, and shall include the name of the person responsible for the control of such equipment, the type of equipment authorized for use, hours of use and any other information or restrictions regarding the audio equipment's use that shall be deemed necessary by the Ingham County Parks Department. This rule does not apply to the use of a machine or device equipped with a headphone or an earphone where the sound or music would be limited to or confined to the user in control of the machine or device while the headphone or earphone is in use for its intended purpose. The responsible party named in the written permit shall be on site and available to park officials at all times while the audio equipment is in use. Such permit may be revoked at any time by the County or its designated representative.

K. Other.
(1) No person shall use metal detectors in any turf areas within the County park system.
(2) No person shall play frisbee and/or ball games within the beach areas of Lake Lansing Park-South, Hawk Island County Park, and William M. Burchfield Park.
(3) No person shall operate a hot air balloon or model rocket vehicle, model aircraft, or model watercraft, which are powered by battery, gas, fuel or fuel pellet, on any park lands without the permission of the County or its designated representative.
(4) The launching of trailered watercraft is prohibited at Hawk Island County Park without written permission of the County or its designated representative. Non-motorized watercraft that are capable of being hand carried are permitted to be launched at Hawk Island County Park at designated locations only. Non-electric motors are prohibited at Hawk Island County Park.

A. No person shall swim, bathe or wade except within those areas so designated, and swimming is prohibited within those designated areas when so posted.
B. Children 8 years of age and under shall be accompanied by an adult at least 18 years of age while in the swimming area of County park beaches.
C. Beach and swim areas during the regular summer season shall be open from 9:00 a.m. to sunset, unless otherwise posted.
D. Air mattresses, inner tubes, life jackets or any other devices inflatable or otherwise, used in the aid of swimming are prohibited unless otherwise posted. U.S. Coast Guard approved personal flotation devices may be worn by individuals whose physical disability is such that without such aid use of the swimming area would be impossible.
E. Alcoholic beverages, glass containers and pets are not allowed within the posted limits of the beach area.

Section 7. Dogs and Pets.
A. Dogs or other pets shall be kept on a leash no greater than 6 feet in length. The only exception is within the designated off-leash areas.
B. All dogs or other pets must be under the immediate control of a responsible adult and shall not be allowed to disturb or annoy park visitors.
C. Dogs or other pets are allowed in Lake Lansing Park-North, Burchfield Park, Baldwin Park and McNamara Landing, except in areas posted. Pets are not allowed in Lake Lansing Park-South, the Lake Lansing Boat Launch, Hawk Island County Park, Rayner Park, the Kenneth A. Hope Soccer Complex, Riverbend Natural Area at Burchfield Park, Potter Park Zoo, and Potter Park picnic area unless otherwise posted. Pets are not allowed within the designated bathing beaches, park buildings, shelters and on the ski trails when they are open for skiing. Dogs or other pets may be allowed as a condition of an approved Special Event Application, or when transporting a dog or pet directly from an automobile to a watercraft at the Lake Lansing Boat Launch.
D. Pets must not be left unattended or left in a vehicle or trailer. Owners must clean up pet droppings.
E. Guide or leader dogs, hearing dogs, and service dogs for disabled persons are permitted in all areas, as provided under Michigan Compiled Laws 750.502c, as amended.
Section 9. Horses. It shall be a violation for a person to ride, lead or allow a horse to be upon any property not designated as a horse trail which is administered by or under the jurisdiction of the County unless prior written permission has been obtained from the County or its designated representatives.

Section 10. Bicycles. Bicycles shall be permitted on designated trails only. No person shall operate a bicycle upon any sidewalk or trail which is posted against such use.

Section 11. Natural Area and Nature Trails.
A. Nature trails shall be for pedestrian traffic only, unless otherwise posted.
B. Fires are prohibited within any nature study areas unless written permission has been granted by the County or its designated representatives.
C. Bicycles, horses and pets are also prohibited within such areas.

Section 12. Motor Vehicles.
A. It shall be unlawful for any person to:
   (1) Operate a motor driven vehicle in excess of fifteen (15) miles per hour within the park, except where otherwise posted.
   (2) Operate any motor driven vehicle of any kind or nature except on designated public roads.
   (3) Operate a motor driven vehicle in violation of posted traffic control signs or devices.
   (4) Operate an unlicensed motor vehicle upon any park road or parking area.
B. State Laws. All motor driven vehicles operated on park roadways or parking lots shall be subject to the laws of the State of Michigan as set forth in the Michigan Motor Vehicle Code.

Section 13. Parking.
A. Parking in Prohibited Areas. It shall be unlawful for any person to:
   (1) Park any motor vehicle within any area not designated as a parking area or space.
   (2) Stop, stand or park any motor vehicle at any place where official signs prohibit.
   (3) Park any motor vehicle in any space designated by sign for use by a disabled person without displaying an official placard or registration plate issued to a disabled person.
B. Use of Parking Areas.
   (1) The county park parking lots in all county parks are hereby closed to all park activities except parking of vehicles and entry and exit from vehicles. No park land usage, including, but not limited to, picnicking, frisbee throwing, games or other activities shall be permitted in the county parking lots of county parks. All park activities except traversing to and from county parking lots and/or parking of vehicles in case of emergencies are prohibited.
   (2) When posted, parking at the Lake Lansing Boat Launch is hereby restricted on weekends and holidays to vehicles with boats only.
C. Obstructing Traffic.
   (1) It shall be unlawful for the operator of any vehicle to stop, stand, or park such vehicle upon any roadway or in any parking area in such a manner as to form an obstruction to traffic.
   (2) Whenever any police officer finds a vehicle unattended upon a roadway or in a parking area and where such vehicle constitutes an obstruction to traffic, such officer is hereby authorized to provide for the removal of such vehicle to the nearest garage or other place of safety.
   (3) The necessary costs for such removal shall become a lien upon such vehicle and the person into whose custody the vehicle is given may retain it until all expenses involved have been paid.

Section 14. Commercial Activities and Advertising. No person or organization shall advertise, vend, sell, post or distribute any service, food, beverage, merchandise, commercial leaflet, or poster within any park, except by prior written permit from the County or its designated representatives.

Section 15. Camping. No person shall camp within any park except in those areas or buildings designated for that purpose, unless permission is provided in writing by the County or its representatives.

Section 16. Fees, Charges and Permits.
A. It shall be a violation for any person to use any facility, building, land area or equipment for which a fee or charge has been established by the County without payment of such fee or charge.
B. It shall be a violation for any person, group or organization to occupy, use or fail to vacate any facility, building land area or equipment for which a permit has been granted to another person, group or organization.

Section 17. Violations and Penalties.
A. Any person violating any provision of this Ordinance, except provisions of the Motor Vehicle Code incorporated herein, parking violations, and Section 4.H.(1), shall be responsible for a municipal civil infraction. Repeat violations under this Ordinance shall be subject to increased fines or misdemeanor penalties as provided in Sections 18 and 19 of this Ordinance.
B. Any person violating the provisions of the Motor Vehicle Code shall be subject to the fines and penalties set forth in that Code. Any person violating any provision of Sec.13.A regarding parking violations shall be responsible for a civil infraction.
C. Persons continuing to violate any of the above provisions after being cited may also be evicted from said park or park land for the remainder of the day of the offense.

Section 18. Municipal Civil Infraction Citations; Issuance and Service. Municipal civil infraction citations shall be issued and served by an authorized local official as follows:
A. The time for appearance specified in a citation shall be within ten (10) days after the citation is issued.
B. The place for appearance specified in a citation shall be the District Court.
C. Each citation shall be numbered consecutively and shall be in a form approved by the State Court Administrator. The original citation shall be filed with the District Court. Copies of the citation shall be retained by the County and issued to the alleged violator as provided by Section 8705 of Act No. 236 of the Public Acts of 1961, as amended.
D. A citation for a municipal civil infraction signed by an authorized local official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge and belief."
E. An authorized local official who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.
F. An authorized local official may issue a citation to a person if:
   (1) Based upon investigation, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
   (2) Based upon investigation of a complaint by someone who allegedly witnessed the person commit a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for an infraction and if the County Prosecuting Attorney approves in writing the issuance of the citation.
G. Municipal civil infraction citations shall be served personally by serving a copy of the citation upon the alleged violator.

Section 19. Municipal Civil Infraction Citations; Contents.
A. A municipal civil infraction citation shall name the County as plaintiff and shall contain the name and address of the defendant, the municipal civil infraction alleged, the place where the defendant shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.
B. Further, the citation shall inform the defendant that he or she may do one of the following:
   (1) Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
   (2) Admit responsibility for the municipal civil infraction "with explanation" by mail by the time specified for appearance or, in person, or by representation.
   (3) Deny responsibility for the municipal civil infraction by doing either of the following:
      a) Appearing in person for an informal hearing before the Judge or Magistrate of the District Court without the opportunity of being represented by an attorney, unless a formal hearing before the District Court's Judge is requested by the County.
      b) Appearing in the District Court for a formal hearing before the District Court's Judge, with the opportunity of being represented by an attorney.
(4) The citation shall also inform the defendant of all of the following:
   a) That if the defendant desires to admit responsibility "with explanation" in person or by
      representation, the defendant must apply to the District Court in person, by mail, by
      telephone, or by representation within the time specified for appearance and obtain a
      scheduled date and time for an appearance.
   b) That if the defendant desires to deny responsibility, the defendant must apply to the
      District Court in person, by mail, by telephone, or by representation within the time specified
      for appearance and obtain a scheduled date and time to appear for a hearing, unless a
      hearing date is specified on the citation.
   c) That a hearing shall be an informal hearing unless a formal hearing is requested by the
      defendant or the County.
   d) That, at an informal hearing, the defendant must appear in person before the District
      Court's Judge or Magistrate, without the opportunity of being represented by an attorney.
   e) That, at a formal hearing, the defendant must appear in person before the District Court's
      Judge with the opportunity of being represented by an attorney.

(5) The citation shall contain a notice in boldfaced type that the failure of the defendant to appear
within the time specified in the citation or at the time scheduled for a hearing or appearance is a
misdemeanor and will result in the entry of a default judgment against the defendant on the municipal
civil infraction.

Section 20. Establishment of Schedule of Civil Fines.
A. A schedule of civil fines for violations of this Ordinance is hereby established. The fines for the
violations shall be as follows:
   (1) For the first citation issued to a defendant who admits or is found by the District Court to have
violated this Ordinance, the civil infraction fine shall be $50.00 for the first violation cited and an
additional $50.00 for each additional violation listed within the citation, up to, but not to exceed,
$500.00. In addition to such fines, the defendant shall pay such costs and damages and expenses
as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts
of 1961, as amended.
   (2) For a second citation issued to a defendant who admits or is found by the District Court to have
committed repeated violations of this Ordinance, the civil infraction fine shall be up to $500.00 for
each repeat violation. As used in this section, "repeat violations" means a second violation of the
same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for
which the defendant admits responsibility or is determined to be responsible. In addition to such
fines, the defendant shall pay such costs and damages and expenses as may be set by the District
Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.
B. Failure to appear at the District Court within the time specified in a citation or at the time scheduled
for a hearing or an appearance is a misdemeanor and will result in entry of a default judgment against
the defendant on the municipal civil infraction.
C. Failure to comply with an order, judgment or default in payment of a civil fine, costs, damages, or
expenses, so ordered may result in enforcement actions, including, but not limited to, imprisonment
on civil contempt which shall not exceed one (1) day for each $30.00 due, collections, placement of
liens or other remedies as permitted by Chapter 87 of Act 236 of Public Acts of 1961, as amended.
D. A municipal civil infraction is not a lesser included offense of a criminal offense or an ordinance
violation that is not a civil infraction.
E. Civil infractions for violations of Sec.11.A. regarding parking are punishable by a fine of $50 plus
   costs for a first offense, $100 plus costs for a second offense, and $250 plus costs for a third offense,
   except that violations of Sec.13.A.(3) shall be punishable by a fine of $250 plus costs for a first or
   subsequent offense.

Section 21. Misdemeanor Violations.
A. Any person convicted of violating Section 4.H.(1) relating to disorderly persons shall be guilty of a
misdemeanor.
B. A third and subsequent repeated violation of this Ordinance shall be a misdemeanor. As used in this
section, "repeat violations" means a third or subsequent violation of the same requirement or
provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant
admits responsibility or is determined by the District Court to be responsible.
C. Actions or omissions which are a misdemeanor under this Ordinance shall be punishable upon conviction by a fine of not to exceed $500.00 (plus other costs), imprisonment for a term of not to exceed ninety (90) days, or both.

Section 22. Construction. When not inconsistent with the context, words used in the present tense include the future. Words in the singular include the plural and words in the plural include the singular. Masculine shall include the feminine and neuter. The word “shall” is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted as defined in statutes, regulations or codes to which they apply or if not so defined shall be defined in the manner or their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any section of this Ordinance.

Section 23. Severability. The various parts, sections, subsections, paragraphs, sentences, phrases and clauses of this Ordinance are hereby declared to be severable. If any part, section, subsection, paragraph, sentence, phrase or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, it shall be considered severed from this Ordinance and shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 24. Repealer Clause. Any ordinance or parts of ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 25. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 26. Effective Date. This Ordinance shall become effective on the 12th day of June, 2007.
Appendix II

SEVERE WEATHER POLICY
SEVERE WEATHER ANNOUNCEMENTS
INGHAM COUNTY PARKS
SEVERE WEATHER POLICY

The safety of our park visitors is paramount. Vehicles, buildings, and pavilions may provide some shelter from heavy rain, hail, and lightning.

Severe weather watches/warnings will normally be transmitted by the 911 dispatch center when they are received from the National Weather Service, and again periodically during the watch/warning. Parks Security Officers will immediately relay the information about the watch/warning to their Park Managers and lifeguard staff by radio or in person. In the event that Parks Security Officers are not on duty to receive the notice from the 911 center, the lifeguard or ranger on duty at that time will be responsible for taking action in the presence or possibility of severe weather. **The Park Manager, Assistant Park Manager, Chief Ranger, or Waterfront Director, whoever is in charge at the time of the watch/warning, will direct these procedures. If none of the aforementioned are in the park, the lifeguard or ranger on duty will direct the procedures with any Parks Security Officers on duty assisting.**

Weather radios with a severe weather alert function are available at Lake Lansing Park-South, Hawk Island Park, and Burchfield Park. A lifeguard or ranger will be designated the responsibility for maintaining access to the weather radio, and that person can notify others as weather conditions dictate. Public address systems and portable bullhorns are available to employees at Burchfield Park, Hawk Island Park and Lake Lansing Park-South to notify visitors of severe weather. At all other parks, where employees are available, notification will be made by bullhorn or personal contact. **Park staff will repeat severe weather watch/warning information periodically throughout the time the watch/warning is in effect. Information regarding re-opening of the beach will also be given at these times.**

At **Lake Lansing Park-South**, when the water/beach is closed, all park visitors are to be moved back to their vehicles in the main parking lot. Persons without vehicles at the park will be directed first to the Bathhouse, then to the Restroom building and then to the Maintenance building for shelter, subject to capacity limitations. After capacity has been reached at each of the aforementioned buildings, visitors will be directed to the picnic shelters.

At **Burchfield Park**, when the water/beach is closed, all park visitors are to be moved back to their vehicles in the parking lots. Persons without vehicles at the park will be directed first to the Restroom buildings, then to the Winter Sports building and then to
the Maintenance building for shelter, subject to capacity limitations. After capacity has been reached at each of the aforementioned buildings, visitors will be directed to the picnic shelters.

*At Lake Lansing Park-North*, park visitors without vehicles will be directed to the Restroom buildings for shelter, subject to capacity limitations. After capacity has been reached at the aforementioned buildings, visitors will be directed to the picnic shelters.

*At Hawk Island Park*, when the water/beach is closed, all park visitors are to be moved back to their vehicles in the parking lots. Persons without vehicles at the park will be directed first to the Restroom/Concession buildings and then to the Maintenance building for shelter, subject to capacity limitations. After capacity has been reached at each of the aforementioned buildings, visitors will be directed to the picnic shelters.

*At all other parks*, visitors are to be directed to return to their vehicles. *Parks Security Officers on duty will assist with traffic control in the parking lots, if necessary.*
SEVERE WEATHER ANNOUNCEMENTS

SEVERE WEATHER (THUNDERSTORM OR TORNADO) WATCH
If a severe weather WATCH (severe thunderstorm or tornado WATCH) is received, all park personnel will assist in keeping a lookout, and will make every attempt to notify park visitors.

ANNOUNCEMENT:
Attention! We are now under a severe thunderstorm OR tornado WATCH. This means that conditions are right for severe thunderstorms OR tornadoes. For your safety, please be alert and prepared to seek shelter if necessary. We will pass on further information as we receive it. Thank you.

SEVERE WEATHER IN THE AREA
If lightning is seen or thunder is heard, all personnel will assist in clearing the water and closing the beach. Personnel will notify and direct park visitors to shelter.

LAKE LANSING SOUTH ANNOUNCEMENT:
Attention, we have a severe storm in the vicinity. For your safety, all park visitors are directed to immediately return to their vehicles. For visitors without vehicles, you are directed to immediately go to the Concession Building for shelter. The Concession Building is the large triangular-shaped building to the north rear of the beach. A Park employee will be there to assist you. Thank you.

BURCHFIELD PARK ANNOUNCEMENT:
Attention, we have a severe storm in the vicinity. For your safety, all park visitors are directed to immediately return to their vehicles. For visitors without vehicles, you are directed to immediately go to the Winter Sports Building for shelter. The Winter Sports Building is located to the rear of the beach at the opposite end of the upper parking lot. A Park employee will be there to assist you. Thank you.

HAWK ISLAND PARK ANNOUNCEMENT:
Attention, we have a severe storm in the vicinity. For your safety, all park visitors are directed to immediately return to their vehicles. For visitors without vehicles, you are directed to immediately go to the Restroom/Concession Building for shelter. The Restroom/Concession Building is the large building north and west of the beach. A Park employee will be there to assist you. Thank you.
SEVERE WEATHER (THUNDERSTORM) WARNING
If a severe weather WARNING (severe thunderstorm WARNING) is received, all park personnel will assist in notifying park visitors and in moving park visitors to shelter.

LAKE LANSING SOUTH ANNOUNCEMENT:
Attention, we are now under a severe thunderstorm WARNING. This means that a thunderstorm is in our area. For your safety, all park visitors are directed to immediately return to their vehicles. For visitors without vehicles, you are directed to immediately go to the Concession Building for shelter. The Concession Building is the large triangular-shaped building to the north rear of the beach. A Park employee will be there to assist you. Thank you.

BURCHFIELD PARK ANNOUNCEMENT:
Attention, we are now under a severe thunderstorm WARNING. This means that a thunderstorm is in our area. For your safety, all park visitors are directed to immediately return to their vehicles. For visitors without vehicles, you are directed to immediately go to the Winter Sports Building for shelter. The Winter Sports Building is located to the rear of the beach at the opposite end of the upper parking lot. A Park employee will be there to assist you. Thank you.

HAWK ISLAND PARK ANNOUNCEMENT:
Attention, we are now under a severe thunderstorm WARNING. This means that a thunderstorm is in our area. For your safety, all park visitors are directed to immediately return to their vehicles. For visitors without vehicles, you are directed to immediately go to the Restroom/Concession Building for shelter. The Restroom/Concession Building is the large building north and west of the beach. A Park employee will be there to assist you. Thank you.

TORNADO WARNING
If a tornado WARNING is received, all personnel will assist in clearing the water and closing the beach. Personnel will notify and direct park visitors to return to their vehicles, leave the park and seek shelter on their own.

ALL PARKS ANNOUNCEMENT:
Attention, we are now under a tornado WARNING. This means that a tornado is in our area. For your safety, all park visitors are directed to immediately return to their vehicles and leave the park. You are encouraged to seek shelter outside the park on your own. Thank you.
Appendix III

POLICY AGAINST HARRASSMENT IN THE WORKPLACE
POLICY AGAINST HARASSMENT IN THE WORKPLACE

Ingham County is committed to providing a work environment where all employees are treated with dignity and respect. Harassment in the workplace based upon race, creed, color, sex, age, national origin, religion, marital status, height, weight, disability, sexual orientation, gender identity or any other protected status will not be tolerated, whether committed by or directed toward co-workers, supervisors, vendors/consultants, or those persons receiving services from the County. Harassment of others in the workplace is destructive to a good working relationship and is counterproductive to the County's goal of providing outstanding services to the public. Therefore, it is every employee's responsibility to insure that Ingham County maintains a fair and effective work environment that is free from harassment. If you have questions concerning this policy, please contact the Personnel Department.

A. SEXUAL HARASSMENT DEFINED

Ingham County's equal employment opportunity policy against discrimination and harassment prohibited by law includes a prohibition against sexual harassment. The law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when either:

1. Submission to or rejection of such conduct or communication is made explicitly or implicitly a term or a condition of an individual's employment; OR

2. Submission to or rejection of such conduct or communication by an individual is used as a factor in employment decisions affecting the individual; OR

3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment. This includes, but is not limited to:
   a. Sexually-oriented jokes, gestures, noises, remarks or comments about a person's sexuality or sexual experience directed at or made in the presence of an employee;
   b. Sexual or discriminatory displays or publications; and
   c. Retaliation for sexual harassment complaints.

The foregoing policies require that each individual exhibit, in his or her conduct and communications, sound judgment and respect for the feelings and sensibilities of each employee. The prohibited conduct may be in the form of a sexual advance, but may also be in the form of less direct verbal or non-verbal behavior. Behavior may be unwelcome even if it is not intended or perceived as such by the person engaged in it. The following are some examples of possible sexual harassment:
• Verbal sexual comments, innuendoes, slurs or jokes.
• Non-verbal sexual gestures, leering or staring.
• Visual displaying sexual pictures, writings, or objects.
• Physically inappropriate touching, blocking someone’s movement.
• Threats or insinuating reprisal for refusing sexual demands or conduct.

B. OTHER DISCRIMINATORY HARASSMENT

Other forms of harassment are also prohibited. Verbal or non-verbal conduct that exhibits hostility or disrespect toward an individual or group because of race, religion, national origin, color, gender, age, marital status, height, weight, disability, sexual orientation, gender identity or any other protected classifications will not be tolerated. As with sexual harassment, behavior of this kind may take a number of forms including, but not limited to; oral or written communications, the display of printed or graphic material, slurs, gestures, jokes and physical acts.

C. WHAT YOU SHOULD DO IF YOU BELIEVE YOU HAVE BEEN HARASSED

You may, but are not required to, speak with the offending individual directly and inform the offending individual that the behavior in question is unwelcome and must be stopped.

It is the policy of Ingham County that any employee who in good faith believes he or she has been subjected to illegal discrimination or harassment prohibited by law, or who believes in good faith he or she has observed discrimination or harassment prohibited by law, must report that fact immediately in writing to:

1. Your Department Director/Elected Official; or

2. If the individual does not feel comfortable with your Department Director/Elected Official, the individual should feel free to bypass such individual and file a written complaint with the Human Resources Director.

If an employee has any questions regarding the reporting of such matters, they should contact the Human Resources Director.

D. WHAT YOU SHOULD DO IF YOU BELIEVE ANOTHER EMPLOYEE IS BEING HARASSED

If you observe or have knowledge of an incident of harassment involving other employees, you should immediately file a written complaint with your Department Director/Elected Official or the Human Resources Director.

If you are a supervisor, you have a responsibility to maintain a work environment that is free from unlawful harassment and must report, in writing, any observed or reported incident of harassment involving other employees immediately to your Department Director/Elected Official or the Human Resources Director.
E. HOW COMPLAINTS OF HARASSMENT WILL BE HANDLED

Investigation- The County will promptly conduct a thorough and impartial investigation of any complaint or report of harassment.

Confidentiality- To the extent possible, the County's investigation will be conducted in a manner calculated to protect the privacy of the individuals involved, and the confidentiality of the complainant. However, because an investigation may include interviews of other employees or persons, absolute confidentiality is not always possible.

Disciplinary action- If the investigation reveals that harassment has occurred, disciplinary action up to and including discharge will be taken. The nature of the discipline will depend upon the circumstances of each case.

Again, all complaints and the actions taken to resolve such complaints will be treated confidentially and will be disclosed only when necessary to the investigation and a resolution of the matter. However, no employee is promised strict or absolute confidentiality.

If an investigation of the complaint of harassment or unlawful discrimination reveals that the complaint was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

F. PROTECTION AGAINST RETALIATION

If a report of discrimination or harassment prohibited by law is made in good faith, the County will protect the reporting individual from retaliation or any other detrimental impact on his or her employment. Disciplinary action, up to and including discharge, will be taken against anyone who attempts such retaliation. Employees who become aware of complaints or investigations of harassment are expected to refrain from unnecessary and unprofessional discussions with coworkers concerning the individuals involved; as such discussions may themselves be a form of retaliation.
Appendix IV

EQUAL EMPLOYMENT OPPORTUNITY POLICY
EQUAL EMPLOYMENT OPPORTUNITY POLICY

(NOTE: This policy shall apply to all County elected officials, Department Heads, union and non-union County employees)

It is the policy of the Ingham County Board of Commissioners to provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, height, weight, disability, or any other protected status (except where age, sex or lack of disability constitutes a bona fide occupational qualification). In addition, the County does not consider and prohibits utilization of genetic information in making employment decisions

Disabled employees who feel accommodation is needed to perform their job must notify the Civil Rights Representative in writing of the need for reasonable accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed. Failure to properly notify Ingham County will preclude any claim that Ingham County failed to accommodate the disabled employee. Ingham County will make accommodations that do not pose an undue hardship to the County.
Appendix V

BLOOD BORNE PATHOGENS
Blood Borne Pathogen

How infections occur and spread
Disease transmission is a two-way street. It is as easy for you to infect a person with whom you come in contact as it is for that person to infect you.

A pathogen is a disease-producing germ that enters the body.

Our bodies immune system can kill most germs. If the body becomes infected, antibiotics or other medications are used to cure the infection.

For diseases to be transmitted, all four of the following conditions must be met:
- A pathogen is present.
- Enough of the pathogen is present to cause disease.
- A person is susceptible to the pathogen.
- The pathogen gets into the body.

Four ways pathogens can get into a person’s body
- Direct contact
- Indirect contact
- Air borne
- Vector borne
Protecting yourself from disease transmission
Immunizations are very important in preventing disease. OSHA requires that employers make the hepatitis B vaccination series available to all employees who may be exposed to blood or other body fluids. If you would like to receive the hepatitis B vaccination, please inform the park manager at the park you mainly work out of.

Basic precautions for disease transmission prevention:

1) Personal hygiene - Personal habits or practices, like frequent hand washing

2) Personal Protective Equipment (PPE) - Protects an employee from direct contact with infected materials.

3) Equipment cleaning and disinfecting - Careful handling of all soiled equipment, supplies, or other materials until properly taken care of.

Certain Diseases can have serious consequences if transmitted. These include:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herpes</td>
<td>These viruses cause infections to the skin and mucous membranes.</td>
</tr>
<tr>
<td>Meningitis</td>
<td>A severe infection of the coverings of the brain and spinal cord.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>A disease that predominately affects the respiratory system.</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>A viral infection of the liver. Different forms of hepatitis are transmitted different ways.</td>
</tr>
<tr>
<td>HIV</td>
<td>A virus that causes AIDS, a disease that attacks white blood cells and destroys the body’s ability to fight infections.</td>
</tr>
<tr>
<td>Childhood diseases</td>
<td>Diseases such as measles, mumps, and chicken pox pose a serious risk for employees who did not have them as children or were not immunized against them.</td>
</tr>
</tbody>
</table>

If you are exposed

- An exposure may include contact with potentially infectious blood or other body fluids through a hypodermic syringe, broken skin, or membranes of the eyes, nose, or mouth.

- If it is believed that an exposure has occurred, clean the area of contact thoroughly and contact your supervisor. Be sure to write down what happened in the correct report.

- If necessary, see your doctor for follow up care.
Appendix VI

SEASONAL EMPLOYEE WAGE SCHEDULE
RESOLUTION AMENDING THE PARKS DEPARTMENT
SEASONAL EMPLOYEE WAGE SCHEDULE

WHEREAS, the Ingham County Parks & Recreation Commission periodically adjusts seasonal wage rates; and

WHEREAS, the last seasonal wage rate review was approved by the Parks & Recreation Commission on December 14, 2015 (Resolution #17-15); and

WHEREAS, Board of Commissioner Resolution #05-004 authorized the Ingham County Parks and Recreation Commission to establish seasonal wage rates, subject to restrictions established by the Ingham County Board of Commissioners through the adopted budget; and

WHEREAS, the 2nd year rate begins one year from the original date of hire consistent with Ingham County policy; and

WHEREAS, the adoption of the new minimum wage for employees within the State of Michigan will require the Parks Department to make an adjustment to seasonal wages to comply with State law.

THEREFORE BE IT RESOLVED, that seasonal wage rates indicated below, will become effective December 24, 2016 to be in compliance with the minimum wage law as required by the State of Michigan.

<table>
<thead>
<tr>
<th>Park / Office Management Intern</th>
<th>2016 WAGE RATE (1st year) 10.00 to 16.14</th>
<th>2017 WAGE RATE (1st year) 10.00 to 16.14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>9.35 to 10.25</td>
<td>9.35 to 10.25</td>
</tr>
<tr>
<td>Park Gate/Closer, Chief Ranger, Naturalist, and Snow Making Technician</td>
<td>10.72 to 11.95</td>
<td>10.75 to 12.00</td>
</tr>
<tr>
<td>Naturalist</td>
<td>10.72 to 11.95</td>
<td>11.95 to 12.00</td>
</tr>
<tr>
<td>Lifeguard Supervisor</td>
<td>11.43 to 12.39</td>
<td>13.00 to 14.00</td>
</tr>
<tr>
<td>Lifeguard</td>
<td>9.34 to 10.45</td>
<td>11.00 to 12.00</td>
</tr>
<tr>
<td>Chief Ranger</td>
<td>9.60 to 10.60</td>
<td>--- to ---</td>
</tr>
<tr>
<td>Ranger, Boat Launch Attendant, Playground Supervisor, Boat Rental Operators, Parking Booth Attendant, Ski Rental Operators and Food Concession</td>
<td>8.50 to 8.75</td>
<td>9.25 to 9.50</td>
</tr>
</tbody>
</table>

Moved by Mr. Czarnecki and Supported by Commissioner Koenig that Resolution #17-16 be approved as written. Yes-9; No-0. MOTION CARRIED.
Appendix VII

SMOKING POLICY
RESOLUTION SUPPORTING LIMITED SMOKING AREAS IN THE INGHAM COUNTY PARKS SYSTEM

WHEREAS, Ingham County Parks are family oriented facilities, the Ingham County Parks and Recreation Commission wishes to minimize smoking role modeling experiences for children, and to minimize visitor exposure to second hand smoke; and

WHEREAS, the Ingham County Parks Commission supports the Parks and Recreation industry’s efforts in promoting smoke free parks throughout the country which provides for a healthier, cleaner and safer environment for all visitors; and

WHEREAS, Parks Resolution #12-13 prohibited smoking within all Ingham County Parks except within designated areas (the designated smoking areas shall consist of the parking areas within any Ingham County Park and a designated area within the maintenance storage areas located in each park); and

WHEREAS, on January 24, 2017 the Board of Commissioners authorized the attached policy prohibiting the use of electronic smoking devices (ESDs) in Ingham County buildings; and

WHEREAS, the Park Commission recommends prohibiting ESDs within all Ingham County Parks except within designated areas (the designated smoking areas shall consist of the parking areas within any Ingham County Park and a designated area within the maintenance storage areas located in each park).

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission recommends that, in accordance with Section 3, Paragraph B, of the County Ordinance governing the Ingham County Parks rules and regulations, smoking and the use of electronic smoking devices (ESDs) is prohibited within all Ingham County Parks except within designated areas.

THEREFORE BE IT FURTHER RESOLVED, that the designated smoking areas shall consist of the parking areas within any Ingham County Park and a designated area within the maintenance storage areas located in each park.

Moved by Commissioner Banas and Supported by Ms. Gregg that Resolution #06-17 be approved as written. Yes-5; No-0. MOTION CARRIED.
A. **Electronic Smoking Device (ESD):** a noncombustible product designed to contain a vapor cartridge or containing nicotine or other substance that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine or other substance in a solution or other form. Electronic smoking devices include an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device, and also include a vapor cartridge or other container of nicotine or other substance in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.

B. Section 333.12603 of the Michigan Public Health Code prohibits a person from smoking tobacco products in a public place or the meeting of a public body. This statute was developed shortly after the introduction of ESDs in the United States, prior to their increased popularity.

C. Ingham County prohibits the use of ESDs within all county buildings.

D. Although the potential harm of ESDs is still unknown, early research indicates that they can serve as an introduction to tobacco products, especially among youth.

E. The use of ESDs in public places also causes confusion among the public about smoking in public places.
Appendix VIII

SAFE WORKPLACE POLICY
SAFE WORKPLACE POLICY PROHIBITING WORKPLACE VIOLENCE AND FORMS OF UNACCEPTABLE BULLYING

Ingham County is committed to providing a safe workplace for the public and its employees, customers, and contractors. Recent national studies report an increase in workplace violence. In an effort to prevent the possibility of violence in our workplace, Ingham County has implemented this Safe Workplace Policy. Ingham County strictly prohibits and will not tolerate any threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct in or around the work environment:

- Threatening injury or damage against a person or property;
- Fighting or threatening to fight with another person;
- Threatening to use a firearm or any other weapon;
- Having unauthorized possession of a firearm or any other weapon while on County premises or County business;
- Abusing or injuring another person;
- Abusing or damaging property of the County or another person;
- Using obscene or abusive language or gestures in a threatening manner;
- Raising voices in a threatening manner;
- Bullying defined as persistent, malicious, unwelcome, severe and pervasive mistreatment that which is intended to intimidate and creates a risk to the health and safety of the employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment;
- Harassing behavior inconsistent with normal work relationship or stalking.

Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.

Any person who exhibits any unsafe behaviors will be removed from County’s premises as quickly as safety permits, and shall remain off County premises pending the outcome of an investigation. Employees will cooperate in all investigations, and a failure to cooperate may result in a disciplinary action, up to and including discharge. If the investigation substantiates that a violation has occurred, the County will take immediate corrective action. Corrective action may include immediate discipline, up to and including discharge, at the County’s sole discretion. Additionally, the County may, in its discretion, pursue any criminal or civil remedies which may be available.

All employees, temporary employees, contractors and any other personnel are responsible for notifying the County of any acts or threats which they have witnessed, received, or have been told that another person has witnessed or received. Any individual, who reasonably believes that a situation with any employee or any other party
may become violent, should immediately leave the area.

Any violations of this policy should be immediately reported in writing to:

- The Department Director or Elected Official.
- If the individual does not feel comfortable with the Department Director or Elected Official, or if the Department Director or Elected Official is not available, Human Resources Director.

A report or complaint will be promptly investigated if a report is made in good faith from retaliation or any other detrimental impact on his or her employment.

In order to provide a safe workplace and protect our employees from threats to their safety, the County must know if a court has ordered an individual to stay away from County locations. Therefore, this policy also requires all individuals who obtain a protective or restraining order which lists County locations as being protected areas, to provide the Human Resources Director a copy of any protective or restraining order. This information will be kept reasonably confidential to the extent possible.
Appendix VIII

Employee Sick Leave Policy
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT A SPECIAL PART-TIME, TEMPORARY
OR SEASONAL EMPLOYEE SICK LEAVE POLICY

RESOLUTION # 16 – 052

WHEREAS, special part-time, temporary and seasonal employees are an important part of
augmenting our workforce; and

WHEREAS, the Ingham County Board of Commissioners desires to be responsive to the
evolution of workers in these categories and their families; and

WHEREAS, the Board of Commissioners is committed to ensure the employees can address their
own health needs and the health needs of their family; and

WHEREAS, this policy provides sick leave hours and enables employees in these categories to
seek early and routine medical care for themselves and their families.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby
adopts the attached Special Part-time, Temporary or Seasonal Employee Sick Leave Policy.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all
departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by
this personnel policy.

BE IT FURTHER RESOLVED, that this resolution shall not apply to positions under the
authority of County elected officials unless the elected official assents to application of this
resolution to such positions.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Tsernoglou, Hope, Maiville
               Nays: None   Absent: Koenig, Bahar-Cook   Approved 2/16/2016
A. Purpose and Applicability

The purpose of this policy is to establish and administer paid sick leave to employees who meet the definition of “special part-time, temporary or seasonal worker”, and are not covered under a collective bargaining agreement.

B. Definitions

Temporary Employee - An employee who is hired for a period of less than 1,508 hours in a 12 month period and does not meet the definition of regular full-time or regular part-time employee as defined by a collective bargaining agreement. Temporary employees shall be scheduled to work an average of 29 hours or less per week.

Seasonal Employee - An employee who is hired for a position for a period of six (6) months or less, and that time period begins each calendar year in approximately the same part of the year, such as summer or winter. A seasonal employee may be scheduled on a full-time or part-time basis, but must not work in excess of six (6) months per year.

Special Part-Time Employees - An employee regularly scheduled to work nineteen (19) hours or less per week. These employees are not be covered by the provisions of a collective bargaining agreement or employee personnel manual.

Excluded Employee – Employees in positions covered by a valid collective bargaining agreement; Intermittent Replacement, Casual Employees and Substitute Employees not regularly scheduled for work, but are called in to work on an as needed basis; Background Investigators working by assignment for 911; Interns; Student Workers; Temporary Status Work Study. In addition, temporary workers who perform work for Ingham County but are employed by an outside agency are not covered by this policy.

C. Procedure

1. Paid Sick Leave:

   Effective on the first pay period following approval of this policy or upon hire, employees covered by this policy will be provided one (1) hour of sick leave up to a maximum accumulation of twenty-six (26) hours in a calendar year, under the following terms and conditions:
a. Effective upon the date of hire, eligible employees, who have reportable hours in the pay period, will be provided one (1) hour of sick leave each pay period up to the maximum of twenty-six (26) hours in a calendar year.
b. Balances of credited sick leave will be maintained for each calendar year. Unused balances will be cleared out at year end.
c. Any portion of the sick leave hours not taken with supervisory approval during the calendar year will be lost.
d. Eligible employees under this policy that receive promotions into positions represented by a collective bargaining agreement or employee manual will not carry over sick leave balances under this program to the new position.
e. Under no circumstances are eligible employees under this policy entitled to any payout for unused sick leave.

2. Use of Paid Sick Leave:
   a. Eligible employees shall be entitled to the use of paid sick leave only after it is credited each pay period.
   b. Use of paid sick leave must be approved by the employee’s supervisor.
   c. Sick leave must be taken in no less than one (1) hour increments.
   d. A maximum of twenty-six (26) hours of sick leave may be used by the last reportable pay period in the calendar year.
   e. Sick leave may only be used in lieu of previously scheduled hours.
   f. Temporary Employees may not use sick leave so their weekly compensation exceeds 29 hours; Special Part-Time Employees may not use sick leave so their weekly compensation exceeds 19 hours; and Seasonal Employees may not use sick leave so their employment extends beyond six (6) months in any year.

3. Pay Rate for Sick Leave:
   Sick leave will be paid at the employee’s normal hourly rate at the time the leave is taken and the hours used shall not be included in the computation of overtime.

4. Reasons for Use of Paid Sick Leave:
   Eligible Employees may only use paid sick leave for the following reasons:
   a. To treat the employee’s own illness, injury, physical or mental health condition; or for preventative medical care for the employee.
   b. For the treatment of the employee’s child’s or spouse’s illness, injury, physical or mental health condition; or preventative medical care for the employee’s child or spouse.
   c. For the employee’s treatment or services related to the employee’s status as a victim in a family violence or sexual assault incident, for the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to such family violence or sexual assault; to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

5. Notification:
   The eligible employee or designee shall notify her/his supervisor either verbally or in writing as soon as she/he knows that sick leave is needed. This notification must
be made no later than one (1) hour prior to the worker’s scheduled start time. If
the reason for the sick leave is foreseeable, the employee must provide at least
seven (7) days advance notice to their supervisor, or if the leave is not foreseeable,
the employee must provide as much notice as is practicable.

6. **Documentation:**
Documentation signed by a health care provider indicating the need for more than
two (2) days will be required by the employee’s supervisor.

7. **Enforcement:**
Violations of this policy may result in appropriate disciplinary measures.